

# RIVERVIEW SCHOOL DISTRICT

## HIGH SCHOOL AND JUNIOR HIGH

STUDENT HANDBOOK

2022 - 2023



RIVERVIEW STUDENT HANDBOOK SIGNATURE FORM

In compliance with standards for Accreditation of the Arkansas Public Schools, students and parents shall acknowledge they have received the school's Student Discipline and Student Attendance Policies by a signed statement.

If you, as a parent or student, have any questions or concerns in reference to the information found in this student handbook, please contact your High School Principal at the appropriate number listed below.

Please sign and return to school acknowledging receipt of the Student Discipline, Bus/Transportation Discipline, Grading, G Suites Notice, Local Field Trips, Drug Testing, Graduation, and Student Attendance Policies.

HIGH SCHOOL

810 Raider Drive, Searcy, AR 72143, Phone 501-279-7700

JUNIOR HIGH SCHOOL

820 Raider Drive, Searcy, AR 72143, Phone 501-279-7111

Student's Name \_\_\_\_\_

Student's Signature \_\_\_\_\_

Grade \_\_\_\_\_

Parent/Guardian's Name \_\_\_\_\_

Parent/Guardian's Signature \_\_\_\_\_

Date \_\_\_\_\_

**TITLE I PARENT/STUDENT/TEACHER/PRINCIPAL COMPACT**

**Riverview High School  
Riverview Junior High School  
2022-2023**

**PARENT/GUARDIAN AGREEMENT**

I want my child to achieve. Therefore, I will encourage him/her by doing the following:

- See that my child is punctual and attends school regularly.
- Support the school in its efforts to maintain proper discipline.
- Monitor the amount of media entertainment time and establish a time for homework and review it.
- Stay aware of what my child is learning & provide positive use of my child's extracurricular time. Volunteer in my child's classroom when appropriate.
- Read with my child and let my child see me read.
- Provide a quiet, well-lighted place for study and be available for help during study time.
- Assist the school as needed and communicate/participate as appropriate in my child's education.
- Monitor my child's computer usage per the Student Technology Handbook.

**Signature** \_\_\_\_\_

**STUDENT AGREEMENT**

It is important that I work to the best of my ability. Therefore, I shall strive to do the following:

- Attend school regularly and give appropriate school notices to parents/guardians.
- Come to school each day with pens, pencils, paper, and other necessary tools for learning.
- Complete and return homework assignments & conform to rules of student conduct.
- Observe regular study hours and read at least 30 minutes daily outside of school.
- Show responsibility and proper attitude with other students and adults.
- Learn and practice conflict management in a positive way.

**Signature** \_\_\_\_\_

## TEACHER AGREEMENT

It is important that students achieve and that high-quality curriculum and instruction is provided. Therefore, I shall strive to do the following:

- Help parents understand their child's progress, standards, & academic assessments.
- Provide necessary assistance/materials to parents to improve academic achievement & provide frequent progress reports (TAC, 9 weeks grades).
- Encourage students and parents by providing information about parental programs.
- Use special activities in the classroom to make learning enjoyable.
- Create and maintain a supportive classroom atmosphere with high expectations of myself, students, and staff members & integrate parent involvement programs (Student events).
- Provide parents opportunities to review Parent Compact in August, consult, participate, and communicate.

## PRINCIPAL AGREEMENT

I support this form of parent involvement. Therefore, I shall strive to do the following:

- Provide a safe environment that allows for positive communication between the teacher, parent, student, and hold two parent/teacher conferences yearly (one each semester).
- Ensure teachers provide high-quality curriculum and instruction.

**PERMISSION TO DISPLAY PHOTO OF STUDENT ON WEB SITE**

I hereby **DO** grant permission for Riverview School District to display any photo or video clip of me/my student (if a student is under the age of eighteen {18}) on the District's website, including any page on the site, or in other District publications.

\_\_\_\_\_  
Name of student (Printed)

\_\_\_\_\_  
Signature of student (only necessary if student is over 18)

\_\_\_\_\_  
Signature of guardian (required if student is under 18)

\_\_\_\_\_ Date

I hereby **DO NOT** grant permission for Riverview School District to display any photo or video clip of me/my student (if a student is under the age of eighteen {18}) on the District's website, including any page on the site, or in other District publications.

\_\_\_\_\_  
Name of student (Printed)

\_\_\_\_\_  
Signature of student (only necessary if student is over 18)

\_\_\_\_\_  
Signature of guardian (required if student is under 18)

\_\_\_\_\_ Date

**Riverview High School  
Parental Involvement Plan Summary Points 2022-2023**

School staff will use a variety of communication strategies to provide additional information to parents and to increase parental involvement in supporting classroom instruction, which may include the following:

Annual school open house and report to the public

School tours for parents

Student academic showcases

1. The school will hold parent meetings, conferences, and activities regularly throughout the year to increase parental involvement and build staff and parent capacity to engage in these types of efforts.
2. The school will provide information to parents about volunteer opportunities.
3. The school will provide an opportunity for parents to engage in decision-making process in regards to the school's Title I, Part A program.
4. The school will provide a parent resource center for parents. The high school maintains one located in the counselor's office and one in the high school library.
7. The school will engage parents in an evaluation of parental involvement efforts.

**Riverview Junior High School  
Parental Involvement Plan Summary Points 2022-2023**

1. School staff will use a variety of strategies to communicate and provide additional information to parents and to involve parents in supporting classroom instruction. Which include the following:
  - Annual school open house and report to the public
  - Quarterly displays of student data walls showcase
2. The school will hold parent meetings, conferences, and activities regularly throughout the year to increase parental involvement and build staff and parent capacity to engage in these types of efforts.
3. The staff will provide information to parents about volunteer opportunities.
4. The staff will provide an opportunity for parents to engage in decision-making process in regards to the school's Title I, Part A program.

The school maintains one located in the counselor's office of the high school and one in the high school library.

The school will engage parents in an evaluation of parental involvement efforts.

Dear Parent/Guardian(s),

Welcome to Riverview High School and Riverview Junior High School. Both schools are accredited institutions by the State of Arkansas. You and your child have been issued the student handbook for the 2022-2023 school year as required by the State of Arkansas. The handbook contains information about the rules, regulations, and policies of the school district.

Please review the contents and indicate that you have done so by signing and returning the Student Handbook Signature Form. All other forms that you need to fill out and return to school will be provided in a separate packet. Your review and your signature of receipt are a requirement of Act 104 of 1993 specifically, Attendance and Discipline. In addition, your signature will also acknowledge receipt of all Grading, Local Field Trips Permission, Drug Testing, AAA policies, Concurrent Course Policies, and Graduation Policies, as well as receipt of the G Suites Notice from Google.

Thank you for your cooperation in support of the policies of your school. We hope through that support we can ensure that your child has a positive school year.

Sincerely,

Stuart Hill  
High School & Junior High Principal

Dr. Heather Allison  
9-12 Assistant Principal

Tracy Massey  
7-8 Assistant Principal



## **MISSION, VISION, AND VALUE STATEMENTS**

Riverview School District:

Our Mission: To produce students that strive for excellence in all that they do

Our Vision: Educating for Excellence

Our Values:

**R**espectful

**A**ccountable

**I**ntegrity

**D**edicated

**E**ffort

**R**esponsible

**S**eeking Excellence

## **PHILOSOPHY**

The Riverview School District subscribes to the following statements of philosophy with regard to student control and discipline:

1. We believe that each student has a right to an educational environment free from disruption.
2. We believe that each teacher has a right to teach free from verbal intimidation.
3. We believe that each parent has a right to expect quality education and the protection of children, teachers, and school property.
4. We believe that it is the student's responsibility to respect the rights of the teacher and other students in order that effective teaching and learning can take place.
5. We believe that it is the responsibility of teachers to recognize the individual needs of each student and to make a concerted effort to meet those needs.
6. We believe that one of the very real needs of youth is the provision for guidance and sometimes a restraining hand and that it is the responsibility of parents, teachers, and administrators to provide this.

## COVID-19 POLICY UPDATE

The purpose of this policy is to create policies for school re-entry that foster the overall health of children, adolescents, staff, and communities and are based on available evidence. Schools are fundamental to child and adolescent development and well-being and provide our children and adolescents with academic instruction, social and emotional skills, safety, reliable nutrition, physical/speech and mental health therapy, and opportunities for physical activity, among other benefits. Beyond supporting the educational development of children and adolescents, schools play a critical role in addressing racial and social inequity. As such, it is critical to reflect on the differential impact SARS-CoV-2 and the associated school closures have had on different races, ethnic and vulnerable populations. These following policy recommendations are provided acknowledging that our understanding of the SARS-CoV-2 pandemic is changing rapidly. This policy statement will give our local board the power to make and change local policies to meet on-going state mandates and guidelines as well as the needs of our students during the COVID-19 or similar pandemics.

Our school re-entry policies will consider the following key principles:

- School policies must be flexible and nimble in responding to new information, and administrators must be willing to refine approaches when specific policies are not working.
- It is critically important to develop strategies that can be revised and adapted depending on the level of viral transmission in the school and throughout the community and done with close communication with state and/or local public health authorities and recognizing the differences between school districts, including urban, suburban, and rural districts.
- Policies should be practical, feasible, and appropriate for the child and adolescent's developmental stage.
- Special considerations and accommodations to account for the diversity of youth should be made, especially for our vulnerable populations, including those who are medically fragile, live in poverty, have developmental challenges, or have special health care needs or disabilities, with the goal of safe return to school.
- No child or adolescents should be excluded from school unless required in order to adhere to local public health mandates or because of unique medical needs. Pediatricians, families, and schools should partner together to collaboratively identify and develop accommodations, when needed.
- School policies will be guided by supporting the overall health and well-being of all children, adolescents, their families, and their communities.

With the above principles in mind, **the Riverview School District advocates that all policy considerations for the coming school year should start with a goal of having students physically present in school.**

**Riverview School District  
School Calendar  
2022-2023**

TBA (10 Days)	Professional Days**
August 15	RJHS and RHS Open House (6:00 – 8:00)
August 16	JES and KES Open House (6:00-8:00)
August 18	First Day of School
September 5	Labor Day Holiday
October 18	End of 1 <sup>st</sup> Quarter
October 25	JR High & High School Parent/Teacher Conferences 3:30–7:30
October 27	Elementary Parent/Teacher Conferences 3:30 – 7:30
November 21-25	Thanksgiving Break
December 21	End of 2 <sup>nd</sup> Quarter
December 22– Jan 4	Christmas Break
January 5	Return to School-Spring Semester Begins
January 16	Martin Luther King Holiday – No School
February 7	Elementary Parent/Teacher Conferences 3:30–7:30
February 9	JR High & High School Parent/Teacher Conferences 3:30 – 7:30
February 20	No School / President’s Day (snow day #1) *
March 15	End of 3 <sup>rd</sup> Quarter
March 20-24	Spring Break
April 7	No School (snow day #2) * - Good Friday
TBA	Performance Based Assessment
TBA	End-of-Year Assessment
May 19	Graduation
May 26	Last Day of School – End of 4 <sup>th</sup> Quarter
May 29	Memorial Day (no school)
May 30 – June 1	No School (snow days #3-#5)*

This calendar includes 178 instructional days and 10 professional development days, as well as 4 parent-teacher conferences.

\*If a day is missed for inclement weather prior to this day, this date will automatically become an instructional day.

\*\*Professional development days may be scheduled throughout the calendar year as deemed necessary for academic improvement

## TABLE OF CONTENTS

ABSENCES	33
ACCEPTABLE WORK POLICY	107
ACADEMIC COURSE ATTENDANCE BY HOMESCHOOL STUDENTS	28
ALTERNATIVE LEARNING ENVIRONMENT (ALE)	105
ALTERNATIVE PATHWAY TO GRADUATION	100
AP EXAMS	106
APPROVED HONORS WEIGHTED SCALE	106
ASSEMBLIES	125
AUTHORITY FOR STUDENT DISCIPLINE	47
BEHAVIOR NOT COVERED	71
BOMB THREAT	77
BULLYING/CYBERBULLYING	67
BUS DISCIPLINE POLICY	72
CAFETERIA	128
CHALLENGE TO INSTRUCTIONAL/SUPPLEMENTAL MATERIALS	139
CHEATING/PLAGIARISM	56
CHECK IN/CHECK OUT PROCEDURE	130
CLASS OR CLUB MEETINGS	125
CLASS RINGS	128
CLASS TRIPS	129
CLOSED CAMPUS POLICY	36
COLLEGE OR TRADE SCHOOL VISITS	127
COMMUNICABLE DISEASES AND PARASITES	81
COMPLAINTS AND GRIEVANCES	48
COMPULSORY ATTENDANCE	21

COMPUTER SCIENCE COURSE PREREQUISITES	131
CONCURRENT CREDIT	103
CONCURRENT COURSE/PAYMENT POLICY	104
CONDUCT TO AND FROM SCHOOL/TRANSPORTATION ELIGIBILITY	72
CONTACT WITH STUDENTS WHILE AT SCHOOL	42
CORPORAL PUNISHMENT	47
CORRESPONDENCE COURSES	104
COVID 19 POLICY	9
DAMAGE, DESTRUCTION, OR THEFT	53
DISCIPLINARY RECORD	47
DISORDERLY CONDUCT, HORSEPLAYING, ETC.	70
DISREGARD FOR CLOSED CAMPUS REGULATION	71
DISREGARD OF DIRECTIONS OR COMMANDS	49
DISRESPECT TO SCHOOL EMPLOYEES	70
DISRUPTIONS AND INTERFERENCE WITH SCHOOL	50
DISTRICT CALENDAR	10
DRESS CODE	57
EARLY GRADUATION POLICY	102
EMERGENCY DRILLS	89
EMERGENCY SITUATIONS	130
ENTRANCE REQUIREMENTS	18
EQUAL EDUCATIONAL OPPORTUNITY	37
EXCESSIVE TARDIES	59
EXEMPTION FROM SEMESTER TESTS	107
EXPULSION	77
EXTRACURRICULAR ACTIVITIES	118

EXTRACURRICULAR ACTIVITIES ELIGIBILITY - HOMESCHOOL	30
EXTRACURRICULAR AWARDS	127
FIGHTING/ENCOURAGEMENT/FILMING	51
FLOWERS AND GIFTS	131
FOOD OR DRINK IN HALLWAYS AND CLASSROOMS	72
FOOD SERVICE PREPAYMENT	113
FUNDRAISERS	44
GAMBLING	57
GANGS, FRATERNITIES, SORORITIES, SECRET CLUBS	66
GIFTED AND TALENTED (G/T)	115
GRADE CLASSIFICATION	105
GRADING	102
GRADING SYSTEM AND SCHOOL REPORTING OF PERFORMANCE 7-12	102
GRADUATION HONORS	106
GROUP HEARINGS FOR SUSPENSION OR EXPULSION	78
HANDBOOK SIGNATURE FORM	01
HAZING	66
HOME SCHOOLING	31
HOMEBOUND STUDENTS	35
HOMECOMING ACTIVITIES	126
HOMELESS STUDENTS	90
HOMEWORK AND INDEPENDENT STUDY SKILLS	105
HONOR ROLL	105
IMMUNIZATIONS	87
INCLEMENT WEATHER	129
INFECTIOUS/COMMUNICABLE DISEASES	81

INTERSCHOLASTIC ACTIVITIES	127
LOCKER AND PERSONAL SEARCHES	80
LOST DAMAGED BOOKS, OVERDUE BOOKS, FINES	129
MAKE-UP WORK	35
MEDICATION	86
NARCOTICS, ALCOHOLIC BEVERAGES, AND DRUGS	55
NATIONAL ANTHEM	92
NON-RESIDENCE PUPILS	18
NON-STUDENTS AND SCHOOL TRANSPORTATION	74
OUT OF AREA	58
PARENT INVOLVEMENT PLANS	05
PARENTS' RIGHT TO KNOW	141
PERMANENT RECORDS	90
PERSISTENT DISREGARD FOR SCHOOL RULES	71
PHILOSOPHY	08
PHOTO PERMISSION FROM	04
PHYSICAL ABUSE	51
PHYSICAL ACTIVITY	127
PHYSICAL EDUCATION	127
PHYSICAL EXAMINATIONS OR SCREENINGS	92
POSSESSION OF CELL PHONES	109
POSSESSION/USE OF CELL PHONES	54
PRESCRIPTION DRUGS	56
PRINCIPALS' GREETINGS	07
PRIVACY OF STUDENTS' RECORDS	38
PROCEDURE FOR CLASS CHANGE	127

PROFANITY/VULGARITY/PORNOGRAPHY/OBSCENITY	58
PROHIBITED CONDUCT	49
PUBLIC DISPLAY OF AFFECTION	56
RAIDER FIGHT SONG/ALMA MATER	141
RESIDENCE REQUIREMENTS	17
QUALITY POINTS AND GPA	105
SCHOLAR’S BANQUET	108
SCHOOL CHOICE	23
SCHOOL COLOR AND EMBLEM/SCHOOL SPIRIT	126
SCHOOL DAY PICTURES	128
SCHOOL MEAL MODIFICATIONS	112
SCHOOL RESOURCE OFFICER (SRO)	126
SCHOOL YEARBOOK	126
SEARCH, SEIZURE, AND INTERROGATIONS	78
SELECTION/INSPECTION OF INSTRUCTIONAL MATERIALS	138
SENIOR COMPOSITE	128
SMART CORE REQUIREMENTS 2023-2025	93
SMART CORE REQUIREMENTS 2026 AND THEREAFTER	97
SPECIAL EDUCATION	111
SPONSORS	125
STUDENT ACCELERATION	115
STUDENT ACCIDENT INSURANCE	129
STUDENT BEHAVIORAL INTERVENTION/RESTRAINT	131
STUDENT DISCIPLINE/POLICES & DEFINITIONS	44
STUDENT DRUG TESTING	120
STUDENT HANDBOOK	192



STUDENT HARASSMENT	59
STUDENT ILLNESS/ACCIDENT	89
STUDENT MEDIA AND DISTRIBUTION OF LITERATURE	40
STUDENT MEDICATIONS	82
STUDENT ORGANIZATIONS	123
STUDENT ORGANIZATIONS/EQUAL ACCESS	37
STUDENT PROMOTION AND RETENTION	116
STUDENT TRANSFERS	22
STUDENT USER NETWORK POLICY	74
STUDENT VEHICLES	80
STUDENT VISITORS/CLASSROOM VISITORS	43
STUDENTS WHO ARE FOSTER CHILDREN	113
SUMMER SCHOOL	103
SUSPENSION FROM SCHOOL	75
TARDIES	36
TELEPHONE USE PROCEDURE THROUGH OFFICE	120
THREAT OF PHYSICAL ABUSE	50
TITLE I COMPACT	02
TOBACCO/E-CIGARETTES/VAPING	53
TRADITIONS AND CUSTOMS	126
VIDEO SURVEILLANCE AND OTHER STUDENT MONITORING	110
VISION AND MISSION	08
WEAPONS AND DANGEROUS INSTRUMENTS	51
WITHDRAWAL FROM SCHOOL	23

## 4.1—RESIDENCE REQUIREMENTS

### Definitions

“In loco parentis” means relating to the responsibility to undertake the care and control of another person in the absence of:

- Supervision by the person's parent or legal guardian; and
- Formal legal approval.

“Reside” means to be physically present and to maintain a permanent place of abode for an average of no fewer than four (4) calendar days and nights per week for a primary purpose other than school attendance.

“Resident” means a student whose parents, legal guardians, persons having lawful control of the student, or persons standing in loco parentis reside in the school district.

“Residential address” means the physical location where the student’s parents, legal guardians, persons having lawful control of the student, or persons standing in loco parentis reside. A student may use the residential address of a parent, legal guardian, person having lawful control of the student or person standing in loco parentis only if the student resides at the same residential address and if the guardianship or other legal authority is not granted solely for educational needs or school attendance purposes.

The schools of the District shall be open and free through the completion of the secondary program to all persons between the ages of five (5) and twenty one (21) years whose parents, legal guardians, or other persons having lawful control of the student, or person standing in loco parentis reside within the District and to all persons between those ages who have been legally transferred to the District for educational purposes.

Any person eighteen (18) years of age or older may establish a residence separate and apart from his or her parent, legal guardian, person having lawful control of the student, or a person standing in loco parentis for school attendance purposes.

In order for a person under the age of eighteen (18) years to establish a residence for the purpose of attending the District’s schools separate and apart from his or her parent, legal guardian, person having lawful control of the student, or a person standing in loco parentis, the student is required to reside in the District for a primary purpose other than that of school attendance. However, a student previously enrolled in the district who is placed under the legal guardianship of a noncustodial parent living outside the district by a custodial parent on active military duty may continue to attend district schools. A foster child who was previously enrolled in a District school and who has had a change in placement to a residence outside the District, may continue to remain enrolled in his/her current school unless the presiding court rules otherwise.

Under instances prescribed in A.C.A. § 6-18-203, a child or ward of an employee of the district or of the education co-op to which the district belongs may enroll in the district even though the employee and his/her child or ward reside outside the district.

Children whose parent or legal guardian relocates within the state due to a mobilization, deployment, or available military housing while on active duty in or serving in the reserve component of a branch of the United States Armed Forces or National Guard may continue attending school in the school district the children were attending prior to the relocation or attend school in the school district where the children have

relocated. A child may complete all remaining school years at the enrolled school district regardless of mobilization, deployment, or military status of the parent or guardian.

#### 4.1® – NON-RESIDENT PUPILS

All children whose residences are located outside the boundaries of the Riverview School District are considered non-residents. The residence of the parent is considered to be the residence of the child unless the child has been legally adopted by another or unless the child is residing with a legal guardian. Non-resident students will not be accepted in the Riverview School System unless they meet the requirements of Act 473 of 1989 or a legal transfer must be approved by the board of education of the Riverview School District and by the board of education of the district in which the student's parents reside.

#### 4.2—ENTRANCE REQUIREMENTS

To enroll in a school in the District, the child must be a resident of the District as defined in District policy (4.1—RESIDENCE REQUIREMENTS), meet the criteria outlined in policy 4.40—HOMELESS STUDENTS or in policy 4.52—STUDENTS WHO ARE FOSTER CHILDREN, be accepted as a transfer student under the provisions of policy 4.4, or participate under a school choice option and submit the required paperwork as required by the choice option under Policy 4.5.

Students may enter kindergarten if they will attain the age of five (5) on or before August 1 of the year in which they are seeking initial enrollment. Any student who has been enrolled in a state-accredited or state-approved kindergarten program in another state for at least sixty (60) days, will become five (5) years old during the year in which he/she is enrolled in kindergarten, and-meets the basic residency requirement for school attendance may be enrolled in kindergarten upon written request to the District. Any student who was enrolled in a state-accredited or state-approved kindergarten program in another state or in a kindergarten program equivalent in another country, becomes a resident of this state as a direct result of active military orders or a court-ordered change of custody, will become five (5) years of age during the year in which he or she is enrolled in kindergarten, and meets the basic residency requirement for school attendance may be enrolled in kindergarten upon a written request to the District.

Any child who will be six (6) years of age on or before October 1 of the school year of enrollment and who has not completed a state-accredited kindergarten program shall be evaluated by the district and may be placed in the first grade if the results of the evaluation justify placement in the first grade and the child's parent or legal guardian agrees with placement in the first grade; otherwise the child shall be placed in kindergarten.

Any child may enter first grade in a District school if the child will attain the age of six (6) years during the school year in which the child is seeking enrollment and the child has successfully completed a kindergarten program in a public school in Arkansas.

Any child who has been enrolled in the first grade in a state-accredited or state-approved elementary school in another state for a period of at least sixty (60) days, who will become age six (6) years during the school year in which he/she is enrolled in grade one (1), and who meets the basic residency requirements for school attendance may be enrolled in the first grade.

Students who move into the District from an accredited school shall be assigned to the same grade as they were attending in their previous school (mid-year transfers) or as they would have been assigned in their previous school. Private school students shall be evaluated by the District to determine their appropriate grade placement. Home school students enrolling or re-enrolling as a public school student shall be placed in accordance with policy 4.6—HOMESCHOOLING.

The district shall make no attempt to ascertain the immigration status, legal or illegal, of any student or his/her parent or legal guardian presenting for enrollment.

Prior to the child's admission to a District school:

1. The parent, legal guardian, person having lawful control of the student, or person standing in loco parentis shall furnish the child's social security number, or if they request, the district will assign the child a nine (9) digit number designated by the Division of Elementary and Secondary education.
2. The parent, legal guardian, person having lawful control of the student, or person standing in loco parentis shall provide the district with one (1) of the following documents indicating the child's age:
  - a. A birth certificate;
  - b. A statement by the local registrar or a county recorder certifying the child's date of birth;
  - c. An attested baptismal certificate;
  - d. A passport;
  - e. An affidavit of the date and place of birth by the child's parent, legal guardian, person having lawful control of the student, or person standing in loco parentis;
  - f. United States military identification; or
  - g. Previous school records.
3. The parent, legal guardian, person having lawful control of the student, or person standing in loco parentis shall indicate on school registration forms whether the child has been expelled from school in any other school district or is a party to an expulsion proceeding. Any person who has been expelled from any other school district shall receive a hearing before the Board at the time the student is seeking enrollment in the District. The Board reserves the right to not allow the enrollment of such students until the time of the person's expulsion has expired following the hearing before the Board.
  - a. In accordance with Policy 4.57—IMMUNIZATIONS, the child shall be age appropriately immunized or have an exemption issued by the Arkansas Department of Health.

### **Uniformed Services Member's Children**

For the purposes of this policy:

“Activated reserve components” means members of the reserve component of the uniformed services who have received a notice of intent to deploy or mobilize under Title 10 of the United States Code, Title 32 of the United States Code, or state mobilization to active duty.

“Active duty” means full-time duty status in the active, uniformed services of the United States, including without limitation members of The National Guard and Reserve on active duty orders under 10 U.S.C. §§ 1209, 1210, and 1211.

“Deployment” means a period of time extending from six (6) months before a member of the uniformed services' departure from their home station on military orders through six (6) months after return to his or her home station.

"Dual status military technician" means a federal civilian employee who is:

- Employed under 5 U.S.C. § 3101 or 32 U.S.C. § 709(b);
- Required as a condition of his or her employment to maintain membership in the Selected Reserve; and
- Assigned to a civilian position as a technician in the organizing, administering, instructing, or training of the Selected Reserve or in the maintenance and repair of supplies or equipment issued to the Selected Reserve of the United States Armed Forces.

“Eligible child” means the children of:

- Members of the active and activated reserve components of the uniformed services;
- Members or veterans of the uniformed services who are severely injured and medically discharged or retired for a period of one (1) year after medical discharge or retirement; and
- Members of the uniformed services who die on active duty or as a result of injuries sustained on active duty for a period of one (1) year after death.
- Dual status military technicians; and
- Traditional members of the National Guard and reserve components of the armed forces who are relocating to the state for employment or to serve as a member of an Arkansas-based reserve component unit.

"Traditional member of the National Guard or federal reserves" means an active member of the Selected Reserve subject to mobilization and deployment for which he or she attends monthly and annual training periods.

“Transition” means the:

- Formal and physical process of transitioning from public school to public school; or
- Period of time in which a student moves from a sending district to a receiving district.

“Uniformed services”<sup>4</sup> means the United States Army, United States Navy, United States Air Force, United States Marine Corps, United States Space Force, United States Coast Guard, the National Oceanic and Atmospheric Administration Commissioned Officer Corps, the United States Commissioned Corps of the Public Health Services, and the state and federal reserve components of each of these bodies.

“Veteran” means an individual who served in the uniformed services and who was discharged or released from the uniformed services under conditions other than dishonorable.

The superintendent shall designate an individual as the District’s military education coordinator, who shall serve as the primary point of contact for an eligible child and for the eligible child’s parent, legal guardian, person having lawful control of the eligible child, or person standing in loco parentis. The individual the superintendent designates as the District’s military education coordinator shall have specialized knowledge regarding the educational needs of children of military families and the obstacles that children of military families face in obtaining an education.

An eligible child as defined in this policy shall:

1. Be allowed to continue his/her enrollment at the grade level commensurate with his/her grade level he/she was in at the time of transition from his/her previous school, regardless of age;
2. Be eligible for enrollment in the next highest grade level, regardless of age if the student has satisfactorily completed the prerequisite grade level in his/her previous school;
3. Enter the District's school on the validated level from his/her previous accredited school when transferring into the District after the start of the school year;

4. Be enrolled in courses and programs the same as or similar to the ones the student was enrolled in his/her previous school to the extent that space is available. This does not prohibit the District from performing subsequent evaluations to ensure appropriate placement and continued enrollment of the student in the courses/and/or programs;
5. Be provided services comparable to those the student with disabilities received in his/her previous school based on his/her previous Individualized Education Program (IEP). This does not preclude the District school from performing subsequent evaluations to ensure appropriate placement of the student;
6. Make reasonable accommodations and modifications to address the needs of an incoming student with disabilities, subject to an existing 504 or Title II Plan, necessary to provide the student with equal access to education. This does not preclude the District school from performing subsequent evaluations to ensure appropriate placement of the student;
7. Be enrolled by an individual who has been given the special power of attorney for the student's guardianship. The individual shall have the power to take all other actions requiring parental participation and/or consent;
8. Be eligible to continue attending District schools if he/she has been placed under the legal guardianship of a noncustodial parent living outside the district by a custodial parent on active military duty.

Following the receipt of advanced notice of the enrollment of an eligible student from a military family, the District shall treat the notice as a provisional enrollment and provide the student with materials regarding:

- Academic courses;
- Electives;
- Sports; and
- Other relevant information regarding the public school.

In the event that official copies of an eligible child's education records are not available at the time the eligible child is transferring, then the District shall:

- Pre-register and place an eligible child based on the eligible child's unofficial education records pending receipt of the eligible child's official records; and
- Request the eligible child's official education records from the sending district.

To facilitate a smooth transition between the student's previous coursework and the curriculum best suited to ensure educational success in the student's new school, the District may enroll an inbound transitioning eligible student in digital coursework, if available, at the request of the military family.

### 4.3—COMPULSORY ATTENDANCE REQUIREMENTS

Every parent, legal guardian, person having lawful control of the child, or person standing in loco parentis of any child age five (5) through seventeen (17) years on or before August 1 of that year who resides, as defined by policy (4.1—RESIDENCE REQUIREMENTS), within the District shall enroll the child and ensure the attendance of the child at a District school with the following exceptions:

1. The child is enrolled in private or parochial school.
2. The child is being home-schooled and the conditions of policy (4.6—HOMESCHOOLING) have been met.
3. The child will not be age six (6) on or before August 1 of that particular school year and the parent, legal guardian, person having lawful control of the child, or person standing in loco parentis of the

child elects not to have him/her attend kindergarten. A kindergarten waiver form prescribed by regulation of the Division of Elementary and Secondary Education must be signed and on file with the District administrative office.

4. The child has received a high school diploma or its equivalent as determined by the State Board of Education.
5. The child is age sixteen (16) or above and is enrolled in a post-secondary vocational-technical institution, a community college, or a two-year or four-year institution of higher education.
6. The child is age sixteen (16) or seventeen (17) and has met the requirements to enroll in an adult education program as defined by A.C.A. § 6-18-201 (b).

#### 4.4—STUDENT TRANSFERS

The Riverview District, in conjunction with other districts in White County, shall review and accept or reject requests for transfers, both into and out of the district, on a case-by-case basis at the June, July and August regularly scheduled board meetings. The transfer of a student who has been released by another district in August may be accepted in September. In addition, during the months of September through May, a legal transfer may be considered by the respective boards in White County if the transfer would allow a student who changes district residence during the school year to remain in school in the district he or she is currently attending.

The District may reject a non-resident's application for admission if its acceptance would necessitate the addition of staff or classrooms, exceed the capacity of a program, class, grade level, or school building, or cause the District to provide educational services not currently provided in the affected school. The District shall reject applications that would cause it to be out of compliance with applicable laws and regulations regarding desegregation.

Any student transferring from a school accredited by the Division of Elementary and Secondary Education (DESE) to a school in this district shall be placed into the same grade the student would have been in had the student remained at the former school. Any grades, course credits, and/or promotions received by a student while enrolled in the Division of Youth Services system of education shall be considered transferable in the same manner as those grades, course credits, and promotions from other accredited Arkansas public educational entities.

Any student transferring from a school that is not accredited by the DESE to a District school shall be evaluated by District staff to determine the student's appropriate grade placement. A student transferring from homeschool will be placed in accordance with Policy 4.6—HOMESCHOOLING.

Any person who has been expelled from any other school district shall receive a hearing before the Board at the time the student is seeking enrollment in the District. The Board reserves the right to not allow the enrollment of such students until the time of the person's expulsion has expired following the hearing before the Board.

Except as otherwise required or permitted by law, the responsibility for transportation of any nonresident student admitted to a school in this District shall be borne by the student or the student's parents. The District and the resident district may enter into a written agreement with the student or student's parents to provide transportation to or from the District, or both.

#### 4.4® – WITHDRAWAL FROM SCHOOL

Before a student withdraws from school he/she should report his/her intentions to the principal. He/she will pick up a withdrawal slip and each of his/her teachers will give his/her grades up to the time of withdrawal. An official transcript will be forwarded after the student enrolls in the new school. A parent/legal guardian must meet with the school counselor to officially withdraw his/her child from Riverview.

#### 4.5—SCHOOL CHOICE

##### **Standard School Choice**

##### **Exemption**

The District is under the enforceable desegregation court order/court-approved desegregation plan that explicitly limits the transfer of students between school districts and has submitted the appropriate documentation to the Division of Elementary and Secondary Education (DESE). As a result of the desegregation order/desegregation plan<sup>1</sup>, the District is exempt from the provisions of the Public School Choice Act of 2015 (Standard School Choice) and the Arkansas Opportunity Public School Choice Act (Opportunity School Choice). The District shall notify the superintendents of each of its geographically contiguous school districts of its exemption. The exemption prohibits the District from accepting any school choice applications from students wishing to transfer into or out of the District through standard School Choice or Opportunity School Choice.

##### **Definition**

"Sibling" means each of two (2) or more children having a parent in common by blood, adoption, marriage, or foster care.

##### **Transfers into the District**

##### **Capacity Determination and Public Pronouncement**

The Board of Directors will annually adopt a resolution containing the capacity standards for the District. The resolution will contain the acceptance determination criteria identified by academic program, class, grade level, and individual school. The school is not obligated to add any teachers, other staff, or classrooms to accommodate choice applications. The District may only deny a Standard School Choice application if the District has a lack of capacity by the District having reached ninety percent (90%) of the maximum student population in a program, class, grade level, or school building authorized by the Standards or other State/Federal law.

The District shall advertise in appropriate broadcast media and either print media or on the Internet to inform students and parents in adjoining districts of the range of possible openings available under the School Choice program. The public pronouncements shall state the application deadline; the requirements and procedures for participation in the program; and include contact information for the primary point of contact at the District for school choice questions. Such pronouncements shall be made in the spring, but in no case later than March 1.



## **Application Process**

The student's parent shall submit a school choice application on a form approved by DESE to this District and the student's resident district. Except for students who have a parent or guardian who is an active-duty member of the military and who has been transferred to and resides on a military base, the transfer application must be postmarked, emailed, or hand delivered on or before May 1 of the year preceding the fall semester the applicant would begin school in the District. The District shall date and time stamp all applications the District receives as both the resident and nonresident district as they are received in the District's central office. Except for applications from students who have a parent or guardian who is an active-duty member of the military and who has been transferred to and resides on a military base, applications postmarked, emailed, or hand delivered on or after May 2 will not be accepted. Statutorily, preference is required to be given to siblings of students who are already enrolled in the District. Therefore, siblings whose applications fit the capacity standards approved by the Board of Directors may be approved ahead of an otherwise qualified non-sibling applicant who submitted an earlier application as identified by the application's date and time stamp.

Students who have a parent or guardian who is an active-duty member of the military and who has been transferred to and resides on a military base may submit an application and transfer at any time if the student's application:

- Is filed with the nonresident school district within fifteen (15) days of the parent's or guardian's arrival on the military base;
- Includes the parent's or guardian's military transfer orders; and
- Includes the parent's or guardian's proof of residency on the military base.

The approval of any application for a choice transfer into the District is potentially limited by the applicant's resident district's statutory limitation of losing no more than three percent (3%) of its past year's student enrollment due to Standard School Choice. As such, any District approval of a choice application prior to July 1 is provisional pending a determination that the resident district's three percent (3%) cap has not been reached. The superintendent shall contact a student's resident district to determine if the resident district's three percent (3%) cap has been met.

No earlier than January 1 of each year, the Superintendent will consider all properly submitted applications for School Choice. By July 1, the Superintendent shall notify the parent and the student's resident district, in writing, of the decision to accept or reject the application.

## **Accepted Applications**

Applications which fit within the District's stated capacity standards shall be provisionally accepted, in writing, with the notification letter stating a reasonable timeline by which the student shall enroll in the District by taking the steps detailed in the letter, including submission of all required documents. If the student fails to enroll within the stated timeline, or if all necessary steps to complete the enrollment are not taken, or examination of the documentation indicates the applicant does not meet the District's stated capacity standards, the acceptance shall be null and void.

A student, whose application has been accepted and who has enrolled in the District, is eligible to continue enrollment until completing his/her secondary education. Continued enrollment is conditioned upon the student meeting applicable statutory and District policy requirements. Any student who has been accepted under choice and who fails to initially enroll under the timelines and provisions provided in this policy;

chooses to return to his/her resident district; or enrolls in a home school or private school voids the transfer and must reapply if, in the future, the student seeks another school choice transfer. A subsequent transfer application will be subject to the capacity standards applicable to the year in which the application is considered by the District.

A present or future sibling of a student who continues enrollment in this District may enroll in the District by submitting a Standard School Choice application. Applications of siblings of presently enrolled choice students are subject to the provisions of this policy including the capacity standards applicable to the year in which the sibling's application is considered by the District. A sibling who enrolls in the District through Standard School Choice is eligible to remain in the District until completing his/her secondary education.

Students whose applications have been accepted and who have enrolled in the district shall not be discriminated against on the basis of gender, national origin, race, ethnicity, religion, or disability.

### **Rejected Applications**

The District may reject an application for a transfer into the District under Standard School Choice due to a lack of capacity. However, the decision to accept or reject an application may not be based on the student's previous academic achievement, athletic or other extracurricular ability, English proficiency level, or previous disciplinary proceedings other than a current expulsion.

An application may be provisionally rejected if it is for an opening that was included in the District's capacity resolution, but was provisionally filled by an earlier applicant. If the provisionally approved applicant subsequently does not enroll in the District, the provisionally rejected applicant could be provisionally approved and would have to meet the acceptance requirements to be eligible to enroll in the District.

An application may be provisionally rejected if the student's application was beyond the student's resident district's three percent (3%) cap. The student's resident district is responsible for notifying this District that it is no longer at its three percent (3%) cap. If a student's application was provisionally rejected due to the student's resident district having reached its three percent (3%) cap and the student's resident district notifies this District that it has dropped below its three percent (3%) cap prior to July 1, then the provisional rejection may be changed to a provisional acceptance and the student would have to meet the acceptance requirements to be eligible to enroll in the District.

Rejection of applications shall be in writing and shall state the reason(s) for the rejection. Unless the student's application was rejected due to the application not being timely received by both the resident and nonresident districts, a student whose application was rejected may request a hearing before the State Board of Education to reconsider the application. The request for a hearing must be submitted in writing to the State Board within ten (10) days of receiving the rejection letter from the District.

Any applications that are denied due to the student's resident district reaching the three percent (3%) limitation cap shall be given priority for a choice transfer the following year in the order that the District received the original applications.

### **Transfers Out of the District**

All Standard School Choice applications shall be granted unless the approval would cause the District to have a net enrollment loss (students transferring out minus those transferring in) of more than three percent (3%) of

the average daily membership on October 1 of the immediately preceding year. By December 15 of each year, DESE shall determine and notify the District of the net number of allowable choice transfers. Students are not counted for the purpose of determining the three percent (3%) cap if the student transfers:

- Through Opportunity School Choice due to the school receiving a rating of “F” or a district classified as in need of Level 5 Intensive Support under A.C.A. § 6-18-227;
- Due to the district’s identification of Facilities Distress under A.C.A. § 6-21-812; or
- Through the Foster Child School Choice under A.C.A. § 6-18-233.

If, prior to July 1, the District receives sufficient copies of requests from other districts for its students to transfer to other districts to trigger the three percent (3%) cap, it shall notify each district the District received Standard School Choice applications from that it has tentatively reached the limitation cap. The District will use confirmations of approved choice applications from receiving districts to make a final determination of which applications it received that exceeded the limitation cap and notify each district that was the recipient of an application to that effect. The District shall immediately notify all receiving districts if it should drop back below its three percent (3%) cap prior to July 1.

When the last successful application requesting to transfer out of the District before the District’s three percent (3%) cap was triggered belonged to an individual who was a member of a group of siblings who applied to transfer out of the District,, the District shall allow all members of the individual’s sibling group to transfer out of the District even though these applications are beyond the District’s transfer cap.

### **Facilities Distress School Choice Applications**

There are a few exceptions from the provisions of the rest of this policy that govern choice transfers triggered by facilities distress. Any student attending a school district that has been identified as being in facilities distress may transfer under the provisions of this policy, but with the following four (4) differences:

- The receiving district cannot be in facilities distress;
- The transfer is only available for the duration of the time the student's resident district remains in facilities distress;
- The student is not required to meet the May 1 application deadline; and
- The student's resident district is responsible for the cost of transporting the student to this District's school.

### **Opportunity School Choice**

#### **Transfers Into or Within the District**

For the purposes of this section of the policy, a “lack of capacity” is defined as when the receiving school has reached the maximum student-to-teacher ratio allowed under federal or state law, the DESE Rules for the Standards for Accreditation, or other applicable rules. There is a lack of capacity if, as of the date of the application for Opportunity School Choice, ninety-five percent (95%) or more of the seats at the grade level at the nonresident school are filled.

Unless there is a lack of capacity at the District’s school or the transfer conflicts with the provisions of a federal desegregation order applicable to the District, a student may transfer from the student’s assigned school to another school in the District<sup>10</sup> or from the student’s resident district into the District if:

- Either:

- The student's resident district has been classified by the state board as in need of Level 5 — intensive support; or
- The student's assigned school has a rating of "F"; and

The student's parent, guardian, or the student if the student is over eighteen (18) years of age has submitted an application of the student's request to transfer by no earlier than January 1 and no later than May 1 of the school year before the school year the student intends to transfer to both the sending and receiving school districts

A student is not required to meet the May 1 application deadline if the student has a parent or guardian who is an active-duty member of the military and who has been transferred to and resides on a military base. The student may transfer at any time if the student's application:

- Is filed with the nonresident school district within fifteen (15) days of the parent's or guardian's arrival on the military base;
- Includes the parent's or guardian's military transfer orders; and
- Includes the parent's or guardian's proof of residency on the military base.

Except for those students who are applying to transfer within the time permitted due to the student's parent or guardians' military service or seeking to transfer within the District, the Superintendent shall notify in writing the parent or guardian, or the student if the student is over eighteen (18) years of age, and the student's resident district whether the Opportunity School Choice application has been accepted or rejected by no later than July 1 of the school year the student is seeking to enroll. If the student is seeking a transfer due to the student's parent or guardian's military service or seeking a transfer within the District, the Superintendent shall notify in writing the parent or guardian, or the student if the student is over eighteen (18) years of age, whether the Opportunity School Choice application has been accepted or rejected within fifteen (15) days from receipt of the student's application. The notification shall be sent via First-Class Mail to the address on the application.

If the application is accepted, the notification letter shall state the deadline by which the student must enroll in the receiving school or the transfer will be null and void.

If the District rejects the application, the District shall state in the notification letter the specific reasons for the rejection. A parent or guardian, or the student if the student is over eighteen (18) years of age, may appeal the District's decision to deny the application to the State Board of Education. The appeal must be in writing to the State Board of Education via hand delivery or certified mail, return receipt requested, no later than ten (10) calendar days, excluding weekends and legal holidays, after the notice of rejection was received from the District.

A student's transfer under Opportunity School Choice is effective at the beginning of the next school year and the student's enrollment is irrevocable for the duration of the school year and is renewable until the student completes high school or is beyond the legal age of enrollment. This provision for continuing eligibility under Opportunity School Choice does not negate the student's right to apply for transfer to a district other than the student's assigned school or resident district under the Standard School Choice provisions of this policy.

The District may, but is not obligated to provide transportation to and from the transferring district.

### **Transfers out of, or within, the District**

If a District school receives a rating of “F” or the District has been classified by the State Board as in need of Level 5 Intensive Support, the District shall timely notify parents, guardians, or students, if over eighteen (18) years of age, as soon as practicable after the school or district designation is made of all options available under Opportunity School Choice. The District shall offer the parent or guardian, or the student if the student is over eighteen (18) years of age, an opportunity to submit an application to enroll the student in:

1. A school district that has not been classified by the State Board as in need of Level 5 Intensive Support; or
2. If there is more than one school within the District covering the grade level of the student seeking to transfer that does not have a rating of “F”, a public school within the District that is nearest to the student’s legal residence that does not have a rating of “F”; or
3. If there is not more than one school within the District covering the grade level of the student seeking to transfer that does not have a rating of “F”, a public school that does not have a rating of “F” within a School district that has not been classified by the State Board as in need of Level 5 Intensive Support.

Additionally, the District shall request public service announcements to be made over the broadcast media and in the print media at such times and in such a manner as to inform parents or guardians of students in adjoining districts of the availability of the program, the application deadline, and the requirements and procedure for nonresident students to participate in the program.

#### **Unsafe School Choice Program**

Any student that becomes the victim of a violent criminal offense while in or on the grounds of a District school or who is attending a school classified by DESE as a persistently dangerous public school shall be allowed to attend a safe public school within the District.

#### **4.59—ACADEMIC COURSE ATTENDANCE BY PRIVATE SCHOOL AND HOME SCHOOLED STUDENTS**

The District allows private school and home schooled students whose parents, legal guardians, or other responsible adult with whom the student resides are residents of the District to attend academic courses offered by the District. The District will place a list of courses that a private school or home schooled student may request to attend on its website by:

1. June 1 for courses to be offered during the Fall semester; and
2. November 1 for courses to be offered during the Spring semester.

A private school or home schooled student who desires to attend one or more of the available academic courses shall submit a written request to attend the academic course(s) to the superintendent, or designee, no later than:

- A. August 1 for Fall semester courses; or
- B. December 1 for Spring semester courses.

The superintendent, or designee, is authorized to waive the application deadline on a case by case basis.

The District permits a private school or home schooled student to attend a maximum of six (6) courses per semester.

The District may reject a private school or home schooled student's request for attendance if the District's acceptance would:

- Require the addition of staff or classrooms;
- Exceed the capacity of a program, class, grade level, or school building;
- Cost the District more for the student to attend the academic course than the District receives for the student's attendance;
- Cause the District to provide educational services the District does not currently provide at a financial burden to the District; or
- Cause the District to be out of compliance with applicable laws and regulations regarding desegregation.

Requests to attend an academic course will be granted in the order the requests are received. Upon the receipt of a private or home schooled student's request to attend academic course(s), the District will date and time stamp the request for attendance. If a private school or home schooled student is denied attendance based on a lack of capacity and an opening in the requested course occurs prior to the start of the course, the District will use the date and time stamp on the request for attendance to determine the private school or home schooled student who will be notified of an opening in the requested course.

As part of the request to attend academic courses in the District, a private school or home schooled student shall:

- Indicate the course(s) the private school or home schooled student is interested in attending;
- If the course(s) the private school or home schooled student is interested in attending is being offered by the District in both a physical and a digital format, whether the private school or home schooled student intends to attend the physical course or the digital course;
- Submit, along with the student's application, a copy of the student's transcript indicating that the student has received credit for the course(s), or equivalent course(s), that are a prerequisite to the course(s) the student desires to attend at the District;
- Agree to follow the District's discipline policies; and
- Submit immunization documentation required by Policy 4.57—IMMUNIZATIONS.

A private school or home schooled student who fails to attend an academic course by the eleventh (11) day of class or who is absent without excuse for eleven (11) consecutive days during the semester shall be dropped from the course.; however, a private school or home schooled student shall not be considered truant for unexcused absences from the course(s) the student is attending at the District.

Private school or home schooled students shall receive a final grade and transcript for each academic course the student completes.

The responsibility for transportation of any private school or home schooled student attending academic courses in the District shall be borne by the student or the student's parents.

The opportunity provided to home schooled students under this policy is in addition to the opportunity provided in Policy 4.56.2—EXTRACURRICULAR ACTIVITY ELIGIBILITY FOR HOME-SCHOOLED STUDENTS.

#### 4.56.2—EXTRACURRICULAR ACTIVITY ELIGIBILITY FOR HOME SCHOOLED STUDENTS

Homeschooled student means a student legally enrolled in an Arkansas home school and who meets or has met the criteria for being a homeschooled student, as established by A.C.A. § 6-15-503.

Interscholastic activity means an activity between schools subject to rules of the Arkansas Activities Association that is outside the regular curriculum of the school district, such as an athletic activity, fine arts program, or a special interest group or club.

Each school in the District shall post on its website its schedule of interscholastic activities, including sign-up, tryout, and participation deadlines, at least one semester in advance of those activities. A hard copy of the schedule shall be available upon request.

Homeschooled students whose parents or guardians are legal residents of the school district will be permitted to pursue participation in an interscholastic activity in the student's resident school zone as permitted by this policy.

Homeschooled students whose parent or legal guardian are not residents of the school district will be permitted to pursue participation in an interscholastic activity in the District if the superintendent of the student's resident district and the superintendent of the District both agree in writing to allow the student to participate in interscholastic activities at the District.

Although not guaranteed participation in an interscholastic activity, homeschool students who meet the provisions of this policy, AAA Rules, and applicable Arkansas statutes shall have an equal opportunity to try out and participate in an interscholastic activities without discrimination. The District shall provide a reasonable alternative to any prerequisite for eligibility to participate in an interscholastic activity that the homeschooled student is unable to meet because of his or her enrollment in a home school.

No student shall be required to pay for individual or group instruction in order to participate in an interscholastic activity.

To be eligible to try out and participate in interscholastic activities, the student or the parent of a student shall mail or hand deliver the student's request to participate to the student's school's principal before the sign-up, tryout or participation deadline established for traditional students. Additionally, the student shall demonstrate academic eligibility by obtaining a minimum test score of the 30<sup>th</sup> percentile or better in the previous 12 months on the Stanford Achievement Test Series, Tenth Edition; another nationally recognized norm-referenced test; or a minimum score on a test approved by the State Board of Education.

A student who meets the requirements for eligibility to participate in an interscholastic activity is required to register for no more than one course in the District's school where the student is intending to participate in an interscholastic activity.

The student shall regularly attend the class in which the student is registered beginning no later than the eleventh (11<sup>th</sup>) day of the semester in which the student's interscholastic activity participation is desired. The student must attend the practices for the interscholastic activity to the same extent as is required of traditional students.

A student and the parent or legal guardian of the student shall sign and return an acknowledgement of receipt and review of an information sheet regarding signs and symptoms of sudden cardiac arrest before the student may participate in an athletic activity and before each school year the student participates in an athletic activity.

A homeschooled student who has met the try out criteria; and who has been selected to participate in the interscholastic activity shall meet the following criteria that also apply to traditional students enrolled in the school:

- standards of behavior and codes of conduct;
- attend the practices for the interscholastic activity to the same extent as is required of traditional students;
- required drug testing;
- permission slips, waivers, physical exams; and
- participation or activity fees.

A homeschooled student who is not a resident of the District may begin participating in interscholastic activities:

- Immediately upon being approved for participation for all interscholastic activities other than athletic activities; and
- One (1) calendar year after being approved to participate in interscholastic activities that are athletic activities unless the approval is prior to July 1 of the school year the student would have been enrolled in seventh (7<sup>th</sup>) grade if the student were enrolled in public school.

A homeschooled student who is not a resident of the District and is prohibited under this policy from participating in an interscholastic activity that is an athletic activity for one (1) calendar year may immediately participate in rehearsals, tryouts, practices, auditions, classes, or other endeavors associated with the interscholastic activity.

Students who participate in extracurricular or athletic activities under this policy will be transported to and from the interscholastic activities on the same basis as other students are transported.

A student who withdraws from an Arkansas Activities Association member school to be homeschooled shall not participate in an interscholastic activity in the resident school district for a minimum of three hundred sixty-five (363) days after the student withdraws from the member school.

## 4.6—HOMESCHOOLING

### **Enrollment in Home School**

Parents or legal guardians desiring to provide a home school for their children shall give written notice to the Superintendent of their intent to homeschool. The notice shall be given:

- At the beginning of each school year, but no later than August 15;
- Fourteen (14) calendar days prior to withdrawing the child (provided the student is not currently under disciplinary action for violation of any written school policy, including, but not limited to, excessive absences) and at the beginning of each school year thereafter; or
- Within thirty (30) calendar days of the parent or legal guardian establishing residency within the district during the school year.



Written notice of the parent or legal guardian's intent to homeschool shall be delivered to the Superintendent through any of the following methods:

Electronically, including without limitation by:

- Use of the Division of Elementary and Secondary Education's (DESE) online system;
  - Email; or
  - Facsimile;
  - By mail; or
  - In person.

The notice shall include:

1. The name, sex, date of birth, grade level, and the name and address of the school last attended, if any;
2. The mailing address and telephone number of the home school;
3. The name of the parent or legal guardian providing the home school;
4. Indicate if the home-schooled student intends to participate in extracurricular activities during the school year;
5. A statement of whether the home-schooled student plans to seek a high school equivalency diploma during the current school year;
6. A statement that the parent or legal guardian agrees that the parent or legal guardian is responsible for the education of their children during the time the parents or legal guardians choose to homeschool; and
7. A signature of the parent or legal guardian.

To aid the District in providing a free and appropriate public education to students in need of special education services, the parents or legal guardians home-schooling their children shall provide information that might indicate the need for special education services.

### **Enrollment or Re-Enrollment in Public School**

A home-schooled student who wishes to enroll or re-enroll in a District school shall submit:

- A transcript listing all courses taken and semester grades from the home school;
- Score of at least the thirtieth percentile on a nationally recognized norm-referenced assessment taken in the past year; and
- A portfolio of indicators of the home-schooled student's academic progress, including without limitation:
  - Curricula used in the home school;
  - Tests taken and lessons completed by the home-schooled student; and
  - Other indicators of the home-schooled student's academic progress.

If a home-schooled student is unable to provide a nationally recognized norm-referenced score, the District may either assess the student using a nationally recognized norm-referenced assessment or waive the requirement for a nationally recognized norm-referenced assessment score.

A home-schooled student who enrolls or re-enrolls in the District will be placed at a grade level and academic course level equivalent to or higher than the home-schooled student's grade level and academic course level in the home school:

1. As indicated by the documentation submitted by the home-schooled student;

2. By mutual agreement between the public school and the home-schooled student's parent or legal guardian; or
3. If the home-schooled student fails to provide the documentation required by this policy, with the exception of the nationally recognized norm-referenced assessment score, the District may have sole authority to determine the home-schooled student's grade placement and course credits. The District will determine the home-schooled student's grade placement and course credits in the same manner the District uses when determining grade placement and course credits for students enrolling or re-enrolling in the District who attended another public or private school.

The District shall afford a home-schooled student who enrolls or re-enrolls in a public school the same rights and privileges enjoyed by the District's other students. The District shall not deny a home-schooled student who enrolls or re-enrolls in the District any of the following on the basis of the student having attended a home school:

1. Award of course credits earned in the home school;
2. Placement in the proper grade level and promotion to the next grade level;
3. Participation in any academic or extracurricular activity;
4. Membership in school-sponsored clubs, associations, or organizations;
5. A diploma or graduation, so long as the student has enrolled or re-enrolled in the District to attend classes for at least the nine (9) months immediately prior to graduation; or
6. Scholarships.

#### 4.7—ABSENCES

If any student's Individual Education Program (IEP) or 504 Plan conflicts with this policy, the requirements of the student's IEP or 504 Plan take precedence.

Education is more than the grades students receive in their courses. Important as that is, students' regular attendance at school, whether in person or digitally, is essential to their social and cultural development and helps prepare them to accept responsibilities they will face as an adult. Interactions with other students and participation in the instruction within the classroom enrich the learning environment and promote a continuity of instruction which results in higher student achievement.

Absences for students enrolled in synchronous digital courses shall be determined in the same manner as for District students attending courses in person.

##### **Excused Absences**

Excused absences are those where the student was on official school business or when the absence was due to one of the following reasons, and the student brings a written statement to the principal or designee upon his/her return to school from the parent or legal guardian stating such reason. A written statement presented for an absence having occurred more than five (5) school days prior to its presentation may not be accepted.

1. The student's illness or when attendance could jeopardize the health of other students. A maximum of six (6) such days are allowed per semester unless the condition(s) causing such absences is of a chronic or recurring nature, is medically documented, and approved by the principal.
2. Death or serious illness in their immediate family;
3. Observance of recognized holidays observed by the student's faith;

4. Attendance at an appointment with a government agency;
5. Attendance at a medical appointment;
6. Exceptional circumstances with prior approval of the principal; or
7. Participation in an FFA, FHA, or 4-H sanctioned activity;
8. Participation in the election poll workers program for high school students.
9. Absences granted to allow a student to visit his/her parent or legal guardian who is a member of the military and been called to active duty, is on leave from active duty, or has returned from deployment to a combat zone or combat support posting. The number of additional excused absences shall be at the discretion of the superintendent or designee.
10. Absences granted, at the Superintendent's discretion, to seventeen (17) year-old students who join the Arkansas National Guard while in eleventh grade to complete basic combat training between grades eleven (11) and (12).
11. Absences for students excluded from school by the Arkansas Department of Health during a disease outbreak because the student has an immunization waiver or whose immunizations are not up to date.

Students who serve as pages for a member of the General Assembly shall be considered on instructional assignment and shall not be considered absent from school for the day the student is serving as a page.

In order for the absence to be considered excused, the student must:

1. Bring a written statement to the principal or designee upon the student's return to school from the student's parent or legal guardian stating the reason for the student's absence; or
2. If the student is attending the District's courses digitally, upload a written statement from the student's parent or legal guardian stating the reason for the student's absence through the District's digital course management platform for review by the principal or designee.

A written statement presented or uploaded for an absence having occurred more than five (5) school days prior to its presentation or upload will not be accepted.

### **Unexcused Absences**

Absences that are not defined above do not have an accompanying note from the parent, legal guardian; person having lawful control of the student; or person standing in loco parentis; or have an accompanying note that is not presented or uploaded within the timeline required by this policy, shall be considered as unexcused absences. Students with ten (10) unexcused absences in a course in a semester may not receive credit for that course. At the discretion of the principal after consultation with persons having knowledge of the circumstances of the unexcused absences, the student may be denied promotion or graduation. Excessive absences shall not be a reason for expulsion or dismissal of a student.

When a student has five (5) unexcused absences, his/her parents, legal guardians, persons with lawful control of the student, or persons standing in loco parentis shall be notified. Notification shall be by telephone by the end of the school day in which such absence occurred or by regular mail with a return address sent no later than the following school day. ***Parents may also sign up on the Home Access Center (HAC) to be notified by email for any absence in real time by their student(s). Please see the office for details on set-up. A working email address is required for this feature.***

**Whenever a student exceeds ten (10) unexcused absences in a semester, the District shall notify the prosecuting authority and the parent, legal guardian, person having lawful control of the student, or persons standing in loco parentis shall be subject to a civil penalty as prescribed by law.**

It is the Arkansas General Assembly's intention that students having excessive absences be given assistance in obtaining credit for their courses. Therefore, at any time prior to when a student exceeds the number of unexcused absences permitted by this policy, the student, or his/her parent, legal guardian, person with lawful control of the student, or person standing in loco parentis may petition the school or district's administration for special arrangements to address the student's unexcused absences. If formal arrangements are granted, they shall be formalized into a written agreement which will include the conditions of the agreement and the consequences for failing to fulfill the agreement's requirements. The agreement shall be signed by the student, the student's parent, legal guardian, person having lawful control of the student, or person standing in loco parentis, and the school or district administrator or designee.

Students who attend in-school suspension shall not be counted absent for those days.

Days missed due to out-of-school suspension or expulsion shall be counted as unexcused absences, but will not count toward the loss of credit or toward the maximum allowed number of unexcused absences in the eyes of the court.

The District shall notify the Department of Finance and Administration whenever a student fourteen (14) years of age or older is no longer in school. The Department of Finance and Administration is required to suspend the former student's operator's license unless he/she meets certain requirements specified in the statute.

At Riverview Junior High School, students accumulating more than 10 days of unexcused absences per semester in one school year shall receive a grade of "I" (incomplete) and will not be promoted to the next grade level until the student has successfully completed summer school. A committee will consider extenuating circumstances on an individual basis.

A student who receives (no credit) in a class due to excessive absences is still required to attend and participate in that respective class by law. The student and parent must make arrangements with building administration and the counselor to complete their required credits. Failure to attend class due to loss of credit by excess absences may result in additional court proceedings.

#### 4.7.®.2 – HOMEBOUND STUDENTS

The decision to place a student on Homebound Services will be made by a committee that includes an administrator, the counselor, a classroom teacher, along with a parent/guardian and the student. Students will be required to complete and return all assignments before additional work will be sent home. Students who are not turning in work may be denied credit as determined by the committee. Each circumstance of a student placed on homebound services will be reviewed monthly.

#### 4.8—MAKE-UP WORK

Students who miss school due to an excused absence shall be allowed to make up the work they missed during their absence under the following rules:

- Students are responsible for asking the teachers of the classes they missed what assignments they need to make up.
- Teachers are responsible for providing the missed assignments when asked by a returning student.

- Students are required to ask for their assignments on their first day back at school or their first class day after their return.
- Make-up tests are to be rescheduled at the discretion of the teacher, but must be aligned with the schedule of the missed work to be made up.
- Students shall have one class day to make up their work for each class day they are absent.
- Make-up work which is not turned in within the make-up schedule for that assignment shall receive a reduction in grade.
- Students are responsible for turning in their make-up work without the teacher having to ask for it.
- Students who are absent on the day their make-up work is due must turn in their work the day they return to school whether or not the class for which the work is due meets the day of their return.
- As required/permitted by the student's Individual Education Program or 504 Plan.

Work may not be made up for credit for unexcused absences **unless** the unexcused absences are part of a signed agreement as permitted by policy 4.7—ABSENCES.

Work for students serving an out-of-school suspension or expulsion shall be in accordance with the District's programs, measures, or alternative means and methods to continue student engagement and access to education during the student's period of suspension or expulsion, including offering an expelled student an opportunity for enrollment in digital learning courses or other alternative educational courses that result in the receipt of academic credit that is at least equal to credit the expelled student may have received from the District if the student had not been expelled.

In lieu of the timeline above, assignments for students who are excluded from school by the Arkansas Department of Health during a disease outbreak are to be made up as set forth in Policy 4.57—IMMUNIZATIONS.

#### 4.9—TARDIES

Promptness is an important character trait that District staff are encouraged to model and help develop in our schools' students. At the same time, promptness is the responsibility of each student. Students who are late to class show a disregard for both the teacher and their classmates which compromises potential student achievement.

Definition of a Tardy: Any student not in their assigned classroom with required materials upon the tardy bell or specified class time *or who is absent from any assigned classroom for less than ten minutes.*

**All students who are tardy to 1st Period must report to the office to get a Tardy Slip. Students will not be admitted late to their 1st Period class without a note from the office.**

Any student who misses more than 10 minutes of a class will be counted absent for that class period.

#### 4.10—CLOSED CAMPUS

All schools in the District shall operate closed campuses. Students are required to stay on campus from their arrival until dismissal at the end of the regular school day. Students may be given permission to leave the campus by a school official and must sign out in the office upon their departure.

**Students may not leave campus at any time during the day without a parent signing the student out.** Extenuating circumstances will be dealt with on an individual basis by the principal or their designee.

Students are not to be checked out for lunch from **11:20-11:50** at the Junior High campus and from **12:05-12:35** at the High School campus without prior approval from the building principal. In order to do so, a parent must be present to sign the student out through the school office. Phone calls will not be accepted unless in cases of emergency.

#### 4.11—EQUAL EDUCATIONAL OPPORTUNITY

No student in the Riverview School District shall, on the grounds of race, color, religion, national origin, sex, sexual orientation, gender identity, age, or disability be excluded from participation in, or denied the benefits of, or subjected to discrimination under any educational program or activity sponsored by the District. The District has a limited open forum granting equal access to the Boy Scouts of America and other youth groups.

Inquiries on non-discrimination may be directed to the Equity Coordinator, who may be reached at 800 Raider Drive, Searcy, AR 72143 or call 501-279-054.

Any person may report sex discrimination, including sexual harassment, to the Title IX Coordinator in person or by using the mailing address, telephone number, or email address provided above. A report may be made at any time, including during non-business hours, and may be on the individual's own behalf or on behalf of another individual who is the person alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment.

For further information on notice of non-discrimination or to file a complaint, visit <http://wdcrobcolp01.ed.gov/CFAPPS/OCR/contactus.cfm>; for the address and phone number of the office that serves your area, or call 1-800-421-3481.

#### 4.12—STUDENT ORGANIZATIONS/EQUAL ACCESS

Non-curriculum-related secondary school student organizations wishing to conduct meetings on school premises during non-instructional time shall not be denied equal access on the basis of the religious, political, philosophical, or other content of the speech at such meetings. Such meetings must meet the following criteria:

1. The meeting is to be voluntary and student initiated;
2. There is no sponsorship of the meeting by the school, the government, or its agents or employees;
3. The meeting must occur during non-instructional time;
4. Employees or agents of the school are present at religious meetings only in a non-participatory capacity;
5. The meeting does not materially and substantially interfere with the orderly conduct of educational activities within the school; and
6. Non-school persons may not direct, conduct, control, or regularly attend activities of student groups.

**All meetings held on school premises must be scheduled and approved by the building principal.** The school, its agents, and employees retain the authority to maintain order and discipline, to protect the well-being of students and faculty, and to assure that attendance of students at meetings is voluntary.

Fraternalities, sororities, and secret societies are forbidden in the District's schools. Membership to student organizations shall not be by a vote of the organization's members, nor be restricted by the student's race, religion, sex, national origin, or other arbitrary criteria. Hazing, as defined by law, is forbidden in connection with initiation into, or affiliation with, any student organization, extracurricular activity or sport program. Students who are convicted of participation in hazing or the failure to report hazing shall be expelled.

#### 4.13—PRIVACY OF STUDENTS' RECORDS/ DIRECTORY INFORMATION

Except when a court order regarding a student has been presented to the district to the contrary, all students' education records are available for inspection and copying by the parent of his/her student who is under the age of eighteen (18). At the age of eighteen (18), the right to inspect and copy a student's records transfers to the student. A student's parent or the student, if over the age of 18, requesting to review the student's education records will be allowed to do so within no more than forty five (45) days of the request. The district forwards education records, including disciplinary records, to schools that have requested them and in which the student seeks or intends to enroll, or is already enrolled so long as the disclosure is for purposes related to the student's enrollment or transfer.

The district shall receive written permission before releasing education records to any agency or individual not authorized by law to receive and/or view the education records without prior parental permission. The District shall maintain a record of requests by such agencies or individuals for access to, and each disclosure of, personally identifiable information (PII) from the education records of each student. Disclosure of education records is authorized by law to school officials with legitimate educational interests. A personal record kept by a school staff member is **not** considered an education record if it meets the following tests:

- it is in the sole possession of the individual who made it;
- it is used only as a personal memory aid; and
- information contained in it has never been revealed or made available to any other person, except the maker's temporary substitute.

For the purposes of this policy a school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

For the purposes of this policy a school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility, contracted duty, or duty of elected office.

In addition to releasing PII to school officials without permission, the District may disclose PII from the education records of students in foster care placement to the student's caseworker or to the caseworker's representative without getting prior consent of the parent (or the student if the student is over eighteen (18)).

For the District to release the student's PII without getting permission:

- The student must be in foster care;
- The individual to whom the PII will be released must have legal access to the student's case plan; and
- The Arkansas Department of Human Services, or a sub-agency of the Department, must be legally responsible for the care and protection of the student.

The District discloses PII from an education record to appropriate parties, including parents, in connection with an emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals. The superintendent or designee shall determine who will have access to and the responsibility for disclosing information in emergency situations.

When deciding whether to release PII in a health or safety emergency, the District may take into account the totality of the circumstances pertaining to a threat to the health or safety of a student or other individuals. If the District determines that there is an articulable and significant threat to the health or safety of a student or other individuals, it may disclose information from education records to any person whose knowledge of the information is necessary to protect the health or safety of the student or other individuals.

For purposes of this policy, the Riverview School District does not distinguish between a custodial and noncustodial parent, or a non-parent such as a person acting in loco parentis or a foster parent with respect to gaining access to a student's records. Unless a court order restricting such access has been presented to the district to the contrary, the fact of a person's status as parent or guardian, alone, enables that parent or guardian to review and copy his child's records.

If there exists a court order which directs that a parent not have access to a student or his/her records, the parent, guardian, person acting in loco parentis, or an agent of the Department of Human Services must present a file-marked copy of such order to the building principal and the superintendent. The school will make good-faith efforts to act in accordance with such court order, but the failure to do so does not impose legal liability upon the school. The actual responsibility for enforcement of such court orders rests with the parents or guardians, their attorneys and the court which issued the order.

A parent or guardian does not have the right to remove any material from a student's records, but such parent or guardian may challenge the accuracy of a record. The right to challenge the accuracy of a record does not include the right to dispute a grade, disciplinary rulings, disability placements, or other such determinations, which must be done only through the appropriate teacher and/or administrator, the decision of whom is final. A challenge to the accuracy of material contained in a student's file must be initiated with the building principal, with an appeal available to the Superintendent or his/her designee. The challenge shall clearly identify the part of the student's record the parent wants changed and specify why he/she believes it is inaccurate or misleading. If the school determines not to amend the record as requested, the school will notify the requesting parent or student of the decision and inform them of their right to a hearing regarding the request for amending the record. The parent or eligible student will be provided information regarding the hearing procedure when notified of the right to a hearing.

Unless the parent or guardian of a student (or student, if above the age of eighteen (18)) objects, "directory information" about a student may be made available to the public, military recruiters, post-secondary educational institutions, prospective employers of those students, as well as school publications such as annual yearbooks and graduation announcements. "Directory information" includes, but is not limited to, a student's name, address, telephone number, electronic mail address, photograph, date and place of birth, dates of attendance, his/her placement on the honor roll (or the receipt of other types of honors), as well as his/her participation in school clubs and extracurricular activities, among others. If the student participates in inherently public activities (for example, basketball, football, or other interscholastic activities), the publication of such information will be beyond the control of the District. "Directory information" also includes a student identification (ID) number, user ID, or other unique personal identifier used by a student for purposes of accessing or communicating in electronic systems and a student ID number or other unique personal identifier that is displayed on a student's ID badge, provided the ID cannot be used to gain access to



education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a personal identification number (PIN), password or other factor known or possessed only by the authorized user.

A student's name and photograph will only be displayed on the district or school's web page(s) after receiving the written permission from the student's parent or student if over the age of 18.

The form for objecting to making directory information available is located in the back of the student handbook and must be completed and signed by the parent or age-eligible student and filed with the building principal's office no later than ten (10) school days after the beginning of each school year or the date the student is enrolled for school. Failure to file an objection by that time is considered a specific grant of permission. The district is required to continue to honor any signed-opt out form for any student no longer in attendance at the district.

The right to opt out of the disclosure of directory information under Family Educational Rights and Privacy Act (FERPA) does not prevent the District from disclosing or requiring a student to disclose the student's name, identifier, or institutional email address in a class in which the student is enrolled.

Parents and students over the age of 18 who believe the district has failed to comply with the requirements for the lawful release of student records may file a complaint with the U.S. Department of Education (DOE) at

Student Privacy Policy Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202

#### 4.14—STUDENT MEDIA AND THE DISTRIBUTION OF LITERATURE

The Superintendent and the student media advisors(s) shall jointly develop administrative regulations for the implementation of this policy. The regulations shall include definitions of terms and the time(s), place(s), and manner(s) of the dissemination of student media, which shall include timelines for the review of materials.

##### **Definitions**

“School-sponsored media” means all student media that are:

- Supported financially by the school;
- Supported by the use of school facilities; or
- Produced in conjunction with a class.

“Student journalist” means a student who gathers, writes, edits, photographs, records, video tapes, or prepares information for dissemination in student media.

“Student media” means any means of communication that are:

- Prepared, substantially written, published, or broadcasted by a student;
- Distributed or generally made available, either free of charge or for a fee, to members of the student body; and
- Prepared under the direction of a student media advisor.

“Student media” does not include media that is intended for distribution or transmission solely in the classroom in which it is produced.

“Student media advisor” means an individual who is employed, appointed, or designated by the District to supervise or provide instruction with respect to student media.

### **Student Media**

While the District recognizes a student’s right of expression under the First Amendment of the Constitution of the United States, school-sponsored media does not provide an open public forum for public expression. Student media, as well as the content of student expression in school-sponsored activities, shall be subject to the editorial review of the District’s administration, whose actions shall be reasonably related to legitimate pedagogical concerns and adhere to the following limitations:

- Advertising may be accepted for media that does not condone or promote products that are inappropriate for the age and maturity of the audience or that endorses such things as tobacco, alcohol, or drugs.
- Media may be regulated to prohibit communications determined by the appropriate teacher, student media advisor, and/or administrator to be ungrammatical; poorly written; inadequately researched; biased or prejudiced; vulgar or profane; or unsuitable for immature audiences.
- Media may be regulated to prohibit the dissemination of material that may reasonably be perceived to advocate drug or alcohol use; irresponsible sex; conduct that is otherwise inconsistent with the shared values of a civilized social order; or to associate the school with any position other than neutrality on matters of political controversy.
- Prohibited media includes those that:
  - Are obscene as to minors;
  - Are libelous or slanderous, including material containing defamatory falsehoods about public figures or governmental officials, and made with knowledge of their falsity or a reckless disregard of the truth;
  - Constitute an unwarranted invasion of privacy as defined by state law;
  - Suggest or urge the commission of unlawful acts on the school premises;
  - Suggest or urge the violation of lawful school regulations;
  - Scurrilously attacks ethnic, religious, or racial groups; or
  - Harass, threaten, or intimidate a student.

### **Student Media on School Web Pages**

Student media displayed on school web pages shall follow the same guidelines as listed above and shall also:

- Not contain any non-educational advertisements;
- Adhere to the restrictions regarding use of Directory Information as prescribed in Policy 4.13 including not using a student’s photograph when associated with the student’s name unless written permission has been received from the student’s parent or student if over the age of eighteen (18);
- State that the views expressed are not necessarily those of the School Board or the employees of the district.

### **Student Distribution of Non-school Literature, Publications, and Materials**

A student or group of students who distribute ten (10) or fewer copies of the same non-school-sponsored literature, publications, or materials shall do so in a time, place, and manner that does not cause a substantial

disruption of the orderly education environment. A student or group of students wishing to distribute more than ten (10) copies of non-school-sponsored materials shall have school authorities review their non-school-sponsored materials at least three (3) school days in advance of their desired time of dissemination. School authorities shall review the non-school-sponsored materials, prior to their distribution and will bar from distribution those non-school-sponsored materials that are obscene, libelous, pervasively indecent, or advertise unlawful products or services. Material may also be barred from distribution if there is evidence that reasonably supports a forecast that a substantial disruption of the orderly operation of the school or educational environment will likely result from the distribution. Concerns related to any denial of distribution by the principal shall be heard by the superintendent, whose decision shall be final.

The school principal or designee shall establish reasonable regulations governing the time, place, and manner of student distribution of non-school-sponsored materials. The regulations shall:

- Be narrowly drawn to promote orderly administration of school activities by preventing disruption and may not be designed to stifle expression;
- Be uniformly applied to all forms of non-school-sponsored materials;
- Allow no interference with classes or school activities;
- Specify times, places, and manner where distribution may and may not occur; and
- Not inhibit a person's right to accept or reject any literature distributed in accordance with the regulations.

Students shall be responsible for the removal of excess literature that is left at the distribution point for more than 5 days. Student(s) distributing materials are responsible for picking up any materials thrown on school grounds.

#### 4.15—CONTACT WITH STUDENTS WHILE AT SCHOOL

##### **CONTACT BY PARENTS**

Parents wishing to speak to their children during the school day shall register first with the office.

##### **CONTACT BY NON-CUSTODIAL PARENTS**

If there is any question concerning the legal custody of the student, the custodial parent shall present documentation to the principal or his/her designee establishing the parent's custody of the student. It shall be the responsibility of the custodial parent to make any court ordered "no contact" or other restrictions regarding the non-custodial parent known to the principal by presenting a copy of a file-marked court order. Without such a court order on file, the school will release the child to either of his/her parents. Non-custodial parents who file with the principal a date-stamped copy of current court orders granting visitation may eat lunch, volunteer in their child's classroom, or otherwise have contact with their child during school hours and the prior approval of the school's principal. Such contact is subject to the limitations outlined in Policy 4.16, Policy 6.5, and any other policies that may apply.

Unless prior arrangements have been made with the school's principal, Arkansas law provides that the transfer of a child between his/her custodial parent and non-custodial parent, when both parents are present, shall not take place on the school's property on normal school days during normal hours of school operation.

##### **CONTACT BY LAW ENFORCEMENT, SOCIAL SERVICES, OR BY COURT ORDER**

State Law requires that Department of Human Services employees, local law enforcement, or agents of the Crimes Against Children Division of the Division of Arkansas State Police may interview students without a

court order for the purpose of investigating suspected child abuse. In instances where the interviewers deem it necessary, they may exercise a “72-hour hold” without first obtaining a court order. Except as provided below, other questioning of students by non-school personnel shall be granted only with a court order directing such questioning, with permission of the parents of a student (or the student if above eighteen (18) years of age), or in response to a subpoena or arrest warrant.

If the District makes a report to any law enforcement agency concerning student misconduct or if access to a student is granted to a law enforcement agency due to a court order, the principal or the principal’s designee shall make a good faith effort to contact the student’s parent, legal guardian, or other person having lawful control by court order, or person acting in loco parentis identified on student enrollment forms. The principal or the principal’s designee shall not attempt to make such contact if presented documentation by the investigator that notification is prohibited because a parent, legal guardian, person having lawful control of the student, or person standing in loco parentis is named as an alleged offender of the suspected child maltreatment. This exception applies only to interview requests made by a law enforcement officer, an investigator of the Crimes Against Children Division of the Division of Arkansas State Police, or an investigator or employee of the Department of Human Services.

In instances other than those related to cases of suspected child abuse, principals must release a student to either a police officer who presents a subpoena for the student, or a warrant for arrest, or to an agent of state social services or an agent of a court with jurisdiction over a child with a court order signed by a judge. Upon release of the student, the principal or designee shall give the student’s parent, legal guardian, person having lawful control of the student, or person standing in loco parentis notice that the student has been taken into custody by law enforcement personnel or a state’s social services agency. If the principal or designee is unable to reach the parent, he or she shall make a reasonable, good faith effort to get a message to the parent to call the principal or designee, and leave both a day and an after-hours telephone number.

#### **Contact by Professional Licensure Standards Board Investigators**

Investigators for the Professional Licensure Standards Board may meet with students during the school day to carry out the investigation of an ethics complaint.

#### **4.16—STUDENT VISITORS**

The board strongly believes that the purpose of school is for learning. Social visitors, generally, disrupt the classroom and interfere with learning that should be taking place. Therefore, visiting with students during the school day is not allowed. Parents and Guardians are encouraged to participate in any of the numerous events RJHS and RHS conduct throughout the year during the school day and/or after the school day.

***All visitors to Riverview Junior High and High School during school hours will have their Driver’s License scanned and screened by our Hall Pass program.***

#### **4.16.®.1—CLASSROOM VISITORS**

Parents who need to visit with a classroom teacher about how their child is performing in class or any other instructional related question, should contact the teacher by phone or e-mail to schedule an appointment.

#### 4.16.®.2 - FUNDRAISERS

All fundraisers must be pre-approved by the principal and superintendent. Students will not be allowed to participate in any fundraiser activity until permission has been obtained by the sponsor in charge of the fundraiser. Student participation in fundraising activities is voluntary.

#### 4.17—STUDENT DISCIPLINE

The Riverview Board of Education has a responsibility to protect the health, safety, and welfare of the District's students and employees. To help maintain a safe environment conducive to high student achievement, the Board establishes policies necessary to regulate student behavior to promote an orderly school environment that is respectful of the rights of others and ensures the uniform enforcement of student discipline. Students are responsible for their conduct that occurs:

- At any time on the school grounds;
- Off school grounds at a school sponsored function, activity, or event; and
- Going to and from school or a school activity.

The District's administrators may also take disciplinary action against a student for off-campus conduct occurring at any time that would have a detrimental impact on school discipline, the educational environment, or the welfare of the students and/or staff. A student who has committed a criminal act while off campus and whose presence on campus could cause a substantial disruption to school or endanger the welfare of other students or staff is subject to disciplinary action up to and including expulsion. Such acts could include, but are not limited to: a felony or an act that would be considered a felony if committed by an adult; an assault or battery; drug law violations; or sexual misconduct of a serious nature. Any disciplinary action pursued by the District shall be in accordance with the student's appropriate due process rights.

The District shall incorporate the District's implementation of positive behavioral supports in accordance with Policy 4.60 in the application of student discipline.

The District's personnel policy committees shall annually review the District's student discipline policies, including State and District student discipline data, and may recommend changes in the policies to the Riverview School Board. The Board has the responsibility of determining whether to approve any recommended changes to student discipline policies.

The District's student discipline policies shall be distributed to each student during the first week of school each year and to new students upon their enrollment. Each student's parent, legal guardian, person having lawful control of the student, or person standing in loco parentis shall sign and return to the school an acknowledgement form documenting that they have received the policies.

The District shall develop and provide programs, measures, or alternative means and methods for continued student engagement and educational access during periods of suspension or expulsion.

The superintendent is authorized to modify the penalties set forth in the District's student discipline policies on a case-by-case basis.

It is required by law that the principal or the person in charge report to the police any incidents the person has personal knowledge of or has received information leading to a reasonable belief that a person has committed

or threatened to commit an act of violence or any crime involving a deadly weapon on school property or while under school supervision. If the person making the report is not the Superintendent, that person shall also inform the Superintendent of the incident. Additionally, the principal shall inform any school employee or other person who initially reported the incident that a report has been made to the appropriate law enforcement agency. The Superintendent or designee shall inform the Board of Directors of any such report made to law enforcement.

The superintendent shall make a report annually to the Board of Directors on student discipline data, which shall include, without limitation: the number of incidents of bullying reported and the actions taken regarding the reported incidents of bullying.

#### 4.17.®.1 – STUDENT DISCIPLINE POLICIES AND DEFINITIONS

The members of the board of education recognize the importance of establishing discipline policies to set up guidelines that students, parents, teachers, and administration may follow. Discipline in public schools can only be maintained through the cooperative efforts of the community- especially parents, educators, and students. Each has the right to expect a wholesome atmosphere that is conducive to learning. Such a climate can best be created where respect and consideration of the rights of others prevail. It shall be the policy of the Riverview School District to make every attempt to recognize, preserve, and protect the individual rights of all students. Within the framework of such a policy, it is the duty of the board of directors, the administrative staff, and the faculty to prohibit and prevent types of student conduct that are disruptive and destructive to the educational program. Consequently there must be guidelines that govern the conduct and behavior of all who work and learn in the school.

Every faculty member has a direct, personal, and active responsibility to see that the established guidelines and regulations are firmly and consistently enforced throughout the school system.

The most important base on which to build an effective discipline program is a fair, realistic, and constructive discipline code that is published and distributed to faculty, students, and parents. The code's purpose is to state clearly and concisely to each member of the school community the minimum standards of conduct that will be required of all students.

**Certified Employee** - An individual employed by the school district who holds a certificate to teach issued by the Arkansas Department of Education which includes, but is not limited to teachers, coaches, counselors, and administrators.

**Dismissal** - Removal of a student from a specific classroom by a certificated employee for that class period only.

**Expulsion** - Prohibition of a student from entering the school or school grounds either until the end of the semester, the end of the current school year, or permanently depending upon the severity of the offense. An exception may be made for a prearranged conference with an administrator. Expulsion will result in the loss of academic credit. Only the board of education will have the power to expel.

**Parent** - The term parent shall include every parent, guardian, or person in parental relation having control or charge of any student in attendance in the school of this district.

Reasonable Force - The minimum amount of force necessary to stop or restrain a student from conducting himself/herself in an unlawful manner or in a manner which could cause injury to an individual.

Suspension (OSS)- Prohibition of a student from entering the school or grounds (except for a prearranged conference with an administrator) for a period of time set by the principal of the school or the superintendent. Suspensions normally will not be longer than ten (10) school days including the day on which the offense occurred unless it is deemed a long-term suspension which must be determined by the board of education only. Suspension does not carry with it loss of credit for the semester; however, make up work will not be allowed.

Any suspension out of school will require contact to be reasonably attempted with the parent/guardian of the student before the student is sent home. Each parent or legal guardian shall provide the school: A primary call number, and if the number changes, the parent or guardian shall notify the school of the new primary call number; an e-mail address if parent or guardian does not have a telephone; or a current mailing address if they do not have an e-mail account. A voicemail may be left if there is no answer from the primary call number. The school shall keep a notification log of contacts attempted and made to the parent or legal guardian.

Detention - Morning, after school, or lunch time detention for one half (1/2) hour or more for such student violations as: tardiness, coming to class repeatedly unprepared; general disruption of the classroom; etc.

Saturday School - Saturday School is an alternative discipline measure that requires students to give a portion of their Saturday to make up for misbehavior at school. This means of discipline will allow the student to remain in the learning environment during the school day. Saturday School will be 3-4 hours on specified Saturday mornings. Students will be required to be in attendance for the whole duration of their detention.

In-School Suspension/Placement (ISS) - Students assigned to ISS are responsible for having all books and other necessary materials when they report to ISS. Students who do not bring the necessary materials to ISS may be suspended from school and return to ISS to complete their assignments. In order to receive credit for the work completed in ISS, students are responsible for returning the work to the ISS teacher. Students who arrive late or leave early on the day of ISS shall not have the day counted towards their total days of consequence without prior approval from building administration.

Rules for ISS participants:

1. Students will report to the principal's office or designated area.
2. A lunch break separate from the regular school break will be scheduled in the cafeteria. Each student will be provided the opportunity to eat. Students may bring their own lunch or eat a meal provided by the lunchroom. The cost of the meal is the normal charge to that student.
3. Students will remain in the center from 7:55 a.m. until 3:10 p.m. except for the lunch period or scheduled bathroom breaks. ***There will be no partial or half days counted toward ISS without prior approval from the principal.***
4. Restroom activities will be limited to the discretion of the supervisor.
5. Students will be responsible for bringing supplies to ISS which will allow them to successfully complete their assignments. Failure to take books/materials for assignments may result in suspension.

Students will not be allowed to participate in any extracurricular activities during the period of their in-school suspension assignment.

- If a student is dismissed from ISS for disciplinary reasons, the student will be suspended from school.

- Students may not participate in or attend school activities on school property on the assigned ISS or OSS days.

#### 4.39—CORPORAL PUNISHMENT

The Riverview School Board authorizes the use of corporal punishment to be administered in accordance with this policy by the Superintendent or the superintendent's designated staff members who are required to have a state-issued license as a condition of their employment or who are an administrator or teacher employed under a waiver from licensure.

Prior to the administration of corporal punishment, the student receiving the corporal punishment shall be given an explanation of the reasons for the punishment and be given an opportunity to refute the charges.

All corporal punishment shall be administered privately, i.e. out of the sight and hearing of other students, shall not be excessive, or administered with malice, and shall be administered in the presence of another school administrator or designee who shall be a licensed staff member employed by the District

Parents who wish to have their students be exempted from corporal punishment should provide written notice to the school administration at the beginning of each school year or at the time of enrollment.

Corporal punishment shall not be used as a form of discipline for a student who is intellectually disabled, non-ambulatory, non-verbal, or autistic.

#### 4.17.®.2 - AUTHORITY FOR STUDENT DISCIPLINE

Teachers, coaches, counselors, teacher aides, principal, assistant principal, and administrators have the authority to take customary and reasonable measures to maintain proper control and discipline among students in the Riverview Public School System. Such measures may include the use of reasonable force in the exercise of lawful authority to restrain or correct pupils and maintain order. Bus drivers have the authority to use appropriate measures to maintain discipline among students who ride school buses.

School authority begins when the pupil enters the bus, including the bus stop, or if walking, arrives at school, continues until the time the student returns to and including his/her bus stop or leaves school property. School authority shall extend to all school sponsored activities whether at home or away.

The school will have full authority over all pupils who represent it or accompany representative groups on all athletic trips or any trip in which school personnel are involved. All rules of safety and good conduct are to be observed.

All students in the Riverview School will be treated equally and in accordance with any applicable I.E.P. regulations without regard to sex, race, or handicapping condition.

#### 4.17.®.3 - DISCIPLINARY RECORD

A student and/or the student's parent may question any part of a student's disciplinary record maintained by the school district on the grounds that it is an inaccurate record. The principal will receive any evidence rendered on behalf of the student on the issue and will make such other necessary investigations. If the record is found to be inaccurate, the record will be amended to reflect the findings.



Disciplinary actions will not be entered on the student's permanent record card except for expulsions. Individual records shall be treated as confidential and discussed only with the permission of the student if he/she is an adult or the student's parent if the student is a minor or under court order to public authorities requesting information in the course and scope of their legal duties.

#### 4.17.®.4 – COMPLAINTS AND GRIEVANCES

Any student or parent of the Riverview School District who has reason to believe that he/she has been mistreated or treated unfairly and unjustly by a teacher or school employee **should first discuss the matter with the offending teacher or employee.**

In case the student or parent and the offending party cannot arrive at a satisfactory agreement or understanding, **then the student or parent should register his/her complaint with the principal.**

If a satisfactory solution cannot be worked out with the principal, the student or parent may **then register his/her complaint to the appropriate assistant superintendent.**

If a satisfactory solution cannot be worked out with the assistant superintendent, the student or parent may **then register his/her complaint to the superintendent.**

In cases where school officials cannot remedy a grievance to the satisfaction of the student or parent, the matter may be appealed to the school board of education. Such appeals to the board should be in writing and submitted to the superintendent or board president at least ten (10) days prior to the regular monthly meeting of the board of education.

All persons who present grievances to the board of education shall be assured freedom from restraint, interference, discrimination, and reprisal.

#### ® **Forms of Punishment/Corrective Action**

Students who engage in unacceptable behavior will be subject to, **but not limited to**, one or more of the following actions:

- Teacher/student conference
- Teacher/parent conference
- Principal/student conference and verbal reprimand
- Principal/student/parent conference
- Corporal punishment
- Detention
- Saturday School
- In-School Suspension (ISS)
- Restitution
- Loss of privileges
- 1-10 Days Out of School Suspension (OSS)
- Expulsion

Disciplinary consequences may range from a minimum of a verbal warning to a maximum of expulsion. Other actions may be taken in regards to a student's discipline deemed appropriate by the principal or principal's designee.

## ® Discipline of Students with Disabilities

The Individuals with Disabilities Education Act (P.L. 94-142, amended) provides students with disabilities special due process rights with regard to disciplinary procedures. All Riverview School District students, regardless of handicapping condition, who engage in misbehavior, are subject to normal school disciplinary rules and procedures so long as such treatment does not abridge the right to free, appropriate public education and as long as the handicapping condition is not the reason for the disciplinary action.

Special education students will be excluded from school only in emergencies and only for the duration of the emergency. In no case will a special education student be excluded for more than ten days in any school year, unless alternative educational programming is made available.

## ® Due Process

Every student is entitled to due process and has the right to be immediately informed of alleged violations of standards of behavior as established by board policy and/or school regulations. When disciplinary actions may result in the suspension or expulsion of a student, parents or guardians will be notified.

The principal of any school, or his/her designee, may suspend any student from school for a period not to exceed ten (10) days. The 14th Amendment of the Constitution of the United States assures individuals the protection of due process.

The proper procedure for students/parents to resolve a grievance will be outlined in the grievance policy.

## 4.18—PROHIBITED CONDUCT

Students and staff require a safe and orderly learning environment that is conducive to high student achievement. Certain student behaviors are unacceptable in such an environment and are hereby prohibited by the Board. The consequences of any discipline will range from a verbal warning to a maximum of suspension/expulsion from school. Prohibited behaviors include, but shall not be limited to the following:

### **RULE 1 DISREGARD OF DIRECTIONS OR COMMANDS/INSUBORDINATION** (Infraction Code 14)

A student shall comply with reasonable directions or commands of teachers, student teachers, substitute teachers, teacher aides, administrative personnel, school bus drivers, school security officers, and other authorized personnel.

1. Student/Principal Conference/Warning; and/or
2. Loss of privileges; and/or
3. Detention; and/or
4. Corporal Punishment; and/or
5. 1-4 day suspension OR ISS; and/or
6. 5-10 day suspension; and/or
7. Recommendation for Expulsion

## **RULE 2 DISRUPTIONS AND INTERFERENCE WITH SCHOOL (Infraction Code 17)**

No student shall by the use of violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or any other conduct, intentionally cause the disruption of any lawful mission, process, or function of the school, or engage in any such conduct for the purpose of causing disruption or obstruction of any lawful mission, process, or function. Nor shall any student encourage any other student to engage in such activities.

Disorderly activities by any student or group of students that adversely affect the school's orderly educational environment shall not be tolerated at any time on school grounds. Teachers may remove from class and send to the principal or principal's designee office a student whose behavior is so unruly, disruptive, or abusive that it seriously interferes with the teacher's ability to teach the students, the class, or with the ability of the student's classmates to learn. Students who refuse to leave the classroom voluntarily will be escorted from the classroom by the school administration.

In addition, no student shall:

- Occupy any school building or properties with intent to deprive others of its use or where the effect thereof is to deprive others of its use.
- Block the doorway or corridor of any school building or property so as to deprive others of access thereto.
- Prevent or attempt to prevent the convening or continued functioning of any school class activity or lawful meeting or assembly on the school campus.
- Prevent students from attending a class or school activity.
- Continuously and intentionally make noise or act in any other manner so as to interfere with the teacher's ability to conduct classes or any other school activities.
- In any manner by the use of violence, force, noise, coercion, threat, intimidation, harassment, fear, passive resistance, or any other conduct intentionally cause the disruption of any lawful process or function of the school or engage in any such conduct for the purpose of causing the disruption or obstruction of any lawful process or function.
- Refuse to identify himself/herself on request of any teacher, substitute teacher, administrator, or other school employee.
- Block normal pedestrian or vehicular traffic on the school campus or adjacent grounds unless under the direction of a school official.
- Encourage other students to violate any rules or school board policy.
  1. Student/Principal Conference/Warning; and/or
  2. Loss of privileges; and/or
  3. Detention; and/or
  4. Corporal Punishment; and/or
  5. 1-4 day suspension OR ISS; and/or
  6. 5-10 day suspension; and/or
  7. Recommendation for Expulsion

## **RULE 3A THREAT OF PHYSICAL ABUSE/ASSAULT OF ANOTHER STUDENT (Infraction Code 25)**

A student will not harass, threaten or attempt to cause injury or physical harm to another student, nor will a student strike or beat another student, nor direct verbal abuse toward another person. (Act 207 of 1997, Act 706 of 1997)

1. 1-4 day suspension OR ISS; and/or
2. 5-10 day suspension; and/or
3. Recommendation for expulsion

### **RULE 3B FIGHTING/ENCOURAGEMENT TO FIGHT/FILMING FIGHT (Infraction Code 19)**

Students are to make every effort possible to avoid fighting. Any student found to be encouraging a fight is subject to the consequences of fighting. Any student found to be filming a fight is subject to the same consequences of encouraging a fight.

*Evidence of an unwilling participant is as follows:*

- Attempts to walk away; AND
- Does not engage in verbal exchange; AND
- Verbally expresses an intent to avoid the conflict.

1. 5 Day suspension
2. 7 Day suspension
3. 9 Day suspension; and/or
4. Recommendation for expulsion

Cases of battery may result in more extreme disciplinary action and referral to law enforcement officials.

### **RULE 3C PHYSICAL ABUSE/ASSAULT OF ANY STUDENT OR SCHOOL EMPLOYEE (Infraction Codes 05, 06)**

It is unlawful, during regular school hours, and in a place where a public school employee is required to be in the course of his or her duties, for any person to address a public school employee using language which, in its common acceptance, is calculated to:

- Cause a breach of the peace;
- Materially and substantially interfere with the operation of the school; or
- Arouse the person to whom it is addressed to anger, to the extent likely to cause imminent retaliation.

Students guilty of such an offense may be subject to legal proceedings in addition to any student disciplinary measures. A student who commits assault or battery upon any member of the faculty or staff of Riverview School District will be recommended for expulsion, and will be reported to legal authorities. (Arkansas Law 6-17-106, Act 706 of 1997)

1. Suspension not to exceed ten (10) days; and/or
2. Recommendation for expulsion.

### **RULE 4 WEAPONS AND DANGEROUS INSTRUMENTS (Infraction Codes 07, 08, 09, 10, 11)**

No student shall possess a weapon, display what appears to be a weapon, or threaten to use a weapon while in school, on or about school property, before or after school, in attendance at school or any school sponsored activity, en route to or from school or any school sponsored activity, off the school grounds at any school bus stop, or at any school sponsored activity or event.

## Definitions

“Firearm” means any device designed, made, or adapted to expel a projectile by the action of an explosive or any device readily convertible to that use.

“Possession” means having a weapon on the student’s body or in an area under the student’s control.

“Weapon” means any:

- Firearm;
- Knife;
- Razor;
- Ice pick;
- Dirk;
- Box cutter;
- Nunchucks;
- Pepper spray, mace, or other noxious spray;
- Explosive;
- Taser or other instrument that uses electrical current to cause neuromuscular incapacitation; or
- Any other instrument or substance capable of causing bodily harm.

No student, except for Military personnel (such as ROTC cadets) acting in the course of their official duties or as otherwise expressly permitted by this policy, shall possess a weapon, display what appears to be a weapon, or threaten to use a weapon before or after school while:

- In a school building;
- On or about school property;
- At any school sponsored activity or event;
- On route to or from school or any school sponsored activity; or
- Off the school grounds at any school bus stop.

If a student discovers prior to any questioning or search by any school personnel that he/she has accidentally brought a weapon, other than a firearm, to school on his/her person, in a book bag/purse, or in his/her vehicle on school grounds, and the student informs the principal or a staff person immediately, the student will not be considered to be in possession of a weapon unless it is a firearm. The weapon shall be confiscated and held in the office until such time as the student’s parent/legal guardian shall pick up the weapon from the school’s office. Repeated offenses are unacceptable and shall be grounds for disciplinary action against the student as otherwise provided for in this policy.

Except as permitted in this policy, students found to be in possession on the school campus of a firearm shall be recommended for expulsion for a period of one (1) year. The superintendent shall have the discretion to modify such expulsion recommendation for a student on a case-by-case basis.

Parents or legal guardians of students expelled under this policy shall be given a copy of the current laws regarding the possibility of parental responsibility for allowing a child to possess a firearm on school property. Parents or legal guardians shall sign a statement acknowledging that they have read and understand said laws prior to readmitting the student. Parents or legal guardians of a student enrolling from another school after the expiration of an expulsion period for a firearm policy violation shall also be given a copy of the current laws regarding the possibility of parental responsibility for allowing a child to possess a firearm on school property.

The parents or legal guardians shall sign a statement acknowledging that they have read and understand said laws prior to the student being enrolled in school.

The mandatory expulsion requirement for possession of a firearm does not apply to a firearm brought to school for the purpose of participating in activities approved and authorized by the district that include the use of firearms. Such activities may include ROTC programs; hunting safety or military education; or before or after-school hunting or rifle clubs. Firearms brought to school for such purposes shall be brought to the school employee designated to receive such firearms. The designated employee shall store the firearms in a secure location until they are removed for use in the approved activity.

The district shall report any student who brings a firearm to school to the criminal justice system or juvenile delinquency system by notifying local law enforcement.

1. Any student found in violation of this policy shall be suspended from the school immediately with a recommendation for expulsion and be reported to legal authorities.

### **RULE 5 TOBACCO, ELECTRONIC NICOTINE DELIVERY SYSTEMS, AND RELATED PRODUCTS (Infraction Code 03)**

Smoking or use of tobacco or products containing tobacco in any form (including, but not limited to, cigarettes, cigars, chewing tobacco, and snuff) in or on any real property owned or leased by a District school, including school buses owned or leased by the District, is prohibited. Students who violate this policy may be subject to legal proceedings in addition to student disciplinary measures.

With the exception of recognized tobacco cessation products, this policy's prohibition includes any tobacco or nicotine delivery system or product. Specifically, the prohibition includes any product that is manufactured, distributed, marketed, or sold as e-cigarettes, e-cigars, e-pipes, or under any other name or descriptor. (Arkansas Law 6-21-609, 20-27-702, 20-27-703, Act 1108 of 1997).

1. 3 days ISS; and/or
2. 5 days ISS, and/or
3. 3 day suspension; and/or
4. 5 day suspension; and/or
5. 9 day suspension; and/or
6. Recommendation for expulsion

### **RULE 6 DAMAGE, DESTRUCTION, OR THEFT OF SCHOOL AND PERSONAL PROPERTY (Infraction Codes 13, 24)**

A student shall not cause or attempt to cause damage to personal or school property or steal or attempt to steal personal or school property. Riverview Schools will recover damages from the student destroying school property. Parents of minor students under the age of 18 will be liable for damage or theft caused by said minor.

1. Restitution; and/or
2. ISS not to exceed ten (10) days and payment for damages
3. Suspension not to exceed ten (10) days and payment for damages.
4. Recommendation for expulsion and payment for damages.

## **RULE 7 POSSESSION AND USE OF CELL PHONES AND OTHER ELECTRONIC DEVICES** (Infraction Codes 20, 27)

For Computer and Internet Usage Policy, Please see the Student Technology Handbook.

Students are responsible for conducting themselves in a manner that respects the rights of others. Possession and use of any electronic device, (Smartwatches, Earbuds) whether district or student owned, that interferes with a positive, orderly classroom environment does not respect the rights of others and is expressly forbidden.

To protect the security of state originated tests that are administered as part of the Arkansas standardized testing schedule, no electronic device as defined in this policy shall be accessible by a student at any time during test administration unless specifically permitted by a student's IEP or individual health plan. This means that when a student is taking any standardized assessment, the student shall not have his/her electronic device in his/her possession unless specifically exempted by the administration for health or other compelling reasons. Any student violating this provision shall be subject to this policy's disciplinary provisions.

As used in this policy, “electronic devices” means anything that can be used to transmit or capture images, sound, or data. Misuse of electronic devices includes, but is not limited to:

1. Using electronic devices during class time in any manner other than specifically permitted by the classroom instructor;
2. Permitting any audible sound to come from the device when not being used for reason #1 above;
3. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, or wrongfully obtaining test copies or scores;
4. Using the device to take photographs in locker rooms or bathrooms;
5. Creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction of oneself or another person.
6. Any use of a device that disrupts the environment of the school.
7. Any use of a cell phone while driving on school property.

Use of an electronic device is permitted to the extent it is approved in a student’s individualized education program (IEP) or it is needed in an emergency that threatens the safety of students, staff, or other individuals.

Before and after normal school hours, possession of electronic devices is permitted on the school campus. The use of such devices at school sponsored functions outside the regular school day is permitted to the extent and within the limitations allowed by the event or activity the student is attending.

The student and/or the student’s parents or guardians expressly assume any risk associated with students owning or possessing electronic devices. Students misusing electronic devices shall have them confiscated. Confiscated devices may be picked up at the school’s administration office by the student’s parents or guardians. **Students have no right of privacy as to the content contained on any electronic devices that have been confiscated.**

**Students in Grades 7-8:** Cell phones and other electronic devices are to be turned off during the school day except during lunch and with explicit permission from the classroom teacher or principal. ***Any cell phones confiscated at school must be picked up by a parent/guardian in the office.***

Students who use personal cell-phones for non-school purposes, except as permitted by the district's Internet/computer use policy, shall be subject to discipline.

1. Student/principal conference/warning/confiscation of electronic device for school day; and/or
2. Confiscation of electronic device requiring a parent/guardian to retrieve from office; and/or
3. Loss privileges; and/or

## **RULE 8 NARCOTICS, ALCOHOLIC BEVERAGES, AND DRUGS**

(Infraction Codes 01, 02)

An orderly and safe school environment that is conducive to promoting student achievement requires a student population free from the deleterious effects of alcohol and drugs. Their use is illegal, disruptive to the educational environment, and diminishes the capacity of students to learn and function properly in our schools.

Therefore, no student in the Riverview School District shall possess, attempt to possess, consume, use, distribute, sell, buy, attempt to sell, attempt to buy, give to any person, or be under the influence of any substance as defined in this policy, or what the student represents or believes to be any substance as defined in this policy. This policy applies to any student who: is on or about school property; is in attendance at school or any school sponsored activity; has left the school campus for any reason and returns to the campus; or is on route to or from school or any school sponsored activity.

Prohibited substances shall include, but are not limited to: alcohol, or any alcoholic beverage; inhalants or any ingestible matter that alter a student's ability to act, think, or respond; LSD, or any other hallucinogen; marijuana; cocaine, heroin, or any other narcotic drug; PCP; amphetamines; steroids; "designer drugs"; look-alike drugs; or any controlled substance.

The sale, distribution, or attempted sale or distribution of over-the-counter (OTC) medications, dietary supplement or other perceived health remedy not regulated by the US Food and Drug Administration, or prescription drugs is prohibited. The possession or use of OTC medications, dietary supplement or other perceived health remedy not regulated by the US Food and Drug Administration, or prescription drugs is prohibited except as permitted under Policy 4.35—STUDENT MEDICATIONS.

1. Any student found in violation of this drug policy shall be suspended from the school immediately with a recommendation for expulsion and may be reported to legal authorities.

**Students who are found in possession of narcotics, alcohol, and/or drugs will be suspended for 10 days and recommended for expulsion for the remainder of the semester or the equivalent of one semester.**

**Students who are under the influence of narcotics, alcohol, and/or drugs at school will be suspended for 10 days and recommended for expulsion for the remainder of the semester plus up to one additional semester or the equivalent of up to two semesters.**

**Students who are distributing narcotics, alcohol, and/or drugs at school will be suspended for 10 days and recommended for expulsion for the remainder of the semester plus up to one additional semester or the equivalent of up to two semesters.**



## **RULE 9 PRESCRIPTION DRUGS (Infraction Code 01)**

Sharing, selling, distributing, or attempting to sell or distribute, or using over-the-counter or prescription drugs not in accordance with the recommended dosage or school policy is prohibited. (Act 509 of 1971 and 1108 of 1997) No student should be in possession of prescription or over-the-counter drugs. Parents may file the proper documentation to leave medication in the office through the principal and school nurse.

1. Any student found in violation of this policy shall be suspended from the school immediately with a recommendation for expulsion and be reported to legal authorities.

**Students who are found in possession of narcotics, alcohol, and/or drugs will be suspended for 10 days and recommended for expulsion for the remainder of the semester or the equivalent of one semester.**

**Students who are under the influence of narcotics, alcohol, and/or drugs at school will be suspended for 10 days and recommended for expulsion for the remainder of the semester plus up to one additional semester or the equivalent of up to two semesters.**

**Students who are distributing narcotics, alcohol, and/or drugs at school will be suspended for 10 days and recommended for expulsion for the remainder of the semester plus up to one additional semester or the equivalent of up to two semesters.**

## **RULE 10 PUBLIC DISPLAY OF AFFECTION (Infraction Codes 17, 23)**

Public display of affection of any kind is inappropriate behavior at school or at any school-sponsored activity or event. Public display of affection includes hugging, kissing, and touching in a sensual or sexual manner for the purpose of sensual or sexual pleasure. Students may “hold hands” without violating this policy. Failure to comply with reasonable expectations of school staff will lead to disciplinary action.

1. Conference with principal/warning; and/or
2. Detention; and/or
3. Loss of Privileges; and/or
4. Corporal Punishment; and/or
5. 1-3 Day Suspension OR ISS; and/or
6. 4-5 Day Suspension OR ISS

## **RULE 11 CHEATING/PLAGIARISM (ACADEMIC DISHONESTY) (Infraction Code 17)**

A student shall not cheat on tests, homework, or projects, or aid other students in cheating. Plagiarism is also cheating. Plagiarism and cheating apply to texts published in print or online, to manuscripts, and/or to the work of other students. Both are considered “wrongful acts” and will be responded to with zero on work and in-school or out of school suspensions with repeated offenses. *Teachers are encouraged to request a parent conference via phone, internet/email, or in person for all acts of Academic Dishonesty.*

1. Zero on work/conference with principal; and/or
2. Zero on work/parent conference; and/or
3. Zero on work/1-3 days ISS; and/or
4. Zero on work/4-5 days ISS; and/or
5. Zero on work/1-3-day suspension

## **RULE 12 GAMBLING (Infraction Code 17)**

Gambling in any form is not permitted on school property at any time. When in question, the administration will have the authority to determine whether or not gambling has occurred.

1. Principal/parent/student conference; and/or
2. 1-3 day suspension, ISS, or corporal punishment; and/or
3. Suspension not to exceed 10 days; and/or
4. Recommendation for expulsion

## **RULE 13 STUDENT DRESS CODE (Infraction Code 17)**

The Riverview Board of Education recognizes that dress can be a matter of personal taste and preference. At the same time, the District has a responsibility to promote an environment conducive to student learning. This requires limitations to student dress and grooming that could be disruptive to the educational process because they are immodest, disruptive, unsanitary, and unsafe, could cause property damage, or are offensive to common standards of decency. Student dress, grooming, and appearance should be the responsibility of the individual and his/her parents/guardians under the following guidelines:

- Dress and grooming should be clean and in keeping with health and sanitary practices.
- Students may not wear clothing or hairstyles that can be hazardous to them in their educational activities such as shop, lab work, physical education, etc.
- Dress and grooming should not interrupt or disrupt the educational process.
- A student shall not wear or use emblems, insignias, badges, or other symbols which cause interruption, disruption, and interference with the operation of the school.
- No student shall wear clothing that advertises, promotes, or symbolizes drugs, alcohol, or tobacco in any form.
- Profane, suggestive, vulgar, or obscene language or reference to this type of language displayed on any clothing will not be allowed.
- Students shall not wear clothing which promotes violence of any kind.
- Students will not be permitted to wear transparent clothing, mesh shirts, half shirts, muscle shirts, halters, strapless blouses, spaghetti straps, cold-shoulder shirts, off-the-shoulder shirts, low cut revealing blouses, unbuttoned shirts, unfastened pants, pajama pants, sagging pants, clothing that displays bare midriffs, mini-skirts, tight yoga pants, blankets, any spandex material not covered, or unbuckled belts.
- Dress code will be in effect during regular school hours and during all hours of extracurricular activities.
- No pants with holes above the knees.
- No sagging of the pants will be allowed.
- No piercings will be allowed that can pose a risk to the health of the student or disrupt the educational process of the school.
- Students are prohibited from wearing, while on the school grounds during the school day and at school-sponsored events, clothing that exposes underwear, buttocks, or the breasts.
- Students will not wear any dresses, skirts, pants, shorts, or jeans that are shorter than four (4) inches above the knee. All shorts or skirts will be worn in good taste. If a dress, skirt, or shorts are in question on acceptable length, other factors, such as exposure while sitting, may be taken into account. No sheer, lace, or other see-through fabric may be used to meet the minimum requirements

for length. Also, leggings, jeggings, and similar articles may not be used to meet the minimum requirement for length.

- This prohibition does not apply; however, to an approved costume or uniform worn by a student while participating in a school-sponsored activity or event.
- **The principal or designee will have the final authority to determine if clothing is appropriate for school wear. Students in violation will be required to change immediately or may be sent to ISS until a change of clothes can be brought to the student. A student cannot return to class in present violation of the dress code.**

**RULE 14 PROFANITY/VULGARITY/PORNOGRAPHY/OBSCENE MATERIAL/EXPOSURE**  
(Infraction Code 17, 23)

A student shall not use abusive, vulgar, profane, or obscene language or gestures at school or at any school-sponsored event or activity, or on school property, not have in his/her possession any pornographic or obscene material, included that displayed, stored, or sent/received on laptops, tablets, phones, and other electronic devices.

A student shall not expose any part of his/her personal body in the presence of any student, school employee, or any other individual. Any form of immoral behavior will not be tolerated, including mutual sexual behavior such as fondling, intercourse, and other sexual activities.

No student shall involve or attempt to involve another student in any act of moral turpitude.

1. Corporal punishment, Detention, or Loss of Privileges; and/or
2. 1-3 day suspension/parent conference OR ISS; and/or
3. 4-5 day suspension; and/or
4. Suspension not to exceed 10 days; and/or
5. Recommendation for expulsion

**RULE 15 OUT OF ASSIGNED AREA** (Infraction Codes 04, 17)

Any student that is absent without the knowledge and approval of the parents and the school will be considered in violation of school policy. Any student who leaves school without checking out through the principal's office will be considered in violation of school policy. Any student who is not in an assigned area or classroom without proper permission from the office and/or assigned classroom teacher may be considered in violation of school policy. There will be a clear distinction in consequences between being Out of Area on campus and off campus. The student will be subject to the following disciplinary action:

Out of Area/Leaving Campus Without Permission	Out of Area/ Out of Assigned Area on Campus
1st Offense: 3 Days OSS 2nd Offense: 5 Days OSS 3rd Offense or More: 6-9 Days OSS and/or recommendation for expulsion	1st Offense: 3 Days ISS 2nd Offense: 5 Days ISS 3rd Offense or More: OSS not to exceed 10 days

4. Reporting to legal authorities/Suspension not to exceed 10 days

**RULE 16 EXCESSIVE TARDINESS-(Infraction Codes 04, 17)**

Definition of a Tardy: Any student not in their assigned classroom with required materials upon the tardy bell or specified class time *or who is absent from any assigned classroom for less than ten minutes*. Any student who arrives at school after 7:50 am by the school clock may be counted tardy and must register first in the office.

5+ (per class)	Lunch Detention and/or Corporal Punishment
8+ (per class)	Morning Detention and/or Saturday School and/or ISS

**RULE 17 STUDENT HARASSMENT (SEXUAL AND PROTECTED STATUSES)**

(Infraction Codes 22, 26)

The Riverview School District is committed to providing an academic environment that treats all students with respect and dignity. Student achievement is best attained in an atmosphere of equal educational opportunity that is free of discrimination. Sexual harassment is a form of discrimination that undermines the integrity of the educational environment and will not be tolerated.

The District believes the best policy to create an educational environment free from sexual harassment is prevention; therefore, the District shall provide informational materials and training to students, parents/legal guardians/other responsible adults, and employees on sexual harassment. The informational materials and training on sexual harassment shall be age appropriate and, when necessary, provided in a language other than English or in an accessible format. The informational materials and training shall include, but are not limited to:

- The nature of sexual harassment;
- The District’s written procedures governing the formal complaint grievance process;
- The process for submitting a formal complaint of sexual harassment;
- That the district does not tolerate sexual harassment;
- That students can report inappropriate behavior of a sexual nature without fear of adverse consequences;
- The supports that are available to individuals suffering sexual harassment; and
- The potential discipline for perpetrating sexual harassment.

**Definitions**

“Complainant” means an individual who is alleged to be the victim of conduct that could constitute sexual harassment.

“Education program or activity” includes locations, events, or circumstances where the District exercised substantial control over both the respondent and the context in which the sexual harassment occurs.

“Formal complaint” means a document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting an investigation of the allegation of sexual harassment.

“Respondent” means an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.

“Sexual harassment” means conduct on the basis of sex that satisfies one or more of the following:

A District employee:

1. Conditions the provision of an aid, benefit, or service of the District on an individual’s participation in sexual conduct; or
2. Uses the rejection of sexual conduct as the basis for academic decisions affecting that individual;
3. The conduct is:
  - a. Unwelcome; and
  - b. Determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the District’s education program or activity; or
4. Constitutes:
  - a. Sexual assault;
  - b. Dating violence;
  - c. Domestic violence; or
  - d. Stalking.

“Supportive measures” means individualized services that are offered to the complainant or made available to the respondent designed to restore or preserve equal access to the District’s education program or activity without unreasonably burdening the other party. The supportive measures must be non-disciplinary and non-punitive in nature; offered before or after the filing of a formal complaint or where no formal complaint has been filed; and offered to either party as appropriate, as reasonably available, and without fee or charge. Examples of supportive measures include, but are not limited to: measures designed to protect the safety of all parties or the District’s educational environment, or deter sexual harassment; counseling; extensions of deadlines or other course-related adjustments; modifications of work or class schedules; campus escort services; mutual restrictions on contact between the parties; changes in work or class locations; leaves of absence; and increased security and monitoring of certain areas of the campus.

Within the educational environment, sexual harassment is prohibited between any of the following: students; employees and students; and non-employees and students.

Actionable sexual harassment is generally established when an individual is exposed to a pattern of objectionable behaviors or when a single, serious act is committed. What is, or is not, sexual harassment will depend upon all of the surrounding circumstances and may occur regardless of the sex(es) of the individuals involved. Depending upon such circumstances, examples of sexual harassment include, but are not limited to:

- Making sexual propositions or pressuring for sexual activities;
- Unwelcome touching;
- Writing graffiti of a sexual nature;
- Displaying or distributing sexually explicit drawings, pictures, or written materials;
- Performing sexual gestures or touching oneself sexually in front of others;
- Telling sexual or crude jokes;
- Spreading rumors related to a person’s alleged sexual activities;
- Discussions of sexual experiences;
- Rating other students or employees as to sexual activity or performance;
- Circulating or showing e-mails or Web sites of a sexual nature;
- Intimidation by words, actions, insults, or name calling; and

- Teasing or name-calling related to sexual characteristics or the belief or perception that an individual is not conforming to expected gender roles or conduct or is homosexual, regardless of whether or not the individual self-identifies as homosexual or transgender.

Students who believe they have been subjected to sexual harassment, or the parent/legal guardian/other responsible adult of a student who believes their student has been subjected to sexual harassment, are encouraged to bring their concerns to **any** District staff member, including a counselor, teacher, Title IX coordinator, or administrator. If the District staff member who received a report of alleged sexual harassment is not the Title IX Coordinator, then the District staff person shall inform the Title IX Coordinator of the alleged sexual harassment. As soon as reasonably possible after receiving a report of alleged sexual harassment from another District staff member or after receiving a report directly through any means, the Title IX Coordinator shall contact the complainant to:

- Discuss the availability of supportive measures;
- Consider the complainant's wishes with respect to supportive measures;
- Inform the complainant of the availability of supportive measures with or without the filing of a formal complaint; and
- Explain to the complainant the process for filing a formal complaint.

### **Supportive Measures**

The District shall offer supportive measures to the complainant and make supportive measures available to the respondent that are designed to restore or preserve equal access to the District's education program or activity without unreasonably burdening the other party before or after the filing of a formal complaint or where no formal complaint has been filed. The District shall provide the individualized supportive measures to the complainant unless declined in writing by the complainant and shall provide individualized supportive measures that are non-disciplinary and non-punitive to the respondent. A complainant who initially declined the District's offer of supportive measures may request supportive measures at a later time and the District shall provide individualized supportive measures based on the circumstances when the subsequent request is received.

### **Formal Complaint**

A formal complaint may be filed with the Title IX Coordinator in person, by mail, or by email. Upon receipt of a formal complaint, a District shall simultaneously provide the following written notice to the parties who are known:

- Notice of the District's grievance process and a copy of the procedures governing the grievance process;
- Notice of the allegations of sexual harassment including sufficient details known at the time and with sufficient time to prepare a response before any initial interview. Sufficient details include:
  - The identities of the parties involved in the incident, if known;
  - The conduct allegedly constituting sexual harassment; and
  - The date and location of the alleged incident, if known;
  - A statement that the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the grievance process;
- That the parties may have an advisor of their choice, who may be, but is not required to be, an attorney;
- That the parties may inspect and review evidence relevant to the complaint of sexual harassment; and
- That the District's code of conduct prohibits knowingly making false statements or knowingly submitting false information during the grievance process.

If, in the course of an investigation, the District decides to investigate allegations about the complainant or respondent that are not included in the previous notice, the District shall simultaneously provide notice of the additional allegations to the parties whose identities are known.

The District may consolidate formal complaints of allegations of sexual harassment where the allegations of sexual harassment arise out of the same facts or circumstances and the formal complaints are against more than one respondent; or by more than one complainant against one or more respondents; or by one party against the other party. When the District has consolidated formal complaints so that the grievance process involves more than one complainant or more than one respondent, references to the singular “party”, “complainant”, or “respondent” include the plural, as applicable.

When investigating a formal complaint and throughout the grievance process, a District shall:

- Ensure that the burden of proof and the burden of gathering evidence sufficient to reach a determination regarding responsibility rest on the District and not on the parties;
- Not require, allow, rely upon, or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege or access, consider, disclose, or otherwise use a party’s records that are made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in the professional’s or paraprofessional’s capacity, or assisting in that capacity, and which are made and maintained in connection with the provision of treatment to the party unless the District obtains the parent, legal guardian, or other responsible adult of that party’s voluntary, written consent or that party’s voluntary, written consent if the party is over the age of eighteen (18) to do so for the grievance process;
- Provide an equal opportunity for the parties to present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence;
- Not restrict the ability of either party to discuss the allegations under investigation or to gather and present relevant evidence;
- Provide the parties with the same opportunities to have others present during any grievance proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice, who may be, but is not required to be, an attorney, and not limit the choice or presence of advisor for either the complainant or respondent in any meeting or grievance proceeding;
- Provide, to a party whose participation is invited or expected, written notice of the date, time, location, participants, and purpose of all hearings, investigative interviews, or other meetings, with sufficient time for the party to prepare to participate;
- Provide both parties an equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in the formal complaint so that each party can meaningfully respond to the evidence prior to the conclusion of the investigation ; this includes evidence:
  - Whether obtained from a party or other source,;
  - The District does not intend to rely upon in reaching a determination regarding responsibility; and
  - That is either Inculpatory or exculpatory; and
- Create an investigative report that fairly summarizes relevant evidence.

At least ten (10) days prior to completion of the investigative report, the District shall send to each party and the party’s advisor, if any, the evidence subject to inspection and review in an electronic format or a hard copy. The parties shall have at least ten (10) days to submit a written response to the evidence. The

investigator will consider the written responses prior to completion of the investigative report. All evidence subject to inspection and review shall be available for the parties' inspection and review at any meeting to give each party equal opportunity to refer to such evidence during the meeting.

After the investigative report is sent to the parties, the decision-maker shall:

- Provide each party the opportunity to submit written, relevant questions that a party wants asked of any party or witness;
- Provide each party with the answers;
- Allow for additional, limited follow-up questions from each party; and
- Provide an explanation to the party proposing the questions any decision to exclude a question as not relevant. Specifically, questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence about the complainant's prior sexual behavior are offered to prove that someone other than the respondent committed the conduct alleged by the complainant, or if the questions and evidence concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent.

No earlier than ten (10) days following the completion of the investigation period, the decision-maker, who cannot be the same person as the Title IX Coordinator or the investigator, shall issue a written determination regarding responsibility. The written determination shall include—

1. Identification of the allegations potentially constituting sexual harassment;
2. A description of the procedural steps taken from the receipt of the formal complaint through the determination, including:
  - a. Any notifications to the parties;
  - b. Interviews with parties and witnesses;
  - c. Site visits;
  - d. Methods used to gather other evidence,; and
  - e. Hearings held;
  - f. Findings of fact supporting the determination;
  - g. Conclusions regarding the application of the District's code of conduct to the facts;
3. A statement of, and rationale for, the result as to each allegation, including:
4. A determination regarding responsibility;
5. Any disciplinary sanctions imposed on the respondent; and
6. Whether remedies designed to restore or preserve equal access to the District's education program or activity will be provided by the District to the complainant; and
7. The procedures and permissible bases for the complainant and respondent to appeal.

The written determination shall be provided to the parties simultaneously. The determination regarding responsibility shall become final on the earlier of:

- If an appeal is not filed, the day after the period for an appeal to be filed expires; or
- If an appeal is filed, the date the written determination of the result of the appeal is provided to the parties.

The District shall investigate the allegations in a formal complaint. If the conduct alleged in the formal complaint would not constitute sexual harassment as defined in this policy even if proved; did not occur in the District's education program or activity; or did not occur against a person in the United States, then the District shall dismiss the complaint as not meeting the definition of sexual harassment under this policy. A dismissal for these reasons does not preclude action under another provision of the District's code of conduct.



The District may dismiss the formal complaint or any allegations therein, if at any time during the grievance process:

- The complainant notifies the Title IX Coordinator in writing that the complainant would like to withdraw the formal complaint or any allegations therein;
- The respondent is no longer enrolled at the District; or
- Specific circumstances prevent the District from gathering evidence sufficient to reach a determination as to the formal complaint or allegations therein.

Upon the dismissal of a formal complaint for any reason, the District shall promptly send written notice of the dismissal and reason(s) for the dismissal simultaneously to the parties.

The District may hire an individual or individuals to conduct the investigation or to act as the determination-maker when necessary.

### **Appeals**

Either party may appeal a determination regarding responsibility or from a dismissal of a formal complaint or any allegations therein, on the following bases:

- The existence of a procedural irregularity that affected the outcome of the matter;
- Discovery of new evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter;
- The Title IX Coordinator, investigator, or decision-maker had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome of the matter; or
- An appeal of the disciplinary sanctions from the initial determination.

For all appeals, the District shall:

- Notify the other party in writing when an appeal is filed;
- Simultaneously Provide all parties a written copy of the District's procedures governing the appeal process;
- Implement appeal procedures equally for both parties;
- Ensure that the decision-maker for the appeal is not the same person as the decision-maker that reached the original determination regarding responsibility or dismissal, the investigator, or the Title IX Coordinator;
- Provide all parties a reasonable, equal opportunity to submit a written statement in support of, or challenging, the outcome;
- Issue a written decision describing the result of the appeal and the rationale for the result; and
- Provide the written decision simultaneously to both parties.

### **Confidentiality**

Reports of sexual harassment, both informal reports and formal complaints, will be treated in a confidential manner to the extent possible. Limited disclosure may be provided to:

- Individuals who are responsible for handling the District's investigation and determination of responsibility to the extent necessary to complete the District's grievance process;
- Submit a report to the child maltreatment hotline;
- Submit a report to the Professional Licensure Standards Board for reports alleging sexual harassment by an employee towards a student; or
- The extent necessary to provide either party due process during the grievance process.

Except as listed above, the District shall keep confidential the identity of:

- Any individual who has made a report or complaint of sex discrimination;
- Any individual who has made a report or filed a formal complaint of sexual harassment;
- Any complainant;
- Any individual who has been reported to be the perpetrator of sex discrimination;
- Any respondent; and
- Any witness.

Any supportive measures provided to the complainant or respondent shall be kept confidential to the extent that maintaining such confidentiality does not impair the ability of the District to provide the supportive measures.

#### **Emergency removal**

The District may remove a respondent from the District's education program or activity on an emergency basis only after the completion of an individualized safety and risk analysis that determines that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of sexual harassment justifies removal. A removed student will be provided with notice and an opportunity to challenge the removal decision immediately following the removal.

#### **Retaliation Prohibited**

Students, or the parents/legal guardians/ other responsible adult of a student, who submit a report or file a formal complaint of sexual harassment, testified; assisted; or participate or refused to participate in any manner in an investigation, proceeding, or hearing on sexual harassment shall not be subjected to retaliation or reprisal in any form, including threats; intimidation; coercion; discrimination; or charges for code of conduct violations that do not involve sex discrimination or sexual harassment, arise out of the same facts or circumstances as a report or formal complaint of sex discrimination, and are made for the purpose of interfering with any right or privilege under this policy. The District shall take steps to prevent retaliation and shall take immediate action if any form of retaliation occurs regardless of whether the retaliatory acts are by District officials, students, or third parties.

#### **Disciplinary Sanctions**

It shall be a violation of this policy for any student to be subjected to, or to subject another person to, sexual harassment. Following the completion of the District's grievance process, any student who is found by the evidence to more likely than not have engaged in sexual harassment will be subject to disciplinary action up to, and including, expulsion. No disciplinary sanction or other action that is not a supportive measure may be taken against a respondent until the conclusion of the grievance process.

Students who knowingly fabricate allegations of sexual harassment or purposely provide inaccurate facts shall be subject to disciplinary action up to and including expulsion. A determination that the allegations do not rise to the level of sexual harassment alone is not sufficient to conclude that any party made a false allegation or materially false statement in bad faith.

#### **Records**

The District shall maintain the following records for a minimum of seven (7) years:

- Each sexual harassment investigation including:
- Any determination regarding responsibility;
- Any disciplinary sanctions imposed on the respondent;

- Any remedies provided to the complainant designed to restore or preserve equal access to the District’s education program or activity;
- Any appeal and the result therefrom;
- All materials used to train Title IX Coordinators, investigators, and decision-makers;
- Any actions, including any supportive measures, taken in response to a report or formal complaint of sexual harassment, which must include:
  - The basis for the District’s conclusion that its response was not deliberately indifferent; and
  - Document:
    - If supportive measures were provided to the complainant, the supportive measures taken designed to restore or preserve equal access to the District’s education program or activity; or
    - If no supportive measures were provided to a complainant, document the reasons why such a response was not clearly unreasonable in light of the known circumstances.

Any student found in violation of any part of this policy shall be subject to the following disciplinary actions:

1. Conference/warning with parent(s) and student; and/or
2. Detention/Loss of privileges; and/or
3. Corporal punishment; and/or
4. In-School Suspension; and/or
5. Suspension not to exceed 10 days; and/or
6. Expulsion from school

**RULE 18 HAZING** (Infraction Codes 15, 22)

Hazing, as defined by law, is forbidden in connection with initiation into, or affiliation with, any club, group, student organization, extracurricular activity, or sport program.

1. Any student caught violating this rule shall be subject to suspension not to exceed 10 days and/or recommendation for expulsion as well as being reported to legal authorities.

**RULE 19 GANGS, FRATERNITIES, SORORITIES, OR SECRET CLUBS**

(Infraction Codes 12)

The Board is committed to ensuring a safe school environment conducive to promoting a learning environment where students and staff can excel. An orderly environment cannot exist where unlawful acts occur causing fear, intimidation, or physical harm to students or school staff. Gangs and their activities create such an atmosphere and shall not be allowed on school grounds or at school functions.

Gangs or gang-related activities are forbidden on school property. Gang insignias, clothing, “throw signs”, or other gestures and apparel associated with gangs are prohibited.

A public school fraternity, sorority, or other secret organization or society means any type of organization or society which fosters undemocratic practices and seeks to perpetuate itself by taking in additional members from the pupils enrolled in that school or local school system on the basis of the decision of its membership rather than upon the free choice of any pupil in the school who is qualified by the rules of the school to fill the special aims of the organization or society.

- Wearing or possessing any clothing, bandanas, jewelry, symbol, or other sign associated with membership in, or representative of, any gang;
- Engaging in any verbal or nonverbal act such as throwing signs, gestures, or handshakes representative of membership in any gang;
- Recruiting, soliciting, or encouraging any person through duress or intimidation to become or remain a member of any gang; and/or
- Extorting payment from any individual in return for protection from harm from any gang.

The following disciplinary actions shall apply to any student found in violation of this policy:

1. Conference with parent/warning; and/or up to four (4) day suspension; and/or
2. Parent/administrator conference; and/or five (5) - ten (10) day suspension; and/or
3. Recommendation for expulsion

## **RULE 20 BULLYING/CYBERBULLYING**

(Infraction Codes 18, 21)

### **Definitions**

“Attribute” means an actual or perceived personal characteristic including without limitation race, color, religion, ancestry, national origin, socioeconomic status, academic status, disability, gender, gender identity, physical appearance, health condition, or sexual orientation;

“Bullying” means the intentional harassment, intimidation, humiliation, ridicule, defamation, or threat or incitement of violence by a student against another student or public school employee by a written, verbal, electronic, or physical act that may address an attribute of the other student, public school employee, or person with whom the other student or public school employee is associated and that causes or creates actual or reasonably foreseeable:

- Physical harm to a public school employee or student or damage to the public school employee's or student's property;
- Substantial interference with a student's education or with a public school employee's role in education;
- A hostile educational environment for one (1) or more students or public school employees due to the severity, persistence, or pervasiveness of the act; or
- Substantial disruption of the orderly operation of the school or educational environment;

Examples of "Bullying" include, but are not limited to, a pattern of behavior involving one or more of the following:

1. Cyberbullying;
2. Sarcastic comments "compliments" about another student's personal appearance or actual or perceived attributes,
3. Pointed questions intended to embarrass or humiliate,
4. Mocking, taunting or belittling,
5. Non-verbal threats and/or intimidation such as “fronting” or “chesting” a person,
6. Demeaning humor relating to a student's actual or perceived attributes,
7. Blackmail, extortion, demands for protection money or other involuntary donations or loans,
8. Blocking access to school property or facilities,
9. Deliberate physical contact or injury to person or property,

10. Stealing or hiding books or belongings,
11. Threats of harm to student(s), possessions, or others,
12. Sexual harassment, as governed by policy 4.27, is also a form of bullying, and/or
13. Teasing or name-calling related to sexual characteristics or the belief or perception that an individual is not conforming to expected gender roles or conduct or is homosexual, regardless of whether the student self-identifies as homosexual or transgender (Examples: "Slut", "You are so gay.", "Fag", "Queer").
- 14.

"Cyberbullying" means any form of communication by electronic act that is sent with the purpose to:

- Harass, intimidate, humiliate, ridicule, defame, or threaten a student, school employee, or person with whom the other student or school employee is associated; or
- Incite violence towards a student, school employee, or person with whom the other student or school employee is associated.

Cyberbullying of School Employees includes, but is not limited to:

- Building a fake profile or website of the employee;
- Posting or encouraging others to post on the Internet private, personal, or sexual information pertaining to a school employee;
- Posting an original or edited image of the school employee on the Internet;
- Accessing, altering, or erasing any computer network, computer data program, or computer software, including breaking into a password-protected account or stealing or otherwise accessing passwords of a school employee;
- Making repeated, continuing, or sustained electronic communications, including electronic mail or transmission, to a school employee;
- Making, or causing to be made, and disseminating an unauthorized copy of data pertaining to a school employee in any form, including without limitation the printed or electronic form of computer data, computer programs, or computer software residing in, communicated by, or produced by a computer or computer network;
- Signing up a school employee for a pornographic Internet site; or
- Without authorization of the school employee, signing up a school employee for electronic mailing lists or to receive junk electronic messages and instant messages.

Cyberbullying is prohibited whether or not the cyberbullying originated on school property or with school equipment, if the cyberbullying results in the substantial disruption of the orderly operation of the school or educational environment or is directed specifically at students or school personnel and maliciously intended for the purpose of disrupting school and has a high likelihood of succeeding in that purpose.

"Harassment" means a pattern of unwelcome verbal or physical conduct relating to another person's constitutionally or statutorily protected status that causes, or reasonably should be expected to cause, substantial interference with the other's performance in the school environment; and

"Substantial disruption" means without limitation that any one or more of the following occur as a result of the bullying:

- Necessary cessation of instruction or educational activities;
- Inability of students or educational staff to focus on learning or function as an educational unit because of a hostile environment;
- Severe or repetitive disciplinary measures are needed in the classroom or during educational activities; or

- Exhibition of other behaviors by students or educational staff that substantially interfere with the learning environment.

Respect for the dignity of others is a cornerstone of civil society. Bullying creates an atmosphere of fear and intimidation, robs a person of his/her dignity, detracts from the safe environment necessary to promote student learning, and will not be tolerated by the Board of Directors. Students who bully another person shall be held accountable for their actions whether they occur on school equipment or property; off school property at a school sponsored or approved function, activity, or event; going to or from school or a school activity in a school vehicle or school bus; or at designated school bus stops.

Students are encouraged to report behavior they consider to be bullying, including a single action which if allowed to continue would constitute bullying, to their teacher or the building principal. The report may be made anonymously. Teachers and other school employees who have witnessed, or are reliably informed that, a student has been a victim of behavior they consider to be bullying, including a single action which if allowed to continue would constitute bullying, shall report the incident(s) to the building principal, or designee, as soon as possible. Parents or legal guardians may submit written reports of incidents they feel constitute bullying, or if allowed to continue would constitute bullying, to the building principal, or designee.

The person or persons reporting behavior they consider to be bullying shall not be subject to retaliation or reprisal in any form.

A building principal, or designee, who receives a credible report or complaint of bullying shall:

1. As soon as reasonably practicable, but by no later than the end of the school day following the receipt of the credible report of bullying:
  - a. Report to a parent, legal guardian, person having lawful control of a student, or person standing in loco parentis of a student that their student is the victim in a credible report of bullying; and
  - b. Prepare a written report of the alleged incident of bullying;
2. Promptly investigate the credible report or complaint of bullying, which shall be completed by no later than the fifth (5<sup>th</sup>) school day following the completion of the written report.
3. Notify within five (5) days following the completion of the investigation the parent, legal guardian, person having lawful control of a student, or person standing in loco parentis of a student who was the alleged victim in a credible report of bullying whether the investigation found the credible report or complaint of bullying to be true and the availability of counseling and other intervention services.
4. Notify within five (5) days following the completion of the investigation the parent, legal guardian, person having lawful control of the student, or person acting in loco parentis of the student who is alleged to have been the perpetrator of the incident of bullying:
  - a. That a credible report or complaint of bullying against their student exists;
  - b. Whether the investigation found the credible report or complaint of bullying to be true;
  - c. Whether action was taken against their student upon the conclusion of the investigation of the alleged incident of bullying; and
  - d. Information regarding the reporting of another alleged incident of bullying, including potential consequences of continued incidents of bullying;
5. Make a written record of the investigation, which shall include:
  - a. A detailed description of the alleged incident of bullying, including without limitation a detailed summary of the state
  - b. Any action taken as a result of the investigation; and
6. Discuss, as appropriate, the availability of counseling and other intervention services with students involved in the incident of bullying.

Students found to be in violation of this policy shall be subject to disciplinary action up to and including expulsion. In determining the appropriate disciplinary action, consideration may be given to other violations of the student handbook which may have simultaneously occurred. In addition to any disciplinary actions, the District shall take appropriate steps to remedy the effects resulting from bullying.

Notice of what constitutes bullying, the District's prohibition against bullying, and the consequences for students who bully shall be conspicuously posted in every classroom, cafeteria, restroom, gymnasium, auditorium, and school bus. Parents, legal guardians, person having lawful control of a student, persons standing in loco parentis, students, school volunteers, and employees shall be given copies of the notice annually.

The superintendent shall make a report annually to the Board of Directors on student discipline data, which shall include, without limitation, the number of incidents of bullying reported and the actions taken regarding the reported incidents of bullying.

Copies of this policy shall be available upon request.

Any student found in violation of any part of this policy shall be subject to the following disciplinary actions:

1. Conference/warning with parent(s) and student; and/or
2. Detention/Loss of privileges; and/or
3. Corporal punishment; and/or
4. Suspension not to exceed 10 days; and/or
5. Expulsion from school

#### **RULE 21 DISORDERLY CONDUCT, HORSEPLAYING, ROUGH-HOUSING, AND WRESTLING** (Infraction Codes 15, 17)

A student shall not engage in behavior, which produces situations in which instruction or activities of other students are adversely affected including but not limited to disorderly conduct, horse playing, rough-housing, and wrestling.

1. Detention/Loss of privileges; and/or
2. Corporal punishment/ISS; and/or
3. Suspension not to exceed 10 days; and/or
4. Recommendation for expulsion

#### **RULE 22 DISRESPECT TO SCHOOL EMPLOYEES** (Infraction 17)

A student shall not behave in a disrespectful manner to any school employee via behavior, speech, gestures, etc.

1. Detention/Loss of Privileges; and/or
2. Corporal punishment/ISS; and/or
3. Suspension not to exceed 10 days; and/or
4. Recommendation for expulsion

**RULE 23 BOMB THREATS/EXPLOSIVES** (Infraction Codes 16, 25)

A student who calls in a bomb threat and/or other threat to the health and safety of students and employees will be referred to the legal authorities, suspended from school, and will be recommended for expulsion. (Act 567 of 2001)

**RULE 24 PERSISTENT DISREGARD FOR SCHOOL RULES** (Infraction Codes 17)

A student who persists in acts of misconduct after the school has made and documented continued efforts to secure his/her adherence to established rules will be recommended for expulsion. Efforts toward behavior modification will be made prior to recommendation of expulsion except when the student has committed an offense so serious in nature that immediate expulsion is necessary.

Any student found in violation of any part of this policy shall be subject to the following disciplinary actions:

1. Conference/warning with parent(s) and student; and/or
2. Loss of privileges; and/or
3. Corporal punishment; and/or
4. ISS or Suspension not to exceed 10 days; and/or
5. Expulsion from school

**RULE 25 DISREGARD OF CLOSED CAMPUS REGULATION** (Infraction Codes 15, 17)

A student shall not be permitted to leave campus during the school day without prior approval. Parents may check students in and out through the principal's office. Students leaving the campus for any reason without being approved by the principal will be subject to discipline measures as found in the truancy policy.

Any person not currently enrolled in the Riverview School or employed by the school district must obtain permission from the principal before visiting or bringing items to any student or teacher on campus during the school day. Anyone violating this policy will be turned over to the city authorities and prosecuted under Act 75 of 1971. The act makes it a misdemeanor to loiter on or near a public or private school and prescribes a minimum fine of \$50.00 and maximum of \$250.00.

The school day consists of that period of time when the students arrive on campus in the morning and before the last bell in the afternoon.

**RULE 26 BEHAVIOR NOT COVERED ABOVE** (Infraction Codes 15, 17)

Riverview Schools reserve the right to pursue disciplinary or legal action for behavior which is subversive to good order and discipline in the school even though such behavior is not specified in the preceding written rules.

Any student found in violation of any part of this policy shall be subject to the following disciplinary actions:

1. Conference/warning with parent(s) and student; and/or
2. Detention/Loss of privileges; and/or
3. Corporal punishment; and/or
4. ISS or Suspension not to exceed 10 days; and/or
5. Expulsion from school



**ADMINISTRATORS MAY ALTER THE SEVERITY OF PUNISHMENT BASED ON CIRCUMSTANCES AND OTHER CONDITIONS. CONTINUAL VIOLATION OF ANY SCHOOL RULE WILL RESULT IN PROGRESSIVELY MORE SEVERE PUNISHMENT. ONE WARNING WILL BE GIVEN (IF APPROPRIATE) AND OTHER PUNISHMENTS WILL FOLLOW WHEN DIFFERENT RULES ARE BROKEN.**

#### **4.18.®.11 – FOOD OR DRINK IN THE HALLWAYS AND CLASSROOMS**

Capped, bottled water is permissible in hallways and classrooms. Students will be allowed food and drink in the classrooms before 7:50. For all other forms of food and drink, students should seek prior approval from the classroom teacher, principal, or designee.

#### **4.19—CONDUCT TO AND FROM SCHOOL AND TRANSPORTATION ELIGIBILITY**

The District’s Student Code of conduct applies to students while traveling to and from school or to and from a school activity to the same extent as if the students were on school grounds. Appropriate disciplinary actions may be taken against commuting students who violate the District’s Student Code of Conduct.

The preceding paragraph also applies to student conduct while on school buses. Students shall be instructed in safe riding practices. The driver of a school bus shall not operate the school bus until every passenger is seated. In addition to other disciplinary measures provided for violations of the District’s Student Code of Conduct, the student’s bus transportation privileges may be suspended or terminated for violations of the Student Code of Conduct related to bus behavior. The transportation to and from school of students who have lost their bus transportation privileges is the responsibility of the student’s parent or guardian.

Students are eligible to receive district bus transportation if they reside in the district.

#### **® BUS DISCIPLINE POLICY**

The code below classifies unacceptable behavior into two classes with consequences dependent upon grade level. The examples are not exhaustive but illustrative. Additionally, all consequences are dependent upon the severity and frequency of the misbehavior.

<b>Class I Offense</b>
<ol style="list-style-type: none"><li>1. Eating or drinking on bus without the bus driver’s permission</li><li>2. Out of seat or in aisle while bus is in motion</li><li>3. Turned around in seat</li><li>4. Horseplay, yelling out bus window, loud noise</li><li>5. Possession of unacceptable material, objects, or obscene gestures</li><li>6. Rudeness, improper language</li><li>7. Unauthorized transportation</li></ol>

<b>Consequences Class I Grades K-6</b>	<b>Consequences Class I Grades 7-12</b>
1st Offense: Warning/School Discipline 2nd Offense: 1-3 day bus suspension 3rd Offense: 4-7 day bus suspension 4th Offense: 8-10 bus suspension 5th Offense: Bus Suspension for remainder of school year	1st Offense: Warning or 3 day bus suspension 2nd Offense: 5-7 day bus suspension 3rd Offense: 10 day bus suspension 4th Offense: Bus Suspension for remainder of school year

<b>Class II Offense</b>
<ol style="list-style-type: none"> <li>1. Profanity, verbal abuse, and harassment (directed at students <u>or</u> drivers)</li> <li>2. Body parts out of a window (head, hands, legs, etc.)</li> <li>3. Throwing/shooting of any objects (paper, pencils, paper clips, etc.)</li> <li>4. Physical Aggression</li> <li>5. Destruction of school property/Vandalism (suspended until restitution is made); minimum 3 day bus suspension</li> <li>6. Loading or unloading buses improperly or tampering with any portion of bus</li> <li>7. Lighting of matches, fireworks, or any flammable object or substance</li> <li>8. Riding of any bus after being suspended from bus privileges (including all activities and field trips)</li> <li>9. Fighting (of any kind) treated as Class II 3rd and 4th Offense</li> <li>10. Other offences as reported by driver or principal</li> <li>11. Failure to follow driver direction/insubordination</li> <li>12. Any offence committed on any bus outside regular transportation to and from school (shuttles, activity, field trip) will carry a minimum disciplinary action of a Class II 1st Offense.           <ul style="list-style-type: none"> <li>* <b>Possession of a firearm: ZERO TOLERANCE- Bus Suspension for remainder of school year</b></li> <li>**<b>Use of tobacco, inhalants, or any other controlled substance will lead to:</b></li> <li style="padding-left: 40px;"><b>1st Offence - 5 day bus suspension; 2nd Offence - 30 day bus suspension;</b></li> <li style="padding-left: 40px;"><b>3rd Offence - bus suspension for remainder of school year</b></li> </ul> </li> </ol>

<b>Consequences Class II Grades K-6</b>	<b>Consequences Class II Grades 7-12</b>
1st Offence: 3-5 day bus suspension 2nd Offence: 5-7 day bus suspension 3rd Offence: 8-10 day bus suspension 4th Offence: Bus Suspension for remainder of school year	1st Offence: 3-5 day bus suspension 2nd Offence: 7-10 day bus suspension 3rd Offence: Bus Suspension for remainder of school year

Procedures for reporting passenger misconduct:

1. The bus driver will report misconduct occurring on the school bus or school bus stop to the appropriate personnel.
2. A School Bus Conduct Report will be completed and submitted to the appropriate school principal for action.
3. The principal or designee will retain copies of the signed report. In some cases, students may report passenger misconduct. If so, the student should report the misconduct to his/her Bus Driver/Teacher/Principal.

## **® NON-STUDENTS AND SCHOOL TRANSPORTATION**

In an effort to ensure the safety of all students and to protect the liability of the District, no non-enrolled students shall ride school transportation for all grades 7-12. Parents and/or Guardians of students who wish to attend field trips and other related activities off campus should provide their own transportation to and from the destination. Only currently enrolled students and faculty shall be allowed to ride on Riverview Junior High or High School transportation.

## **® STUDENT USER NETWORK POLICY**

For Complete Computer and Internet Usage Policy, Please see the Student Technology Handbook.

Riverview School District is making on-line services accessible to students. The need to protect the network and computer systems from unauthorized access and abuse makes it necessary to inform users of their responsibilities for proper conduct. Riverview School District will review the policy annually and will actively monitor and investigate network abuse.

1. Use of the network is a privilege, not a right.
2. It is the responsibility of the student user to ensure that a teacher is present and MONITORING the student user when using the computer.
3. Student users are responsible for following local, state, federal and international laws, especially copyright laws. (This includes copyrighted material, threatening or obscene material, or material protected by trade secrets.)
4. Student users are responsible for their own network accounts and are solely responsible for all actions taken while in use.
5. Student users are responsible for working in a moral and ethical fashion that supports education goals.
6. Student users are responsible for respecting and adhering to the policies of other networks which they access.
7. Student users will not damage or disrupt a network or computer system, change its performance, make it malfunction, or add or delete any programs.
8. No network or computer system will be used to intimidate or harass.
9. Student user internet activities are restricted to teacher assigned educational research and all printing must be approved by the supervising teacher. (Games are not considered an educational use of the Internet. Therefore, no games may be played when logged in through the Riverview School District connection.)
10. The student user is not authorized to transfer programs to or from this network.
11. Internet privileges of the student user will be revoked for inappropriate use of the computer or violation of the Riverview School District Network Policy and may also result in disciplinary action.

12. Users should not expect privacy in the contents of their personal files on the district's or school's network; they must realize that any information stored electronically on school-owned equipment is subject to Arkansas' Freedom of Information Act. The situation is similar to the rights staff and students have in regard to their lockers, desks, or other storage systems. The district reserves the right to monitor, inspect, copy, review and store at any time and without prior notice, any and all usage of the computer network and/or internet usage.
13. The Riverview School district makes no guarantees that the functions of the services provided by or through the network will be error-free or without defect. The district will not be responsible for any damage the user may suffer, including but not limited to, loss of data or interruptions of service. The district is not responsible for the accuracy or quality of the information obtained through or stored on the network. The district will not be responsible for financial obligations arising through the unauthorized use of the network. When using the network, one may sense they can more easily break a rule and not be caught. This perception is not accurate. Whenever users access the network or use technology equipment, they have "electronic footprints." Thus, the odds of getting caught in violations are really about the same as in the real world or in any other actions and situations.
14. I give permission for Riverview School District to create/maintain a G Suite for Education account for my child and for Google to collect, use, and disclose information about my child only for the purposes described in the notice below/agreement below.

### **®Google/(G) Suites User Agreement**

At Riverview School District, we use G Suite for Education, and we are seeking your permission to provide and manage a G Suite for Education account for your child. G Suite for Education is a set of education productivity tools from Google including Gmail, Calendar, Docs, Classroom, and more used by tens of millions of students and teachers around the world. At Riverview School District, students will use their G Suite accounts to complete assignments, communicate with their teachers, and learn 21st century digital citizenship skills.

A notice in your technology handbook provides answers to common questions about what Google can and can't do with your child's personal information, including:

- What personal information does Google collect?
- How does Google use this information?
- Will Google disclose my child's personal information?
- Does Google use student personal information for users in K-12 schools to target advertising?
- Can my child share information with others using the G Suite for Education account?

- 
- Please read it carefully, and let us know of any questions. Signing this handbook will indicate that you've read the notice and give your consent. If you don't provide your consent, we cannot create a G Suite for Education account for your child. Not having access to G Suite can negatively impact the educational experience for your child. For example, students who cannot use Google services may need to use other software to complete assignments or collaborate with peers.
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- Please see the Student Technology Handbook for consequences for policy violations.

### ● 4.30—SUSPENSION FROM SCHOOL

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- Students who are not present at school cannot benefit from the educational opportunities the school environment affords. Administrators, therefore, shall strive to find ways to keep students in school as

participants in the educational process. There are instances, however, when the needs of the other students or the interests of the orderly learning environment require the removal of a student from school. The Riverview School Board authorizes school principals or their designees to suspend students for disciplinary reasons for a period of time not to exceed ten (10) school days, including the day upon which the suspension is imposed. The suspension may be in school or out of school. Students are responsible for their conduct that occurs:

- At any time on the school grounds;
- Off school grounds at a school-sponsored function, activity, or event; and
- Going to and from school or a school activity.

A student may be suspended for behavior including, but not limited to that which:

1. Is in violation of school policies, rules, or regulations;
2. Substantially interferes with the safe and orderly educational environment;
3. School administrators believe will result in the substantial interference with the safe and orderly educational environment; and/or
4. Is insubordinate, incorrigible, violent, or involves moral turpitude.

OSS shall not be used to discipline a student for skipping class, excessive absences, or other forms of truancy.

The school principal or designee shall proceed as follows in deciding whether or not to suspend a student:

- The student shall be given written notice or advised orally of the charges against him/her;
- If the student denies the charges, he/she shall be given an explanation of the evidence against him/her and be allowed to present his/her version of the facts; and
- If the principal finds the student guilty of the misconduct, he/she may be suspended.

When possible, notice of the suspension, its duration, and any stipulations for the student's re-admittance to class will be given to the parent(s), legal guardian(s), person(s) with lawful control of the student, person(s) standing in loco parentis, or to the student if age eighteen (18) or older prior to the suspension. Such notice shall be handed to the parent(s), legal guardian(s), person(s) having lawful control of the student, person(s) standing in loco parentis, or to the student if age eighteen (18) or older or mailed to the last address reflected in the records of the school district.

Generally, notice and hearing should precede the student's removal from school, but if prior notice and hearing are not feasible, as where the student's presence endangers persons or property or threatens disruption of the academic process, thus justifying immediate removal from school, the necessary notice and hearing should follow as soon as practicable.

It is the responsibility of a student's parents', or legal guardians', person having lawful control of the student, or person standing in loco parentis to provide current contact information to the district, which the school shall use to immediately notify the parent, legal guardian, person having lawful control of a student, or person standing in loco parentis upon the suspension of a student. The notification shall be by one of the following means, listed in order of priority:

- A primary call number;
  - The contact may be by voice, voice mail, or text message.
- An email address;
- A regular first class letter to the last known mailing address.

The district shall keep a log of contacts attempted and made to the parent, or legal guardian, person having lawful control of the student, or person standing in loco parentis.

The District shall establish programs, measures, or alternative means and methods to continue student engagement and access to education during a student's period of OSS.

During the period of their suspension, students serving OSS are not permitted on campus except to attend a student/parent/administrator conference or when necessary as part of the District's engagement or access to education program. During the period of their suspension, students serving in-school suspension shall not attend or participate in any school-sponsored activities during the imposed suspension.

Suspensions initiated by the principal or his/her designee may be appealed to the Superintendent, but not to the Board.

Suspensions initiated by the Superintendent may be appealed to the Board.

#### 4.31—EXPULSION

The Board of Education may expel a student for a period longer than ten (10) school days for violation of the District's written discipline policies. The Superintendent may make a recommendation of expulsion to the Board of Education for student conduct;

- Deemed to be of such gravity that suspension would be inappropriate;
- Where the student's continued attendance at school would disrupt the orderly learning environment;
- or
- Would pose an unreasonable danger to the welfare of other students or staff.

Expulsion shall not be used to discipline a student in kindergarten through fifth (5<sup>th</sup>) grade unless the student's behavior:

- Poses a physical risk to himself or herself or to others;
- Causes a serious disruption that cannot be addressed through other means; or
- Is the act of bringing a firearm on school campus.

The Superintendent or his/her designee shall give written notice to the parents or legal guardians (mailed to the address reflected on the District's records) that he/she will recommend to the Board of Education that the student be expelled for the specified length of time and state the reasons for the recommendation to expel. The notice shall give the date, hour, and place where the Board of Education will consider and dispose of the recommendation.

The hearing shall be conducted not later than ten (10) school days following the date of the notice, except that representatives of the Board and student may agree in writing to a date not conforming to this limitation.

The President of the Board, Board attorney, or other designated Board member shall preside at the hearing. The student may choose to be represented by legal counsel. Both the district administration and School Board also may be represented by legal counsel. The hearing shall be conducted in an open session of the Board unless the parent, or student if age 18 or older, requests that the hearing be conducted in executive session. Any action taken by the Board shall be in open session. If the board does not expel the pupil with loss of credit, they may impose less severe disciplinary actions.

During the hearing, the Superintendent, or designee, or representative will present evidence, including the calling of witnesses, that gave rise to the recommendation of expulsion. The student, or his/her representative, may then present evidence including statements from persons with personal knowledge of the events or circumstances relevant to the charges against the student. Formal cross-examination will not be permitted. However, any member of the Board, the Superintendent, or designee, the student, or his/her representative may question anyone making a statement and/or the student. The presiding officer shall decide questions concerning the appropriateness or relevance of any questions asked during the hearing. The president of the board or the presiding officer has the authority to limit unproductively long or irrelevant questioning by non-board members.

Except as permitted by policy 4.22, the Superintendent shall recommend the expulsion of any student for a period of not less than one (1) year for possession of any firearm prohibited on school campus by law. The Superintendent shall, however, have the discretion to modify the expulsion recommendation for a student on a case-by-case basis. Parents or legal guardians of a student enrolling from another school after the expiration of an expulsion period for a weapons policy violation shall be given a copy of the current laws regarding the possibility of parental responsibility for allowing a child to possess a weapon on school property. The parents or legal guardians shall sign a statement acknowledging that they have read and understand said laws prior to the student being enrolled in school.

The Superintendent and the Board of Education shall complete the expulsion process of any student that was initiated because the student possessed a firearm or other prohibited weapon on school property regardless of the enrollment status of the student.

The District shall establish programs, measures, or alternative means and methods to continue student engagement and access to education during a student's period of expulsion. The District's program shall include offering an expelled student an opportunity for enrollment in digital learning courses or other alternative educational courses that result in the receipt of academic credit that is at least equal to credit the expelled student may have received from the District if the student had not been expelled.

#### 4.31.®.2 - GROUP HEARINGS FOR SUSPENSION OR EXPULSION

When two (2) or more students are charged with violating the same rule and have acted in concert and the facts are basically the same for all such students, a single hearing may be conducted for them if the president of the board believes the following conditions exist:

1. A single hearing will not likely result in confusion.
2. No student will have his/her interest substantially prejudiced by the group hearing.

If during the hearing the president finds that a student's interest will be substantially prejudiced by the group hearing a separate hearing may be ordered for that student.

#### 4.32—SEARCH, SEIZURE, AND INTERROGATIONS

The District respects the rights of its students against arbitrary intrusion of their person and property. At the same time, it is the responsibility of school officials to protect the health, safety, and welfare of all students enrolled in the District in order to promote an environment conducive to student learning. The Superintendent,

principals, and their designees have the right to inspect and search school property and equipment. They may also search students and their personal property in which the student has a reasonable expectation of privacy, when there is reasonable and individualized suspicion to believe such student or property contains illegal items or other items in violation of Board policy or dangerous to the school community. School authorities may seize evidence found in the search and disciplinary action may be taken. Evidence found which appears to be in violation of the law shall be reported to the appropriate authority.

School property shall include, but not be limited to, lockers, desks, and parking lots, as well as personal effects left there by students. When possible, prior notice will be given and the student will be allowed to be present along with an adult witness; however, searches may be done at any time with or without notice or the student's consent. A personal search must not be excessively intrusive in light of the age and sex of the student and the nature of the infraction.

The Superintendent, principals, and their designees may request the assistance of law enforcement officials to help conduct searches. Such searches may include the use of specially trained dogs.

A school official of the same sex shall conduct personal searches with an adult witness of the same sex present.

State Law requires that Department of Human Services employees, local law enforcement, or agents of the Crimes Against Children Division of the Division of Arkansas State Police, may interview students without a court order for the purpose of investigating suspected child abuse. In instances where the interviewers deem it necessary, they may exercise a "72-hour hold" without first obtaining a court order. Other questioning of students by non-school personnel shall be granted only with a court order directing such questioning, with permission of the parents of a student (or the student if above eighteen [18] years of age), or in response to a subpoena or arrest warrant.

If the District makes a report to any law enforcement agency concerning student misconduct or if access to a student is granted to a law enforcement agency due to a court order, the principal or the principal's designee shall make a good faith effort to contact the student's parent, legal guardian, or other person having lawful control of the student, or person standing in loco parentis. The principal or the principal's designee shall not attempt to make such contact if presented documentation by the investigator that notification is prohibited because a parent, guardian, person having lawful control of the student, or person standing in loco parentis is named as an alleged offender of the suspected child maltreatment. This exception applies only to interview requests made by a law enforcement officer, an investigator of the Crimes Against Children Division of Arkansas State Police, or an investigator or employee of the Department of Human Services.

In instances other than those related to cases of suspected child abuse, principals must release a student to either a police officer who presents a subpoena for the student, or a warrant for arrest, or to an agent of state social services or an agent of a court with jurisdiction over a child with a court order signed by a judge. Upon release of the student, the principal or designee shall give the student's parent, legal guardian, person having lawful control of the student, or person standing in loco parentis notice that the student has been taken into custody by law enforcement personnel or a state's social services agency. If the principal or designee is unable to reach the parent, he or she shall make a reasonable, good faith effort to get a message to the parent to call the principal or designee, and leave both a day and an after-hours telephone number.



## 4.32® – LOCKER AND PERSONAL SEARCHES

When a student is absent, it is sometimes necessary to locate educational materials for make-up purposes. Therefore, students are not allowed to share lockers.

School districts must create a climate in the schools which assures the safety and welfare of all students. School authorities may search a student's locker or make a personal search and seize any illegal or contraband materials. Lockers belong to the school district; therefore, the locker and a student's property in the locker are subject to periodic school searches and the district reserves the authority to search lockers without the consent of the student if necessary. Hand held "Metal Detectors" will be used periodically to enhance student safety. Searches should be made under the following conditions:

Locker searches:

1. Students should be informed of the conditions governing the use of school lockers when locker assignments are made.
2. Searches should be made only by the principal or an official duly authorized for that purpose by the principal with a witness present. The search of a particular locker should be made only after a reasonable assumption that the student is secreting evidence of an illegal act or contraband materials.
3. Blanket searches of every locker should not be permitted except in unusual circumstances or reasonable cause.
4. If practical, the student should be given the opportunity to be present when a search of personal possessions of his/her locker is conducted and if there is no reason to believe that his/her presence would be a threat to the safety of the student or others.

## STUDENT VEHICLES

Parking areas in front of the high school building are to be reserved for faculty, parents, and guests. However, areas have been designated for student parking and students may park only in the designated places. After a vehicle has arrived at school, it must not be moved until school is dismissed or until permission has been granted by the principal or superintendent. Students are not to sit on, lean on, or be inside parked cars or trucks. Exit the vehicle when you arrive and enter the building. **Any student caught in or on a car at any time during the school day without permission from the principal, may result in a loss of driving privileges for a period of two (2) weeks and upon a second violation, the student may lose driving privileges for the remainder of the semester. If the student is caught during a scheduled class time without permission, truancy consequences may also incur.**

The campus speed limit at all times before, during, and after school is five (5) miles per hour for all vehicles. Vehicles must not pass school buses while they are loading or unloading pupils. After classes are dismissed for the day and after all school buses have departed, pupil operated vehicles may leave campus and must follow designated routes leaving campus. These routes are subject to change and will be determined to allow for safety of students and the free flow of traffic.

The privilege of driving a vehicle to school will be denied to any student violating traffic regulations, parking regulations, or throwing drink bottles, cans, paper, or any other rubbish from his/her vehicle.

Students who drive may be subject to random drug testing.

**State law prohibits texting and/or talking on a cell phone while driving on school property.**

#### 4.34—COMMUNICABLE DISEASES AND PARASITES

Students with communicable diseases or with human host parasites that are transmittable in a school environment shall demonstrate respect for other students by not attending school while they are capable of transmitting their condition to others. Students whom the school nurse determines are unwell or unfit for school attendance or who are believed to have a communicable disease or condition will be required to be picked up by their parent or guardian. Specific examples include, but are not limited to: chicken pox, measles, scabies, conjunctivitis (Pink Eye), impetigo/MRSA (Methicillin-resistant Staphylococcus aureus), streptococcal and staphylococcal infections, ringworm, mononucleosis, Hepatitis A, B, or C, mumps, vomiting, diarrhea, and fever(100.4F when taken orally). A student who has been sent home by the school nurse will be subsequently readmitted, at the discretion of the school nurse, when the student is no longer a transmission risk. In some instances, a letter from a health care provider may be required prior to the student being readmitted to the school.

To help control the possible spread of communicable diseases, school personnel shall follow the District's exposure control plan when dealing with any bloodborne, foodborne, and airborne pathogens exposures. Standard precautions shall be followed relating to the handling, disposal, and cleanup of blood and other potentially infectious materials such as all body fluids, secretions and excretions (except sweat).

In accordance with 4.57- IMMUNIZATIONS, The District shall maintain a copy of each student's immunization record and a list of individuals with exemptions from immunization which shall be education records as defined in policy 4.13. That policy provides that an education record may be disclosed to appropriate parties in connection with an emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals.

A student enrolled in the District who has an immunization exemption may be removed from school at the discretion of the Arkansas Department of Health during an outbreak of the disease for which the student is not vaccinated. The student may not return to the school until the outbreak has been resolved and the student's return to school is approved by the Arkansas Department of Health.

The parents or legal guardians of students found to have live human host parasites that are transmittable in a school environment will be asked to pick their child up at the end of the school day. The parents or legal guardians will be given information concerning the eradication and control of human host parasites. A student may be readmitted after the school nurse or designee has determined the student no longer has live human host parasites that are transmittable in a school environment.

Each school may conduct screenings of students for human host parasites that are transmittable in a school environment as needed. The screenings shall be conducted in a manner that respects the privacy and confidentiality of each student.

#### 4.34.® – INFECTIOUS/COMMUNICABLE DISEASES

The principal will report to the Superintendent and the State Health Department within twenty- four (24) hours all cases of individuals within the school population who have or are suspected of having a reportable infectious/communicable disease.

A School Health Advisory Committee will be established whose purpose shall be to review medical and other relevant data pertaining to individuals who have an infectious/communicable disease and will make a recommendation to the Superintendent regarding the suitability of school placement. The committee may include, at the discretion of the superintendent, the building principal, a classroom teacher, school nurse, and special education supervisor. The advisory committee shall work with local and/or state health officials, the family physician, the student/individual, the student's parents, the student's teacher(s), and the local building administrator to establish the most appropriate education program/work setting for a student/ individual identified as having an infectious/communicable disease.

#### 4.35—STUDENT MEDICATIONS

Prior to the administration of any medication, including any dietary supplement or other perceived health remedy not regulated by the US Food and Drug Administration, to any student under the age of eighteen (18), written parental consent is required. The consent form shall include authorization to administer the medication and relieve the Board and its employees of civil liability for damages or injuries resulting from the administration of medication to students in accordance with this policy. All signed medication consent forms are to be maintained by the school nurse.

Unless authorized to self-administer or otherwise authorized by this policy, students are not allowed to carry any medications, including over-the-counter (OTC) medications or any dietary supplement or other perceived health remedy not regulated by the US Food and Drug Administration while at school. The parent or legal guardian shall bring the student's medication to the school nurse. The student may bring the medication if accompanied by a written authorization from the parent or legal guardian. When medications are brought to the school nurse, the nurse shall document, in the presence of the parent, the quantity of the medication(s). If the medications are brought by a student, the school nurse shall ask another school employee to verify, in the presence of the student, the quantity of the medication(s). Each person present shall sign a form verifying the quantity of the medication(s).

Medications, including those for self-administration, must be in the original container and be properly labeled with the student's name, the ordering provider's name, the name of the medication, the dosage, frequency, and instructions for the administration of the medication (including times). Additional information accompanying the medication shall state the purpose for the medication, its possible side effects, and any other pertinent instructions (such as special storage requirements) or warnings. Schedule II medications that are permitted by this policy to be brought to school shall be stored in a double locked cabinet.

Students with an individualized health plan (IHP) may be given OTC medications to the extent that such medications are included in the student's IHP.

The district's supervising registered nurse is responsible for creating procedures for the administration of medications on and off campus.

The school shall not keep outdated medications or any medications past the end of the school year. Parents shall be notified ten (10) days in advance of the school's intention to dispose of any medication. Medications not picked up by the parents or legal guardians within the ten (10) day period shall be disposed of by the school nurse in accordance with current law and rules.

## **Schedule II Medications**

Option 1: The only Schedule II medications that shall be allowed to be brought to the school are methylphenidate (e.g. Ritalin or closely related medications as determined by the school nurse), dextroamphetamine (Dexedrine), and amphetamine sulfate (e.g. Adderall or closely related medications as determined by the school nurse).

For the student's safety, no student will be allowed to attend school if the student is currently taking any other Schedule II medication than permitted by this policy. Students who are taking Schedule II medications which are not allowed to be brought to school shall be eligible for homebound instruction if provided for in their IEP or 504 plans.

Option 2: Students taking Schedule II medications methylphenidate (e.g. Ritalin or closely related medications as determined by the school nurse), dextroamphetamine (Dexedrine), and amphetamine sulfate (e.g. Adderall or closely related medications as determined by the school nurse) shall be allowed to attend school.

Students taking Schedule II medications not included in the previous sentence shall be allowed to bring them to school under the provisions of this policy and shall be permitted to attend and participate in classes **only** to the extent the student's doctor has specifically authorized such attendance and participation. A doctor's prescription for a student's Schedule II medication is **not** an authorization. Attendance authorization shall specifically state the degree and potential danger of physical exertion the student is permitted to undertake in the student's classes and extracurricular activities. Without a doctor's written authorization, a student taking Schedule II medications, other than those specifically authorized in this policy, shall **not** be eligible to attend classes, but shall be eligible for homebound instruction if provided for in their IEP or 504 plans.

## **Self-Administration of Medication**

Students who have written permission from their parent or guardian and a licensed health care practitioner on file with the District may:

- Self-administer either a rescue inhaler or auto-injectable epinephrine;
- Perform his/her own blood glucose checks;
- Administer insulin through the insulin delivery system the student uses;
- Treat the student's own hypoglycemia and hyperglycemia; or
- Possess on his or her person:
  - A rescue inhaler or auto-injectable epinephrine; or
  - The necessary supplies and equipment to perform his/her own diabetes monitoring and treatment functions.

A student may be authorized to self-administer a stress dose medication to treat the student's adrenal insufficiency with:

- The written authorization of the student's parent, legal guardian, or person standing in loco parentis; and
- A written order from the student's treating physician stating that the student:
  - Is capable of completing the proper method of self-administration of the stress dose medication; and
  - Has been instructed on the details of the student's medical condition and the events that may lead to an adrenal crisis.

The parent, legal guardian, or person standing in loco parentis of a student who is authorized to self-administer a stress dose medication shall sign an IHP developed by the school nurse for the school where the student is enrolled. The IHP shall include a requirement for the notification of appropriate staff following the self-administration of a stress dose medication, which shall include the school nurse, teacher of the classroom where the stress dose medication was administered, and a school administrator.

Students who have a current consent form on file shall be allowed to carry and self-administer such medication while:

- In school;
- At an on-site school sponsored activity;
- While traveling to or from school; or
- At an off-site school sponsored activity.

A student is prohibited from sharing, transferring, or in any way diverting his/her medications to any other person. The fact that a student with a completed consent form on file is allowed to carry a rescue inhaler, auto-injectable epinephrine, diabetes medication, stress dose medication or combination does not require the student to have such on the student's person. The parent or guardian of a student who qualifies under this policy to self-carry a rescue inhaler, auto-injectable epinephrine, diabetes medication, stress dose medication, or any combination on the student's person shall provide the school with the appropriate medication, which shall be immediately available to the student in an emergency.

Students may possess and use a topical sunscreen that is approved by the United States Food and Drug Administration for OTC use to avoid overexposure to the sun without written authorization from a parent, legal guardian, or healthcare professional while the student is on school property or at a school-related event or activity. The parent or guardian of a student may provide written documentation authorizing specifically named District employee(s), in addition to the school nurse, to assist a student in the application of sunscreen. The District employee(s) named in the parent or legal guardian's written authorization shall not be required to assist the student in the application of sunscreen.

### **Emergency Administration of Glucagon and Insulin**

Students may be administered Glucagon, insulin, or both in emergency situations by the school nurse or, in the absence of the school nurse, a trained volunteer school employee designated as a care provider, provided the student has:

- An IHP that provides for the administration of Glucagon, insulin, or both in emergency situations; and
- A current, valid consent form on file from their parent or guardian.

When the nurse is unavailable, the trained volunteer school employee who is responsible for a student shall be released from other duties during:

- The time scheduled for a dose of insulin in the student's IHP; and
- Glucagon or non-scheduled insulin administration once other staff have relieved him/her from other duties until a parent, guardian, other responsible adult, or medical personnel has arrived.

A student shall have access to a private area to perform diabetes monitoring and treatment functions as outlined in the student's IHP.

### **Emergency Administration of Epinephrine**

The school nurse or other school employees designated by the school nurse as a care provider who have been trained and certified by a licensed physician may administer an epinephrine auto-injector in emergency situations to students who have an IHP that provides for the administration of an epinephrine auto-injector in emergency situations.

The parent of a student who has an authorizing IHP, or the student if over the age of eighteen (18), shall annually complete and sign a written consent form provided by the student's school nurse authorizing the nurse or other school employee(s) certified to administer auto-injector epinephrine to administer auto-injector epinephrine to the student when the employee believes the student is having a life-threatening anaphylactic reaction.

Students with an order from a licensed health care provider to self-administer auto-injectable epinephrine and who have written permission from their parent or guardian shall provide the school nurse an epinephrine auto-injector. This epinephrine will be used in the event the school nurse, or other school employee certified to administer auto-injector epinephrine, in good faith professionally believes the student is having a life-threatening anaphylactic reaction and the student is either not self-carrying his/her /epinephrine auto-injector or the nurse is unable to locate it.

The school nurse for each District school shall keep epinephrine auto-injectors on hand that are suitable for the students the school serves. The school nurse or other school employee designated by the school nurse as a care provider who has been trained and certified by a licensed physician may administer auto-injector epinephrine to those students who the school nurse, or other school employee certified to administer auto-injector epinephrine, in good faith professionally believes is having a life-threatening anaphylactic reaction.

### **Emergency Administration of Albuterol**

The school nurse or other school employees designated by the school nurse as a care provider who have been trained and certified by a licensed physician, advanced practice registered nurse, or physician assistant may administer albuterol in emergency situations to students who have an IHP that provides for the administration of albuterol in emergency situations.

The parent of a student who has an authorizing IHP, or the student if over the age of eighteen (18), shall annually complete and sign a written consent form provided by the student's school nurse authorizing the nurse or other school employee(s) certified to administer albuterol to administer albuterol to the student when the employee believes the student is in perceived respiratory distress.

The school nurse for each District school shall keep albuterol on hand. The school nurse or other school employee designated by the school nurse as a care provider who has been trained and certified by a licensed physician, advanced practice registered nurse, or physician assistant may administer albuterol to those students who the school nurse, or other school employee certified to administer albuterol, in good faith professionally believes is in perceived respiratory distress.

### **Emergency Administration of Anti-opioid**

The school nurse for each District school shall keep anti-opioid injectors on hand. The school nurse, other school employee, volunteer, or student may administer anti-opioid in accordance with the District's procedures to a student who the school nurse, or other observer, in good faith believes is having an opioid overdose.

### **Emergency Administration of Emergency Adrenal Insufficiency Medication**

The school nurse or other school employees designated by the school nurse as a care provider who have been trained and certified by a licensed physician may administer an injectable emergency dose medication in emergency situations to students who have an IHP that provides for the administration of an injectable emergency dose medication in emergency situations.

The parent of a student who has an authorizing IHP, or the student if over the age of eighteen (18), shall annually complete and sign a written consent form provided by the student's school nurse authorizing the nurse or other school employee(s) certified to administer an injectable emergency dose medication to administer an injectable emergency dose medication to the student when the employee believes the student is having an adrenal crisis due to adrenal insufficiency.

Students who have met the requirements to be authorized to self-administer a stress dose medication under this policy shall provide the school nurse an emergency injectable dose of the student's medication. This emergency injectable dose will be used in the event the school nurse, or other school employee certified to administer an injectable emergency dose medication, in good faith professionally believes the student is having an adrenal crisis due to adrenal insufficiency.

### **4.35.® - MEDICATION**

If a student must take medication during the school day, he/she must leave this medicine in the principal's office. Students will be allowed to take this medicine as prescribed by their doctor or parents. No medication will be issued to students unless it is approved by the parent or guardian. All medicine not registered in the principal's office will be treated as a violation of school policy.

Forms are available in the office for parental or guardian authorization to take medication during the school day.

Medication will be dispensed to students only when classes are not in session. No medication that is prescribed to be given three (3) times daily or less will be administered at school. Three times daily can be given before school, after school and before bedtime.

Since the school administration does not have the expertise to quickly identify prescription drugs, controlled substances, look-alikes, dietary/vitamin supplements, or any illegal medication, it will be a violation of school policy to have in your possession or to traffic any of these. Punishment for violation of this policy will involve a suspension from school up to and including expulsion for up to one calendar year from the date of the original incident.

## 4.57—IMMUNIZATIONS

### **Definitions**

“In process” means the student has received at least one dose of the required immunizations and is waiting the minimum time interval to receive the additional dose(s).

“Serologic testing” refers to a medical procedure used to determine an individual’s immunity to Hepatitis B, Measles, Mumps, Rubella and Varicella.

### **General Requirements**

Unless otherwise provided by law or this policy, no student shall be admitted to attend classes in the District who has not been age appropriately immunized against:

- Poliomyelitis;
- Diphtheria;
- Tetanus;
- Pertussis;
- Red (rubeola) measles;
- Rubella;
- Mumps;
- Hepatitis A;
- Hepatitis B;
- Meningococcal disease;
- Varicella (chickenpox); and
- Any other immunization required by the Arkansas Department of Health (ADH).

The District administration has the responsibility to evaluate the immunization status of District students. The District shall maintain a list of all students who are not fully age appropriately immunized or who have an exemption provided by ADH to the immunization requirements based on medical, religious, or philosophical grounds. Students who are not fully age appropriately immunized when seeking admittance shall be referred to a medical authority for consultation.

The only types of proof of immunization the District will accept are immunization records provided by a:

- Licensed physician;
- Health department;
- Military service; or
- Official record from another educational institution in Arkansas.
- An immunization record printed off of the statewide immunization registry with the Official Seal of the State of Arkansas.

The proof of immunization must include the vaccine type and dates of vaccine administration. Documents stating “up-to-date”, “complete”, “adequate”, and the like will not be accepted as proof of immunization. No self or parental history of varicella disease will be accepted as a history of varicella disease must be documented by a licensed physician, advanced practice nurse, doctor of osteopathy, or physician assistant.. Valid proof of immunization and of immunity based on serological testing shall be entered into the student’s record.



In order to continue attending classes in the District, the student must have submitted:

1. Proof of immunization showing the student to be fully age appropriately vaccinated;
2. Written documentation by a public health nurse or private physician of proof the student is in process of being age appropriately immunized, which includes a schedule of the student's next immunization;
3. A copy of a letter from ADH indicating immunity based on serologic testing; and/or
4. A copy of the letter from ADH exempting the student from the immunization requirements for the current school year, or a copy of the application for an exemption for the current school year if the exemption letter has not yet arrived.

Students whose immunization records or serology results are lost or unavailable are required to receive all age appropriate vaccinations or submit number 4 above.

### **Temporary Admittance**

While students who are not fully age appropriately immunized or have not yet submitted an immunization waiver may be enrolled to attend school, such students shall be allowed to attend school on a temporary basis only. Students admitted on a temporary basis may be admitted for a maximum of thirty (30) days (or until October 1st of the current school year for the tetanus, diphtheria, pertussis, and meningococcal vaccinations required at ages eleven (11) and sixteen (16) respectively if October 1<sup>st</sup> is later in the current school year than the thirty (30) days following the student's admittance). No student shall be withdrawn and readmitted in order to extend the thirty (30) day period. Students may be allowed to continue attending beyond the thirty (30) day period if the student submits a copy of either number 2 or number 4 above.

Students who are in process shall be required to adhere to the submitted schedule. Failure of the student to submit written documentation from a public health nurse or private physician demonstrating the student received the vaccinations set forth in the schedule may lead to revocation of the student's temporary admittance; such students shall be excluded from school until the documentation is provided.

The District will not accept copies of applications requesting an exemption for the current school year that are older than two (2) weeks based on the date on the application. Students who submit a copy of an application to receive an exemption from the immunization requirements for the current year to gain temporary admittance have thirty (30) days from the admission date to submit either a letter from ADH granting the exemption or documentation demonstrating the student is in process and a copy of the immunization schedule. Failure to submit the necessary documentation by the close of the thirty (30) days will result in the student being excluded until the documentation is submitted.

### **Exclusion From School**

In the event of an outbreak, students who are not fully age appropriately immunized, are in process, or are exempt from the immunization requirements may be required to be excluded from school in order to protect the student. ADH shall determine if it is necessary for students to be excluded in the event of an outbreak. Students may be excluded for no fewer than twenty-one (21) days or even longer depending on the outbreak. No student excluded due to an outbreak shall be allowed to return to school until the District receives approval from ADH.

Students who are excluded from school are not eligible to receive homebound instruction unless the excluded student had a pre-existing IEP or 504 Plan and the IEP/504 team determines homebound instruction to be in the best interest of the student. To the extent possible, the student's teacher(s) shall place in the principal's office a copy of the student's assignments:

- For the remainder of the week by the end of the initial school day of the student's exclusion; and

- By the end of each school's calendar week for the upcoming week until the student returns to school.

It is the responsibility of the student or the student's parent/legal guardian to make sure that the student's assignments are collected.

Students excluded from school shall have five (5) school days from the day the student returns to school to submit any homework and to make up any examinations. State mandated assessments are not included in "examinations" and the District has no control over administering state mandated make-up assessments outside of the state's schedule. Students shall receive a grade of zero for any assignment or examination not completed or submitted on time.<sup>3</sup>

Annually by December 1, the District shall create, maintain, and post to the District's website a report that includes the following for each disease requiring an immunization under this policy:

- The number of students in the District that were granted an exemption by the Department of Health from an immunization;
- The percentage of students in the District that were granted an exemption by the Department of Health from an immunization;
- The number of students within the District who have failed to provide to the public school proof of the vaccinations required and have not obtained an exemption from ADH;
- The percentage of students within the District who have failed to provide to the public school proof of the vaccinations required and have not obtained an exemption from ADH; and
- The percentage of a population that must receive an immunization for herd immunity to exist.

#### 4.36—STUDENT ILLNESS/ACCIDENT

If a student becomes too ill to remain in class and/or could be contagious to other students, the principal or designee will attempt to notify the student's parent or legal guardian. The student will remain in the school's health room or a place where he/she can be supervised until the end of the school day or until the parent/legal guardian can check the student out of school.

If a student becomes seriously ill or is injured while at school and the parent/legal guardian cannot be contacted, the failure to make such contact shall not unreasonably delay the school's expeditious transport of the student to an appropriate medical care facility. The school assumes no responsibility for treatment of the student. When available, current, and applicable, the student's emergency contact numbers and medical information will be utilized. Parents are strongly encouraged to keep this information up to date.

#### 4.37—EMERGENCY DRILLS

All schools in the District shall conduct fire drills at least monthly. Tornado drills shall also be conducted no fewer than three (3) times per year. Students who ride school buses, shall also participate in emergency evacuation drills at least twice each school year.

The District shall annually conduct a lockdown drill at all schools in the District in collaboration with local law enforcement and emergency management personnel. The lockdown drill training will include use of the District's emergency communication method with law enforcement. Students will be included in the drills to the extent that is developmentally appropriate for the age of both the students and grade configuration of the school.

Drills may be conducted during the instructional day or during non-instructional time periods.

Other types of emergency drills may also be conducted to test the implementation of the District's emergency plans in the event of violence, terrorist attack, natural disaster, other emergency, or emergency communication with law enforcement method. Students shall be included in the drills to the extent practicable.

#### 4.38—PERMANENT RECORDS

Permanent school records, as required by the Division of Elementary and Secondary Education (DESE), shall be maintained for each student enrolled in the District until the student receives a high school diploma or its equivalent or is beyond the age of compulsory school attendance. A copy of the student's permanent record shall be provided to the receiving school district within ten (10) school days after the date a request from the receiving school district is received.

#### 4.40—HOMELESS STUDENTS

The Riverview School District will afford the same services and educational opportunities to homeless children as are afforded to non-homeless children. The Superintendent or his/her designee shall appoint an appropriate staff person to be the local educational agency (LEA) liaison for homeless children and youth whose responsibilities shall include, but are not limited to:

- Receive appropriate time and training in order to carry out the duties required by law and this policy;
- Coordinate and collaborate with the State Coordinator, community, and school personnel responsible for education and related services to homeless children and youths;
- Ensure that school personnel receive Professional development and other support regarding their duties and responsibilities for homeless youths;
- Ensure that unaccompanied homeless youths:
  - Are enrolled in school;
  - Have opportunities to meet the same challenging State academic standards as other children and youths; and
  - Are informed of their status as independent students under the Higher Education Act of 1965 and that they may obtain assistance from the LEA liaison to receive verification of such status for purposes of the Free Application for Federal Student Aid;
- Ensure that public notice of the educational rights of the homeless children and youths is disseminated in locations frequented by parents or guardians of such youth, and unaccompanied homeless youths, including schools, shelters, public libraries, and soup kitchens, in a manner and form that is easily understandable.

To the extent possible, the LEA liaison and the building principal shall work together to ensure no homeless child or youth is harmed due to conflicts with District policies solely because of the homeless child or youth's living situation; this is especially true for District policies governing fees, fines, and absences.

Notwithstanding Policy 4.1, homeless students living in the district are entitled to enroll in the district's school that non-homeless students who live in the same attendance area are eligible to attend. If there is a question concerning the enrollment of a homeless child due to a conflict with Policy 4.1 or 4.2, the child shall be immediately admitted to the school in which enrollment is sought pending resolution of the dispute,

including all appeals. It is the responsibility of the District's LEA liaison for homeless children and youth to carry out the dispute resolution process.

For the purposes of this policy "school of origin" means:

- The school that a child or youth attended when permanently housed or the school in which the child or youth was last enrolled, including a preschool; and
- The designated receiving school at the next grade level for all feeder schools when the child completes the final grade provided by the school of origin.

The District shall do one of the following according to what is in the best interests of a homeless child:

- Continue the child's or youth's education in the school of origin for the duration of homelessness:
  - In any case in which a family becomes homeless between academic years or during an academic year; and
  - For the remainder of the academic year, if the child or youth becomes permanently housed during an academic year; or
- Enroll the child or youth in any public school that non homeless students who live in the attendance area in which the child or youth is actually living are eligible to attend.

In determining the best interest of the child or youth, the District shall:

- Presume that keeping the child or youth in the school of origin is in the child's or youth's best interest, except when doing so is contrary to the request of the child's or youth's parent or guardian, or (in the case of an unaccompanied youth) the youth;
- Consider student-centered factors related to the child's or youth's best interest, including factors related to the impact of mobility on achievement, education, health, and safety of homeless children and youth, giving priority to the request of the child's or youth's parent or guardian or (in the case of an unaccompanied youth) the youth.

If the District determines that it is not in the child's or youth's best interest to attend the school of origin or the school requested by the parent or guardian, or (in the case of an unaccompanied youth) the youth, the District shall provide the child's or youth's parent or guardian or the unaccompanied youth with a written explanation of the reasons for its determination, in a manner and form understandable to such parent, guardian, or unaccompanied youth, including information regarding the right to appeal. For an unaccompanied youth, the District shall ensure that the LEA liaison assists in placement or enrollment decisions, gives priority to the views of such unaccompanied youth, and provides notice to such youth of the right to appeal.

The homeless child or youth must be immediately enrolled in the selected school regardless of whether application or enrollment deadlines were missed during the period of homelessness.

The District shall be responsible for providing transportation for a homeless child, at the request of the parent or guardian (or in the case of an unaccompanied youth, the LEA Liaison), to and from the child's school of origin.

For the purposes of this policy, students shall be considered homeless if they lack a fixed, regular, and adequate nighttime residence and:

1. Are:
  - a. Sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason;

- b. Living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations;
  - c. Living in emergency or transitional shelters;
  - d. Abandoned in hospitals; or
2. Have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;
  3. Are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
  4. Are migratory children who are living in circumstances described in clauses (a) through (c).

In accordance with Federal law, information on a homeless child or youth's living situation is part of the student's education record and shall not be considered, or added, to the list of directory information in Policy 4.13.

#### 4.41—PHYSICAL EXAMINATIONS OR SCREENINGS

The district conducts routine health screenings such as hearing, vision, and scoliosis due to the importance of these health factors play in the ability of a student to succeed in school. The intent of the exams or screenings is to detect defects in hearing, vision, or other elements of health that would adversely affect the student's ability to achieve his/her full potential.

The rights provided to parents under this policy transfer to the student when he/she turns 18 years old.

Except in instances where a student is suspected of having a contagious or infectious disease, parents shall have the right to opt their student out of the exams or screenings by using form 4.41F or by providing certification from a physician that he/she has recently examined the student.

#### 4.42—STUDENT HANDBOOK

It shall be the policy of the Riverview school district that the most recently adopted version of the Student Handbook be incorporated by reference into the policies of this district. In the event that there is a conflict between the student handbook and a general board policy or policies, the more recently adopted language will be considered binding and controlling on the matter provided the parent(s) of the student, or the student if 18 years of age or older have acknowledged receipt of the controlling language.

#### 4.44— NATIONAL ANTHEM

Each school in the District shall broadcast The Star-Spangled Banner at:

- The commencement of each school-sanctioned sporting event; however, if two (2) or more school-sanctioned sporting events occur on the same day at the same school, then the broadcast of The Star-Spangled Banner may be performed at only one (1) of the events; and
- At least one (1) time each week during school hours.

The broadcast of The Star-Spangled Banner shall be selected from any recording that adheres to the Division of Elementary and Secondary Education (DESE) Rules, or, when appropriate, performed from original sheet music that adheres to DESE rules by:

- A school-sanctioned band program;

- A school-sanctioned chorale program, vocal group, or vocalist; or
- The attendees of a school-sanctioned event led by a vocalist selected by the principal of the school hosting the school-sanctioned event.

Students shall not be compelled to participate in the performance of The Star-Spangled Banner, but students who choose not to participate in the performance of The Star-Spangled Banner shall not disrupt those students choosing to participate in the performance of The Star-Spangled Banner. Students choosing not to participate in the performance of The Star-Spangled Banner who do not disrupt the participation of performance of The Star-Spangled Banner shall not be subject to any comments, retaliation, or disciplinary action.

#### 4.45—SMART CORE CURRICULUM AND GRADUATION REQUIREMENTS FOR THE CLASSES OF 2023, 2024, AND 2025

All students are required to participate in the Smart Core curriculum unless their parents or guardians, or the students if they are eighteen (18) years of age or older, sign a *Smart Core Waiver Form* to not participate. While Smart Core is the default option, a *Smart Core Information Sheet* and a *Smart Core Waiver Form* will be sent home with students prior to their enrolling in seventh (7<sup>th</sup>) grade, or when a seventh (7<sup>th</sup>) through twelfth (12<sup>th</sup>) grade student enrolls in the district for the first time and there is not a signed waiver form in the student’s permanent record. This policy is to be included in student handbooks for grades six (6) through twelve (12) and both students and parents must sign an acknowledgement they have received the policy. Those students not participating in the Smart Core curriculum will be required to fulfill the Core curriculum or the Alternate Pathway to Graduation when required by their IEP to be eligible for graduation. Counseling by trained personnel shall be available to students and their parents or legal guardians prior to the deadline for them to sign and return the waiver form.

While there are similarities between the two curriculums, following the Core curriculum may not qualify students for some scholarships and admission to certain colleges could be jeopardized. Students initially choosing the Core curriculum may subsequently change to the Smart Core curriculum **providing** they would be able to complete the required course of study by the end of their senior year. Students wishing to change their choice of curriculums must consult with their counselor to determine the feasibility of changing paths.

This policy, the Smart Core curriculum, and the courses necessary for graduation shall be reviewed by staff, students, and parents as part of the annual school district support plan development process to determine if changes need to be made to better serve the needs of the district’s students. The superintendent, or his/her designee, shall select the composition of the review panel.

Sufficient information relating to Smart Core and the district’s graduation requirements shall be communicated to parents and students to ensure their informed understanding of each. This may be accomplished through any or all of the following means:

- Inclusion in the student handbook of the Smart Core curriculum and graduation requirements;
- Discussion of the Smart Core curriculum and graduation requirements at the school’s annual public meeting, PTA meetings, or a meeting held specifically for the purpose of informing the public on this matter;
- Discussions held by the school’s counselors with students and their parents; and/or
- Distribution of a newsletter(s) to parents or guardians of the district’s students.

Administrators, or their designees, shall train newly hired employees, required to be licensed as a condition of their employment, regarding this policy. The district’s annual professional development shall include the training required by this paragraph.

To the best of its ability, the District shall follow the requirements covering the transfer of course credit and graduation set forth in the Interstate Compact on Educational Opportunity for Military Children and the Arkansas Military Child School Transitions Act of 2021 for all students who meet the definition of “eligible child” in Policy 4.2—ENTRANCE REQUIREMENTS including the waiving of specific courses that are required for graduation if similar coursework has been satisfactorily completed.

### **GRADUATION REQUIREMENTS**

The number of units students must earn to be eligible for high school graduation is to be earned from the categories listed below. A minimum of twenty-two (22) units is required for graduation for a student participating in either the Smart Core or Core curriculum. **The District does not require any additional units above the twenty-two (22) units required for graduation by the Division of Elementary and Secondary Education (DESE).** There are some distinctions made between Smart Core units and Graduation units. Not all units earned toward graduation necessarily apply to Smart Core requirements.

All students must receive a passing score on the Arkansas Civics Exam in order to graduate.

Students shall be trained in quality psychomotor skill bases in cardiopulmonary resuscitation and the use of automated external defibrillators in order to graduate.

### **Digital Learning Courses**

The District shall offer one or more digital learning course(s) through one or more District approved provider(s) as either a primary or supplementary method of instruction. The courses may be in a blended learning, online-based, or other technology-based format. In addition to the other graduation requirements contained in this policy, students are required to take at least one (1) digital learning course for credit while in high school.

### **Personal and Family Finance**

All students shall receive credit in a course covering the Personal and Family Finance Standards in order to graduate.

### **SMART CORE: Sixteen (16) units**

English: four (4) units – 9<sup>th</sup>, 10<sup>th</sup>, 11<sup>th</sup>, and 12<sup>th</sup>

Oral Communications: one-half (½) unit

Mathematics: four (4) units (all students under Smart Core must take a mathematics course in grade 11 or 12 and complete Algebra II.)

- Algebra I or Algebra A & B \* which may be taken in grades 7-8 or 8-9;
- Geometry or Geometry A & B \* which may be taken in grades 8-9 or 9-10;

\* A two-year algebra equivalent or a two-year geometry equivalent may each be counted as two units of the four-unit requirement for the purpose of meeting the **graduation** requirement, but only serve as one unit each toward fulfilling the **Smart Core** requirement.

- Algebra II; and

- The fourth unit may be either:
  - A math unit approved by DESE beyond Algebra II; or
  - A computer science flex credit may be taken in the place of a fourth math credit.

Natural Science: three (3) units

- DESE approved biology – 1 credit;
- DESE approved physical science – 1 credit; and
- A third unit that is either:
  - An additional science credit approved by DESE; or
  - A computer science flex credit may be taken in the place of a third science credit.

Social Studies: three (3) units

- Civics - one-half ( $\frac{1}{2}$ ) unit
- World History - one unit
- American History - one unit
- Other social studies – one-half ( $\frac{1}{2}$ ) Unit

Physical Education: one-half ( $\frac{1}{2}$ ) unit

**Note:** While one-half ( $\frac{1}{2}$ ) unit is required for graduation, no more than one (1) unit may be applied toward fulfilling the necessary units to graduate.

Health and Safety: one-half ( $\frac{1}{2}$ ) unit

Economics – one half ( $\frac{1}{2}$ ) unit – dependent upon the licensure of the teacher teaching the course, this can count toward the required three (3) social studies credits or the six (6) required Career Focus elective credits.

Fine Arts: one-half ( $\frac{1}{2}$ ) unit

### **CAREER FOCUS: - Six (6) units**

All career focus unit requirements shall be established through guidance and counseling based on the student’s contemplated work aspirations. Career focus courses shall conform to the curriculum policy of the district and reflect state curriculum frameworks through course sequencing and career course concentrations where appropriate.

A student who enlists in a branch of the United States Armed Forces or the National Guard through the military delayed entry program, the National Guard Split Training Option, or other similar early entry program and completes basic training before graduating from high school shall receive two (2) units of the Career Focus graduation requirements.

a student who completes at least seventy-five (75) clock hours of documented community service in grades nine (9) through twelve (12) at any certified service agency or a part of a service-learning school program shall receive one (1) Career Focus credit.

### **CORE: Sixteen (16) units**

English: four (4) units – 9<sup>th</sup>, 10<sup>th</sup>, 11<sup>th</sup>, and 12<sup>th</sup>

Oral Communications: one-half ( $\frac{1}{2}$ ) unit



Mathematics: four (4) units

- Algebra or its equivalent\* - 1 unit
- Geometry or its equivalent\* - 1 unit
- All math units must build on the base of algebra and geometry knowledge and skills.
- (Comparable concurrent credit college courses may be substituted where applicable)
- A computer science flex credit may be taken in the place of a math credit beyond Algebra I and Geometry

\* A two-year algebra equivalent or a two-year geometry equivalent may each be counted as two units of the four (4) unit requirement.

Science: three (3) units

- DESE approved biology – 1 credit;
- DESE approved physical science – 1 credit; and
- A third unit that is either:
  - An additional science credit approved by DESE; or
  - A computer science flex credit may be taken in the place of a third science credit.

Social Studies: three (3) units

- Civics one-half ( $\frac{1}{2}$ ) unit
- World history, one (1) unit
- American History, one (1) unit
- Other social studies – one-half ( $\frac{1}{2}$ ) unit

Physical Education: one-half ( $\frac{1}{2}$ ) unit

**Note:** While one-half ( $\frac{1}{2}$ ) unit is required for graduation, no more than one (1) unit may be applied toward fulfilling the necessary units to graduate.

Health and Safety: one-half ( $\frac{1}{2}$ ) unit

Economics – one half ( $\frac{1}{2}$ ) unit – dependent upon the licensure of the teacher teaching the course, this can count toward the required three (3) social studies credits or the six (6) required Career Focus elective credits.

Fine Arts: one-half ( $\frac{1}{2}$ ) unit

### **CAREER FOCUS: - Six (6) units**

All career focus unit requirements shall be established through guidance and counseling based on the student's contemplated work aspirations. Career focus courses shall conform to the curriculum policy of the district and reflect state curriculum frameworks through course sequencing and career course concentrations where appropriate.

A student who enlists in a branch of the United States Armed Forces or the National Guard through the military delayed entry program, the National Guard Split Training Option, or other similar early entry program and completes basic training before graduating from high school shall receive two (2) units of the Career Focus graduation requirements.

a student who completes at least seventy-five (75) clock hours of documented community service in grades nine (9) through twelve (12) at any certified service agency or a part of a service-learning school program shall receive one (1) Career Focus credit.

#### **4.45.1—SMART CORE CURRICULUM AND GRADUATION REQUIREMENTS FOR THE CLASS OF 2026 AND THEREAFTER**

All students are required to participate in the Smart Core curriculum unless their parents or guardians, or the students if they are eighteen (18) years of age or older, sign a *Smart Core Waiver Form* to not participate. While Smart Core is the default option, a *Smart Core Information Sheet* and a *Smart Core Waiver Form* will be sent home with students prior to their enrolling in seventh (7<sup>th</sup>) grade, or when a seventh (7<sup>th</sup>) through twelfth (12<sup>th</sup>) grade student enrolls in the district for the first time and there is not a signed waiver form in the student's permanent record. This policy is to be included in student handbooks for grades six (6) through twelve (12) and both students and parents must sign an acknowledgement they have received the policy. Those students not participating in the Smart Core curriculum will be required to fulfill the Core curriculum or the Alternate Pathway to Graduation when required by their IEP to be eligible for graduation. Counseling by trained personnel shall be available to students and their parents or legal guardians prior to the deadline for them to sign and return the waiver form.

While there are similarities between the two curriculums, following the Core curriculum may not qualify students for some scholarships and admission to certain colleges could be jeopardized. Students initially choosing the Core curriculum may subsequently change to the Smart Core curriculum **providing** they would be able to complete the required course of study by the end of their senior year. Students wishing to change their choice of curriculums must consult with their counselor to determine the feasibility of changing paths.

This policy, the Smart Core curriculum, and the courses necessary for graduation shall be reviewed by staff, students, and parents as part of the annual school district support plan development process to determine if changes need to be made to better serve the needs of the district's students. The superintendent, or his/her designee, shall select the composition of the review panel.

Sufficient information relating to Smart Core and the district's graduation requirements shall be communicated to parents and students to ensure their informed understanding of each. This may be accomplished through any or all of the following means:

- Inclusion in the student handbook of the Smart Core curriculum and graduation requirements;
- Discussion of the Smart Core curriculum and graduation requirements at the school's annual public meeting, PTA meetings, or a meeting held specifically for the purpose of informing the public on this matter;
- Discussions held by the school's counselors with students and their parents; and/or
- Distribution of a newsletter(s) to parents or guardians of the district's students.

Administrators, or their designees, shall train newly hired employees, required to be licensed as a condition of their employment, regarding this policy. The district's annual professional development shall include the training required by this paragraph.

To the best of its ability, the District shall follow the requirements covering the transfer of course credit and graduation set forth in the Interstate Compact on Educational Opportunity for Military Children and the Arkansas Military Child School Transitions Act of 2021 for all students who meet the definition of "eligible

child” in Policy 4.2—ENTRANCE REQUIREMENTS including the waiving of specific courses that are required for graduation if similar coursework has been satisfactorily completed.

## **GRADUATION REQUIREMENTS**

The number of units students must earn to be eligible for high school graduation is to be earned from the categories listed below. A minimum of twenty-two (22) units is required for graduation for a student participating in either the Smart Core or Core curriculum. There are some distinctions made between Smart Core units and Graduation units. Not all units earned toward graduation necessarily apply to Smart Core requirements.

All students must receive a passing score on the Arkansas Civics Exam in order to graduate.

Students shall be trained in quality psychomotor skill bases in cardiopulmonary resuscitation and the use of automated external defibrillators in order to graduate.

### **Digital Learning Courses**

The District shall offer one or more digital learning course(s) through one or more District approved provider(s) as either a primary or supplementary method of instruction. The courses may be in a blended learning, online-based, or other technology-based format. In addition to the other graduation requirements contained in this policy, students are required to take at least one (1) digital learning course for credit while in high school.

### **Personal and Family Finance**

All students shall receive credit in a course covering the Personal and Family Finance Standards in order to graduate.

### **Computer Science**

All students shall earn one (1) unit of credit in a computer science course in order to graduate.

### **SMART CORE: Sixteen (16) units**

English: four (4) units – 9<sup>th</sup>, 10<sup>th</sup>, 11<sup>th</sup>, and 12<sup>th</sup>

Oral Communications: one-half (½) unit

Mathematics: four (4) units (all students under Smart Core must take a mathematics course in grade 11 or 12 and complete Algebra II.)

- Algebra I or Algebra A & B \* which may be taken in grades 7-8 or 8-9;
- Geometry or Geometry A & B \* which may be taken in grades 8-9 or 9-10;

\* A two-year algebra equivalent or a two-year geometry equivalent may each be counted as two units of the four-unit requirement for the purpose of meeting the **graduation** requirement, but only serve as one unit each toward fulfilling the **Smart Core** requirement.

- Algebra II; and
- The fourth unit may be either:
  - A math unit approved by DESE beyond Algebra II; or
  - A computer science flex credit may be taken in the place of a fourth math credit.

Natural Science: three (3) units

- DESE approved biology – 1 credit;
- DESE approved physical science – 1 credit; and
- A third unit that is either:
  - An additional science credit approved by DESE; or
  - A computer science flex credit may be taken in the place of a third science credit.

Social Studies: three (3) units

- Civics - one-half ( $\frac{1}{2}$ ) unit
- World History - one unit
- American History - one unit
- Other social studies – one-half ( $\frac{1}{2}$ ) Unit

Physical Education: one-half ( $\frac{1}{2}$ ) unit

**Note:** While one-half ( $\frac{1}{2}$ ) unit is required for graduation, no more than one (1) unit may be applied toward fulfilling the necessary units to graduate.

Health and Safety: one-half ( $\frac{1}{2}$ ) unit

Economics – one half ( $\frac{1}{2}$ ) unit – dependent upon the licensure of the teacher teaching the course, this can count toward the required three (3) social studies credits or the six (6) required Career Focus elective credits.  
 Fine Arts: one-half ( $\frac{1}{2}$ ) unit

**CAREER FOCUS: - Six (6) units**

All career focus unit requirements shall be established through guidance and counseling based on the student’s contemplated work aspirations. Career focus courses shall conform to the curriculum policy of the district and reflect state curriculum frameworks through course sequencing and career course concentrations where appropriate.

A student who enlists in a branch of the United States Armed Forces or the National Guard through the military delayed entry program, the National Guard Split Training Option, or other similar early entry program and completes basic training before graduating from high school shall receive two (2) units of the Career Focus graduation requirements.

A student who completes at least seventy-five (75) clock hours of documented community service in grades nine (9) through twelve (12) at any certified service agency or a part of a service-learning school program shall receive one (1) Career Focus credit.

**CORE: Sixteen (16) units**

English: four (4) units – 9<sup>th</sup>, 10<sup>th</sup>, 11<sup>th</sup>, and 12<sup>th</sup>

Oral Communications: one-half ( $\frac{1}{2}$ ) unit

Mathematics: four (4) units

- Algebra or its equivalent\* - 1 unit
- Geometry or its equivalent\* - 1 unit
- All math units must build on the base of algebra and geometry knowledge and skills.
- (Comparable concurrent credit college courses may be substituted where applicable)

- A computer science flex credit may be taken in the place of a math credit beyond Algebra I and Geometry

\* A two-year algebra equivalent or a two-year geometry equivalent may each be counted as two units of the four (4) unit requirement.

Science: three (3) units

- DESE approved biology – 1 credit;
- DESE approved physical science – 1 credit; and
- A third unit that is either:
  - An additional science credit approved by DESE; or
  - A computer science flex credit may be taken in the place of a third science credit.

Social Studies: three (3) units

- Civics one-half ( $\frac{1}{2}$ ) unit
- World history, one (1) unit
- American History, one (1) unit
- Other social studies – one-half ( $\frac{1}{2}$ ) unit

Physical Education: one-half ( $\frac{1}{2}$ ) unit

**Note:** While one-half ( $\frac{1}{2}$ ) unit is required for graduation, no more than one (1) unit may be applied toward fulfilling the necessary units to graduate.

Health and Safety: one-half ( $\frac{1}{2}$ ) unit

Economics – one half ( $\frac{1}{2}$ ) unit – dependent upon the licensure of the teacher teaching the course, this can count toward the required three (3) social studies credits or the six (6) required Career Focus elective credits.

Fine Arts: one-half ( $\frac{1}{2}$ ) unit

### **CAREER FOCUS: - Six (6) units**

All career focus unit requirements shall be established through guidance and counseling based on the student's contemplated work aspirations. Career focus courses shall conform to the curriculum policy of the district and reflect state curriculum frameworks through course sequencing and career course concentrations where appropriate.

A student who enlists in a branch of the United States Armed Forces or the National Guard through the military delayed entry program, the National Guard Split Training Option, or other similar early entry program and completes basic training before graduating from high school shall receive two (2) units of the Career Focus graduation requirements.

a student who completes at least seventy-five (75) clock hours of documented community service in grades nine (9) through twelve (12) at any certified service agency or a part of a service-learning school program shall receive one (1) Career Focus credit.

### 4.45.2 ALTERNATIVE PATHWAY TO GRADUATION

Beginning with the 2019-20 school year, incoming freshmen with IEPs who are not participating in **Smart Core** must either meet the requirements for the **Core Pathway** or **Alternate Pathway** in order to graduate with a regular diploma.

**English Language Arts 4 credits**

- English Exploration 9
- English Exploration 10
- English Exploration 11
- English Exploration 12

**Oral Communication ½ credit**

- Oral Communication Exploration ½ credit

**Mathematics 4 credits**

- Math Exploration I
- Math Exploration II
- Math Exploration III
- Math Exploration IV

**Social Studies 3 credits**

- US History Exploration
- World History Exploration
- Civics Exploration - ½ credit
- Economics, Personal Finance, and Financial Literacy Exploration - required ½ credit

**Science 3 credits**

- Science Exploration I
- Science Exploration II
- Science Exploration III

**Health and Safety 1 credit**

- Health and Safety Exploration

**Fine Arts ½ credit**

- ADE Virtual Arkansas Visual Art Exploration course
- Or ADE approved Fine Arts credit

6 additional credits

**Career Focus**

- One transition-focused course each year (Community service will be embedded.)

**Additional Content Credits**

- Student must complete a digital course for credit
- Student must have credit in an approved course that has financial literacy standards
- Regarding the Arkansas Civics Exam, IEP teams may determine that a student with an IEP “is exempted in accordance with the student's individualized education program” (A.C.A. § 6-16-149).

#### 4.45.®.1B EARLY GRADUATION POLICY

To be considered for early graduation, the student and the parent/guardian shall submit ***a written request to the principal no later than the end of the first marking period of the school year in which the student plans to graduate early.*** The student’s course of study, earned grades in such courses, grade point average, and other performance indicators shall be made part of the student’s transcript.

Students who meet the above named requirements may elect to attend graduation ceremonies. It is the responsibility of the student to be measured for cap and gown at the appropriate time and to make all other arrangements necessary for graduation.

#### 4.45.®.2A – GRADING SYSTEM AND SCHOOL REPORTING OF STUDENT’S PERFORMANCE – GRADES 7-12

Riverview students are graded according to the cumulative score system. Scores are kept throughout the grading period and are averaged at the end of the period. Grades assigned shall reflect only the achievement of expressed academic objectives of each course. Grades that reflect other educational objectives such as the student learning expectations contained in the curriculum frameworks may also be given. The following scale will be used for assigning letter grades in grades 1 through 12:

A	B	C	D	F
90-100	80-89	70-79	60-69	59 AND BELOW

W - Withdrawal      X - No Credit due to excessive absences

The Riverview School District recognizes the necessity of teachers communicating personally with parents or guardians of students during the school year to discuss the student’s academic progress.

Therefore, it is required that:

1. Teachers will send progress reports to parents during the fifth week of each nine-weeks for all students.
2. Parents are requested to pick up their children’s progress report at Parent/Teacher conferences which are held in September and February.
3. Documentation of parent participation is noted and filed in the principal’s office.

#### 5.15—GRADING

Parents or guardians shall be kept informed concerning the progress of their student. Parent-teacher conferences are encouraged and may be requested by parents, guardians, or teachers. If the progress of a student is unsatisfactory in a subject, the teacher shall attempt to schedule a parent-teacher conference. In the conference, the teacher shall explain the reasons for difficulties and shall develop, cooperatively with the parents, a plan for remediation which may enhance the probability of the student succeeding. The school shall also send timely progress reports and issue grades for each nine-week grading period\* to keep parents/guardians informed of their student’s progress.

The evaluation of each student's performance on a regular basis serves to give the parents/guardians, students, and the school necessary information to help affect academic improvement. Students' grades shall reflect only the extent to which a student has achieved the expressed educational objectives of the course.

The grades of a child in foster care shall not be lowered due to an absence from school due to :

- A change in the child's school enrollment;
- The child's attendance at a dependency-neglect court proceeding; or
- The child's attendance at court-ordered counseling or treatment.

The grading scale for all schools in the district shall be as follows:

A=100-90      B=89-80      C=79-70      D = 69-60      F=59 and below

For the purpose of determining grade point averages, the numeric value of each letter grade shall be:

A=4 points      B=3 points      C=2 points      D=1 point      F=0 points

The grade point values for Advanced Placement (AP), International Baccalaureate (IB), and approved honor courses shall be one point greater than for regular courses with the exception that an F shall still be worth 0 points.

#### 4.45.®.6 – SUMMER SCHOOL

Courses may be taken in an approved summer school and will count toward graduation requirements. All summer school work must be approved in advance by the counselor and/or administration.

#### 5.22—CONCURRENT CREDIT

A ninth through twelfth grade student who successfully completes an *approved* college course from an institution approved by the Arkansas Department of Education shall be given credit toward high school grades and graduation.

Students are responsible for having the transcript for the concurrent credit course(s) they've taken sent to their school in order to receive credit for the course(s), unless the concurrent credit is through the school in partnership with a college/university. Credit for concurrent credit courses will not be given until a transcript is received. Students may not receive credit for the course(s) they took or the credit may be delayed if the transcripts are not received in time, or at all. This may jeopardize students' eligibility for extracurricular activities, graduation, or promotion.

Students will retain credit applied toward a course required for high school graduation from a previously attended, accredited, public school.

Any student attending courses off campus that will not be utilizing school transportation will sign a contract between themselves, their parent(s), and building administration or designee upholding driving, attendance, and behavior standards while representing Riverview off campus.



## 5.22.®.A CONCURRENT COURSE AND PAYMENT LOCAL POLICY

Riverview High School is committed to granting our students access to quality college credit hours at no expense to our students. For a few years now, the district has been paying the cost of college tuition for our students who qualify for admission to Arkansas State University-Beebe, ASU-Beebe at Searcy, Harding University.

We are proud to budget these opportunities for our students and your child. However, we recognize that some of our students may not be successful in these college-level courses. Some may fail these courses while others may simply drop out. Unfortunately, colleges and universities do not refund dollars to the district when a student drops or fails a course. This can leave the district with a large tuition bill and our students with no college credit.

Beginning with the 2020-2021 academic year, any parent/guardian of a student enrolled in college concurrent credit courses must enter into a signed contractual agreement that obligates the parent/guardian of that student to reimburse the Riverview School District for the tuition costs of any college courses in which the student received a grade “F” or from which the student withdrew before the student can take another concurrent credit college course through the school.

We are happy to provide this service for as long as the financing is available, but we cannot continue to budget school money for paying for college classes that students fail or drop without any consequence.

In order for your child to be admitted to college coursework in the Riverview School District, you must sign this contractual agreement by signing the handbook.

- I understand that the Riverview School District will pay for the cost of tuition for my child to enroll in college coursework.
- I further understand that if my child receives a grade of “F” in their college coursework, or if my child withdraws from the college coursework, I am responsible for reimbursing the Riverview School District for the amount of tuition the district spent on my child for the course or courses before my child can enroll in another concurrent credit course at RHS.

This information is provided so that you are fully informed of the cost the district is incurring on your child’s behalf.

Beginning with the 2021-2022 school year, the Riverview School District will pay up to 6 credit hours per semester or 12 credit hours per student per school year for all eligible concurrent credit. For concurrent credit to be paid by the school district, the course must be a true concurrent course (i.e. the course must be eligible for credit under both the college/university and under DESE).

## 4.45.®.9 – CORRESPONDENCE COURSES

All correspondence work must be approved in advance by the counselor and administration.

Approved correspondence courses will count toward graduation requirements. However, such courses will not count toward honor graduate status. An official transcript of the student’s grade from the corresponding institution must be received and on file in the Riverview High School counselor’s office in order for credit to be given regarding graduation status.

#### 4.45.®.10 –HOMEWORK AND INDEPENDENT STUDY SKILLS.

The Riverview School District recognizes that homework may be assigned in addition to the in-school instructional program. It is a flexible and individual responsibility of the classroom teacher. For most students, additional study directly related to academic class work can make the difference between mastery and non-mastery, and between satisfactory and exemplary achievement. Through a well- formulated homework system, students may acquire academic content while also developing self-discipline, responsibility, and good study/work habits. Students who possess these characteristics will be prepared for both academic and/or vocational careers.

#### 4.45.®.11 – GRADE CLASSIFICATION OF STUDENTS

Each student shall be classified as to grade according to the minimum number of academic units completed within four years of completing residential enrollment of high school education. The criteria for grade classification is as follows:

- Freshmen - Students who have **five units (5) or less** and have completed all Junior High School requirements for promotion.
- Sophomores - Students who have successfully completed **five and one-half (5.5)** units of credit.
- Juniors -Students who have successfully completed **eleven (11) units**.
- Seniors -Students who have successfully completed **sixteen and one-half (16.5)** units.

These classifications must be met before a student can participate in class activities specific to a classification. Classification assignment will take place at the beginning of the school. No classification will be changed at semester, except for early graduate statuses pre-approved by the principal.

#### 4.45.®.12 - ALTERNATIVE LEARNING ENVIRONMENT (ALE)

Students between 7th and 12th grade who are “at risk” of dropping out due to several factors including danger of failing, pregnancy, low self esteem, unable to function in the regular classroom setting, and other factors may qualify for an Alternative Learning Environment (ALE). Criteria for ALE assignment will be created by the Division of Education and used for ALE placement. Assignment for the ALE attendance will be probationary for at least 20 days. Exit criteria will include: improved attendance; proven ability to succeed in the regular classroom setting; accomplishment of goals and objectives; fulfillment of student/teacher contracts; graduation.

#### 4.45.®.14 – HONOR ROLL

Any student in grades 7-12 who makes no grade below a “B” in any subject shall be eligible for the honor roll.

#### 4.45.®.15 – QUALITY POINTS AND G.P.A.

Quality points are awarded by the following point system:

**A - 4 points    B - 3 points    C - 2 points    D- 1 point    F- 0 points**

The total number of points are added up and divided by the total number of courses. This gives the average number of quality points which will be considered as the G.P.A. The weighted subject scale will be used in determining quality points for weighted subjects.

#### 4.45.®.17– AP/IB/ADE APPROVED HONORS WEIGHTED GRADING SCALE

In order for a student to receive a weighted credit scale, a student must register for and take the AP exam for the course. Weighted classes will only be given for AP courses.

**A - 5 points    B - 4 points    C - 3 points    D - 2 points    F - 0 points**

#### 4.45.®.17.1– AP EXAMS

The state of Arkansas along with DESE covers the cost of all AP Exams unless a student is a no-show on the date of the AP Exam. Parents and students will sign an agreement to adhere to the terms set by the College Board and the school district.

[https://docs.google.com/document/d/1LQ3OSrb-vdjBzLiRrT-hKUx4OhiPVXgMMtGYy\\_oqNh0/edit](https://docs.google.com/document/d/1LQ3OSrb-vdjBzLiRrT-hKUx4OhiPVXgMMtGYy_oqNh0/edit)

Students who drop an Advanced Placement class, onsite or virtual, after the last day of October, or who do not show up to take their AP Exam may be charged a fee of up to \$40 for each exam to cover College Board exam fees. All fines and fees must be paid prior to participation in the graduation ceremony.

<https://apstudents.collegeboard.org/exam-policies-guidelines/exam-fees>

*Seniors who do not complete their AP Exam(s) will not be permitted to participate in the graduation ceremony until they have paid for any AP Exam(s) they missed.*

**Weighted Credit will not be given for AP courses UNTIL the student passes both semesters of the AP course and sits for the AP exams.**

#### 4.45.®.18 – GRADUATION HONORS

Students must receive credit for four (4) Advanced Placement courses from any of the following areas: English, Math, Science, and Social Studies) to qualify for Honor Graduate status. AP Courses must equal or add up to one (1) full credit to be considered as one of the four courses as described above (i.e. semester courses cannot stand alone as 1 full credit).

##### **Highest Honor Graduate**

4.0 grade point average or above

Highest Honor Graduates may give a speech at the graduation ceremony.

All Honor Graduate Requirements must also be met.

##### **Honor Graduate**

3.5 - 3.99 grade point average

A student may not lose credit in a course.

A student may not repeat a course for a higher G.P.A. for honor graduate status.

Students who transfer grades from another school may have these grades/courses considered when determining honor graduate status.

Seniors must be enrolled at Riverview by the beginning of the second week of school for the fall semester to be eligible.

AP Courses will be weighted towards cumulative GPA.

**Approved Concurrent courses in the four main subject areas (math, English, social studies, and science) may be used in lieu of an AP course for determination of honor graduate and high honor graduate status. This concurrent course must have prior approval from the high school principal to be used in place of an offered AP course.**

**The ASU-Beebe at Searcy Medical Internship Program, a selective program for seniors, may also be used in lieu of an AP course for determination of honor graduate and high honor graduate status with prior approval from the principal.**

#### 4.45.®.19 – EXEMPTION FROM SEMESTER TESTS

Students may be exempt from semester test if the following conditions have been satisfied:

1. The student has cleared up any fines, fees, or charges.
2. The student has not been assigned any ISS or OSS during the semester.

AND the student meets one of the following criteria

- The student has an ‘A’ in class with no more than **8 total absences**
- The student has a ‘B’ in class with **3 or fewer total absences** in the class, or
- The student has **Perfect Attendance (0 total absences)** with a ‘C’ or better for the class.

Field Trips/school business/COVID/College Visits per handbook are not counted toward absences for semester exam exemption.

Any student who has an unexcused absence on the day of a semester exam will not be allowed to make up the exam without proper documentation approved by the principal.

**Semester Tests will not be given earlier than the scheduled time and date. An alternate make-up date may be given after the scheduled semester exam date for students who are absent with prior approval from the principal.**

**Semester Exams will take place the last week of each semester, with at least one day set aside for semester exam review.**

#### 4.45.®.20 – ACCEPTABLE WORK POLICY

The mission statement for the Riverview School District is “Educating for Excellence”. The Arkansas State Standards are based on the idea of preparing all students to be college or career ready when they graduate high school. The teachers and administration of Riverview Junior High and High School have embraced this goal and we are committed to helping all students reach their full potential. With this in mind, the teachers at Riverview Junior High and High School are committed to assigning high quality and meaningful work in all

of their classes. Because we are committed to high quality meaningful work, the teachers and administrators of Riverview Junior High and High School feel that all assignments must be completed with acceptable quality regardless of whether the work is to be completed in class or at home.

### **Daily Assignments, Homework, and Extended Projects**

If a student does not complete any assignment, the teacher will remind the student that the work must be completed at an acceptable level or the matter will be referred to the office. The student may be granted an extension to allow the student time to complete the work with good quality.

The student should keep in mind that many topics build on one another, and if some assignments are not completed in a timely manner it could have an impact on assignments later in the week. The teachers will be encouraged to contact parents if the missing work will have an impact on student performance on future assignments.

### **Assignments and Tests missed because of student absences**

When students are absent from school for any reason, it is their responsibility to complete all of their make-up work in a timely manner. Students who are absent from school should talk with their classmates or teacher upon their return to get information about the assignments that need to be made up including any tests or quizzes. Students shall have one class day to make up their work for each class day they are absent.

### **Requesting work for students who are on extended absences**

There are often times when students are out of school for several days at a time and the parent and/or student calls the office and requests work. We encourage parents to continue this practice, but we are asking all students and parents to follow these guidelines –

Please allow us a notice of at least one day to gather assignments. This will allow the teachers to continue with their daily lesson plan and will allow them to gather all of the materials and work for your student. Please make arrangements to pick up the work at the beginning of the school day, at lunch, or at the end of the school day. This will also help us reduce the interruptions in each classroom.

Also, please remember that some classes and assignments cannot be completed without instruction and support from the classroom teacher. Our teachers will make every effort to gather assignments, but there will be some assignments that will have to be completed once the student returns to school.

### **Students who are not producing acceptable work during class**

If a student does not produce acceptable work during class, the teacher will make a concentrated effort to get the student back on track and to provide a reasonable extension. In many instances, the assignments that are to be completed in class lay the foundation for future assignments. When assignments are not completed at an acceptable level, it could impact a student's grade on several future assignments. After a teacher has contacted parents/guardians regarding unacceptable work and the interventions put in place to get the student back on track, if the student does not complete the work at an acceptable level within the teacher's modified timeline, the student may be referred to the office either immediately or at their earliest convenience depending on the circumstances.

## **4.45.®.21 – SCHOLAR'S BANQUET**

Four students with the highest Smart Core GPA/Core classes GPA (English, science, social studies, math) from each 7<sup>th</sup>, 8<sup>th</sup>, 9<sup>th</sup>, 10<sup>th</sup> and 11<sup>th</sup> grade will be named. **Determination for the awards will be based on the**

**current year's first semester and third nine-weeks grades.** No student will be considered with less than 3.6 GPA. (In the event of a tie, other students can be added, and all students with a 4.0 or better GPA will be invited.)

The 12th grade scholars will be the honor graduates invited to the banquet for the current school year per graduation honors requirements. (See 4.45.®.18 – GRADUATION HONORS.)

#### 4.46—PLEDGE OF ALLEGIANCE AND MOMENT OF SILENCE

The Pledge of Allegiance shall be recited:

- During the first class period of each school day;
- At the commencement of each school-sanctioned after-school assembly; and
- At the commencement of each school-sanctioned sporting event; however, if two (2) or more school-sanctioned sporting events occur on the same day at the same school, then the Pledge may be recited at only one (1) of the school-sanctioned sporting events.

Students choosing to participate in the recitation of the Pledge shall do so by facing the flag with their right hands over their hearts, or in an appropriate salute if in uniform, while reciting the Pledge. Students choosing not to participate shall either stand or sit quietly while the other students recite the Pledge.

Students shall not be compelled to recite the Pledge, but students who choose not to recite the Pledge shall not disrupt those students choosing to recite the Pledge. Students choosing not to recite the Pledge who do not disrupt those students who choose to recite the Pledge shall not be subject to any comments, retaliation, or disciplinary action.

Following the recitation of the Pledge, there shall be an observance of one (1) minute of silence. During the one (1) minute of silence, each student may reflect, pray, meditate, or engage in any other silent activity that is not likely to interfere with or distract another student. Students who do not disrupt the one (1) minute of silence shall not be subject to any comments, retaliation, or disciplinary action.

#### 4.47— POSSESSION AND USE OF CELL PHONES AND OTHER ELECTRONIC DEVICES

Students are responsible for conducting themselves in a manner that respects the rights of others. Possession and use of any electronic device, whether district or student owned, that interferes with a positive, orderly classroom environment does not respect the rights of others and is expressly forbidden.

To protect the security of statewide assessments, no electronic device, as defined in this policy, shall be accessible by a student at any time during assessment administration unless specifically permitted by a student's individualized education program (IEP) or individual health plan;<sup>1</sup> this means that when a student is taking an AESAA assessment, the student shall not have his/her electronic device in his/her possession. Any student violating this provision shall be subject to this policy's disciplinary provisions. The prohibition in this policy does not extend to the electronic device the District provides the student for the student's use during assessment administration to the extent the student is using the District provided device to complete the assessment.

As used in this policy, "electronic devices" means anything that can be used to transmit or capture images, sound, or data.

Misuse of electronic devices includes, but is not limited to:

1. Using electronic devices during class time in any manner other than specifically permitted by the classroom instructor;
2. Permitting any audible sound to come from the device when not being used for reason #1 above;
3. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, or wrongfully obtaining test copies or scores;
4. Using the device to record audio or video or to take photographs in areas where a general expectation of personal privacy exists, including but not limited to locker rooms and bathrooms;
5. Creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction of oneself or another person.

Use of an electronic device is permitted to the extent it is approved in a student's IEP or it is needed in an emergency that threatens the safety of students, staff, or other individuals.

Before and after normal school hours, possession of electronic devices is permitted on the school campus. The use of such devices at school sponsored functions outside the regular school day is permitted to the extent and within the limitations allowed by the event or activity the student is attending.

A parent shall obtain approval from the student's building principal before operating a student-tracking safety device at school or at a school-sponsored event if the device has recording or listen-in capability. The District requires the device's recording and listen-in technology to be disabled while the device is on the campus or at the school-sponsored event because of student privacy concerns. The District prohibits unauthorized audio or visual recordings or transmission of audio or images of other students. The student's parent shall agree in writing to the requirement for the device's recording and listening-in technology to be disabled and that the District may prohibit future use of the device on campus or at a school-sponsored activity if it is determined that the device's recording or listening-in capabilities were used in violation of this policy before the student safety tracking device may be on campus or at a school-sponsored event.

The student and/or the student's parents or guardians expressly assume any risk associated with students owning or possessing electronic devices. Students misusing electronic devices shall have them confiscated. Confiscated devices may be picked up at the school's administration office by the student's parents or guardians.<sup>2</sup> Students have no right of privacy as to the content contained on any electronic devices that have been confiscated. A search of a confiscated device shall meet the reasonable individualized suspicion requirements of Policy 4.32—SEARCH, SEIZURE, AND INTERROGATIONS.

No student shall use any wireless communication device for the purposes of browsing the internet; composing or reading emails and text messages; or making or answering phone calls while driving a motor vehicle that is in motion and on school property. Violation may result in disciplinary action up to and including suspension.

#### 4.48—VIDEO SURVEILLANCE AND OTHER STUDENT MONITORING

The Board of Directors has a responsibility to maintain discipline, protect the safety, security, and welfare of its students, staff, and visitors while at the same time safeguarding district facilities, vehicles, and equipment. As part of fulfilling this responsibility, the board authorizes the use of video/audio surveillance cameras, automatic identification technology, data compilation devices, and technology capable of tracking the physical location of district equipment, students, and/or personnel.

The placement of video/audio surveillance cameras shall be based on the presumption and belief that students, staff and visitors have no reasonable expectation of privacy anywhere on or near school property, facilities, vehicles, or equipment, with the exception of places such as rest rooms or dressing areas where an expectation of bodily privacy is reasonable and customary.

Signs shall be posted on campus buildings and in district vehicles to notify students, staff, and visitors that video cameras may be in use. Parents and students shall also be notified through the student handbook that cameras may be in use in school buildings, on school grounds and in school vehicles. Students will be held responsible for any violations of school discipline rules caught by the cameras and other technologies authorized in this policy.

The district shall retain copies of video recordings until they are erased which may be accomplished by either deletion or copying over with a new recording. Other than video recordings being retained under the provisions of this policy's following paragraph, the district's video recordings may be erased any time greater than 30 days after they were created.

Videos, automatic identification, or data compilations containing evidence of a violation of student conduct rules and/or state or federal law shall be retained until the issue of the misconduct is no longer subject to review or appeal as determined by board policy or student handbook; any release or viewing of such records shall be in accordance with current law.

Students who vandalize, damage, disable, or render inoperable (temporarily or permanently) surveillance cameras and equipment, automatic identification, or data compilation devices shall be subject to appropriate disciplinary action and referral to appropriate law enforcement authorities.

#### 4.49—SPECIAL EDUCATION

In accordance with the Individuals With Disabilities Education Act (IDEA), Section 504 of the Rehabilitation Act of 1973, the Americans With Disabilities Act, and Arkansas Statutes, the district shall provide a free appropriate public education and necessary related services to all children with disabilities who reside:

- Within the district boundaries; or
- Outside of the District boundaries but are enrolled in the District.

It is the intent of the district to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 are identified, evaluated and provided with appropriate educational services. Students may be disabled within the meaning of Section 504 of the Rehabilitation Act even though they do not require services pursuant to the IDEA.

For students eligible for services under IDEA, the District shall follow procedures for identification, evaluation, placement, and delivery of services to children with disabilities provided in the state and federal statutes governing special education. Implementation of an Individualized Education Program (IEP) in accordance with the IDEA satisfies the district's obligation to provide a free and appropriate education under Section 504.

The Board directs the superintendent to ensure procedures are in place for the implementation of special education services and that programs are developed to conform to the requirements of state and federal



legislation. The superintendent is responsible for appointing a district coordinator for overseeing district fulfillment of its responsibilities regarding students with disabilities. The contact phone number for the coordinator is (501) 279-0540. Among the coordinator's responsibilities shall be ensuring district enforcement of the due process rights of students with disabilities and their parents.

#### 4.50—SCHOOL MEAL MODIFICATIONS

The district only provides modified meal components on menus to accommodate students with a disability. A parent/guardian wishing to request dietary accommodations for their student with a disability must submit to the district's Director of Child Nutrition, Judith Hart, a medical statement completed by a State licensed healthcare professional, which includes:

- Physicians, including those licensed by:
  - The Arkansas State Medical Board;
  - The Arkansas State Board of Chiropractic Examiners (Chiropractors);
  - The Arkansas Board of Podiatric Medicine (Podiatrists);
- Nurse Practitioners (APRNs in family or pediatric practice with prescriptive authority);
- Physician Assistants (PAs who work in collaborative practice with a physician); and
- Dentists.

The medical statement should include:

- A description of the student's disability that is sufficient to understand how the disability restricts the student's diet;
- An explanation of what must be done to accommodate the disability, which may include:
  - Food(s) to avoid or restrict;
  - Food(s) to substitute;
  - Caloric modifications; or
  - The substitution of a liquid nutritive formula.

If the information provided in the medical statement is unclear, or lacks sufficient detail, the district's Director of Child Nutrition shall request additional information so that a proper and safe meal can be provided.

When choosing an appropriate approach to accommodate a student's disability, the District will consider the expense and efficiency of the requested accommodations. The District will offer a reasonable modification that effectively accommodates the child's disability and provides equal opportunity to participate in or benefit from the program, which may include a generic version of a product.

Parents may file a grievance regarding the request for accommodations with the District's 504 Coordinator, who will schedule a hearing on the grievance to be held as soon as possible. The 504 coordinator shall provide a copy of the procedures governing the hearing, including that the parent has the right to be accompanied by counsel, and the appeal process upon request.

The district will not prepare meals outside the normal menu to accommodate a family's religious or personal health beliefs.

## 4.51— FOOD SERVICE PREPAYMENT

### **Meal Charges**

Option 1: The district does not provide credit for students to charge for meals, a la carte, or other food and beverage items available for purchase in the school food service areas. Meals, a la carte, or other food and beverage items may be purchased by either providing payment for the items at the time of receipt or by having a prepaid account with the District that may be charged for the items. Parents, or students choosing to do so, may pay in advance for meals, a la carte, or other food and beverage items through any of the following methods:

- Submitting cash or check payment with your local school;
- Depositing funds through the District's online service;

A student's parents will be contacted by authorized District personnel regarding a student's prepaid account balance at the following times :

- At the conclusion of each semester.

### **Unpaid Meal Access**

In accordance with Arkansas law, the District allows students whose accounts do not have enough funds to purchase a meal to receive an unpaid reimbursable meal at no charge. The District will notify a student's parents:

- When the student's prepaid account balance has dropped to the point that the student will begin receiving unpaid meals;
- Each time the student receives the first unpaid meal after money has been deposited into the student's prepaid account; and
- After the student has received five (5) unpaid meals.

Students who have submitted proper documentation to receive a meal modification in accordance with Policy 4.50—SCHOOL MEAL MODIFICATIONS shall receive the same type of modification for an unpaid meal.

## 4.52—STUDENTS WHO ARE FOSTER CHILDREN

The District will afford the same services and educational opportunities to foster children that are afforded other children and youth. The District shall work with the Department of Human Services ("DHS"), the ADE, and individuals involved with each foster child to ensure that he/she is able to maintain his/her continuity of educational services to the fullest extent that is practical and reasonable.

The Superintendent or his/her designee shall appoint an appropriate staff person to be the local educational liaison for foster children and youth whose responsibilities shall include ensuring the timely school enrollment of each foster child and assisting foster children who transfer between schools by expediting the transfer of relevant educational records.

The District, working with other individuals and agencies shall, unless the presiding court rules otherwise or DHS grants a request to transfer under Foster Child School Choice, ensure that the foster child remains in his/her current school, even if a change in the foster child's placement results in a residency that is outside the district. In such a situation, the District will work to arrange for transportation to and from school for the foster child to the extent it is reasonable and practical.

Upon notification to the District's foster care liaison by a foster child's case worker that a foster child's school enrollment is being changed to one of the District's schools, the school receiving the child must immediately enroll him/her. Immediate enrollment is required even if a child lacks the required clothing, academic or medical records, or proof of residency.

A foster child's grades shall not be lowered due to absence from school that is caused by a change in the child's school enrollment, the child's attendance at dependency-neglect court proceedings, or other court-ordered counseling or treatment.

Any course work completed by the foster child prior to a school enrollment change shall be accepted as academic credit so long as the child has satisfactorily completed the appropriate academic placement assessment.

If a foster child was enrolled in a District school immediately prior to completing his/her graduation requirements while detained in a juvenile detention facility or while committed to the Division of Youth Services of DHS, the District shall issue the child a diploma.

### **Foster Child School Choice**

If DHS approves a request from a foster parent, or the foster child if the foster child is eighteen (18) years of age, to transfer to another school in the District or into the district as being in the best interest of the foster child, the District shall allow the foster child to transfer to another school in the District or into the District if the foster parent, or the foster child if the foster child is eighteen (18) years of age, submits a request to transfer on a form approved by ADE that is postmarked by no later than May 1 of the year the student seeks to begin the fall semester at another school in the District or in the District.

By July 1 of the school year in which the student seeks to transfer under this section, the superintendent shall notify the foster parent, or the foster child if the foster child is eighteen (18) years of age, in writing whether the application has been accepted or rejected. If the application is accepted, the superintendent shall state in the notification letter a reasonable deadline for the foster child to enroll in the new school or the District and that failure to enroll by the date shall void the school choice acceptance. If the application is rejected, the superintendent shall state in the notification letter the reason for the rejection and that the foster parent, or the foster child if the foster child is eighteen (18) years of age, may submit a written appeal of the rejection to the State board within ten (10) days of receiving the notification letter.

The District shall only reject a Foster Child School Choice application if:

1. The public school or District has reached the maximum student-to-teacher ratio allowed under federal law, state law, rules for standards of accreditation, or other applicable rule or regulation; or
2. Approving the transfer would conflict with a provision of an enforceable desegregation court order or a public school district's court-approved desegregation plan regarding the effects of past racial segregation in student assignment.

A foster child whose application is rejected by the District may submit a written request within ten (10) days following the receipt of the rejection letter from the superintendent to the State Board of Education for the State Board to reconsider the transfer.

A Foster Child School Choice transfer shall remain in effect until the foster child:

- Graduates from high school; or
- Transfers to another school or school district under:

- The Foster Child School Choice Act;
- Opportunity Public School Choice Act of 2004;
- The Public School Choice Act of 2015; or
- Any other law that allows a transfer.

The District shall accept credits toward graduation that were awarded by another public school district.

When a foster child transfers from the foster child's school of origin to another school in the District or into the District, the foster child or the foster parent is responsible for the foster child's transportation to and from the school the foster child transferred to. The District and the foster parent, or the foster child if the foster child is eighteen (18) years of age, may enter into a written agreement for the District to provide transportation to and from the school the foster child transferred to.

#### 4.54 - STUDENT ACCELERATION

The Board believes that acceleration is an effective and research-based intervention for the academic growth of students who are ready for an advanced or faster-paced curriculum. It can allow a student to move through the traditional educational setting more rapidly, based on assessed readiness, capability and motivation. At the same time, the Board understands that acceleration is not a replacement for gifted education services or programs.

Generally, acceleration can occur through one of two broad categories: content based and grade based. Grade based acceleration shortens the number of years a student would otherwise spend in K-12 education, while content based acceleration occurs within the normal K-12 time span. Either form of acceleration can be triggered by a parent/guardian, student, or community member's request or by the referral of school personnel. In either case, the process of determining the appropriateness of the request shall be under the direction of the district/school Gifted and Talented Program Coordinator, who shall convene the individuals necessary to make an informed decision which shall include the student's parents or guardians.

While the needs of the student should dictate when acceleration decisions are considered, the Board believes the optimal time for referrals is in the spring which gives adequate time for working through the determination process and for preparing those concerned for a smooth transition to the acceleration beginning in the following school-year.

The District's Gifted and Talented Program Coordinator will create a written format to govern the referral and determination process which shall be made available to any parent or staff member upon request.

The parents/guardians of any student whose request for acceleration has been denied may appeal the decision, in writing, to the District's GT Coordinator. The District's GT Coordinator and the Acceleration Placement Committee will again thoroughly review the case study that was completed on the student. Upon completion of the review, the Committee will request additional new testing be conducted to help the Committee make its determination or it will uphold the initial decision. The Committee's decision may not be further appealed.

#### 4.54.®.1 – GIFTED AND TALENTED ACCELERATION POLICY

The Riverview School District recognizes the need for educational alternatives for students who demonstrate advanced academic achievement. Acceleration is used to match high level academic ability and specific talent

with optimal learning opportunities. The purposes of acceleration as a practice are 1) to adjust the pace of instruction to the student's capability in order to develop a sound work ethic, 2) to provide an appropriate level of challenge in order to avoid the boredom from repetitious learning, and 3) to reduce the time period for students to complete traditional schooling (NAGC, 2008).

### **Acceleration Pre-Referral Qualifications**

Prior to an acceleration referral, a student should demonstrate achievement and ability in the following areas.

- High academic performance in core content areas
- High intellectual ability on assessments administered through the gifted program

### **Acceleration Referral**

A student may be referred for acceleration by a parent, administrator, counselor, teacher, or student. A written request stating the reason for the referral should be made to the building principal by May 1 in order for acceleration to be considered for the following school year.

## **4.55—STUDENT PROMOTION AND RETENTION**

A disservice is done to students through social promotion and is prohibited by state law. The District shall, at a minimum, evaluate each student annually in an effort to help each student who is not performing at grade level. Parents or guardians shall be kept informed concerning the progress of their student(s). Notice of a student's possible retention or required retaking of a course shall be included with the student's grades sent home to each parent/guardian or the student if 18 or older. Parent-teacher conferences are encouraged and may be held as necessary in an effort to improve a student's academic success.

At least once each semester, the Parents, legal guardians, persons having lawful control of the student, or persons acting in loco parentis, and teacher(s) of a student in kindergarten through eighth (8<sup>th</sup>) grade shall be notified in writing of the student's independent grade-level-equivalency in reading.

Any grades, course credits, and/or promotions received by a student while enrolled in the Division of Youth Services system of education shall be considered transferable in the same manner as those grades, course credits, and promotions from other accredited Arkansas public educational entities.

Promotion or retention of students, or their required retaking of a course shall be primarily based on the following criteria: **attendance, grades, numbers of subjects passed, standardized test scores, and whether or not the student is on grade level in grades K-6. In grades 7 and 8, a student may be retained if he/she fails 4 of the 8 required semesters of Math, English, Science, and Social Studies. In grades 9-12 credits will be received at a rate of one half (1/2) per semester's work.** If there is doubt concerning the promotion or retention of a student or his/her required retaking of a course, a conference shall be held before a final decision is made that includes the following individuals:

- The building principal or designee;
- The student's teacher(s);
- School counselor;
- A 504/special education representative (if applicable); and
- The student's parents, legal guardians, persons having lawful control of the student, or persons standing in loco parentis.

The conference shall be held at a time and place that best accommodates those participating in the conference. The school shall document participation or non-participation in required conferences. If the conference attendees fail to agree concerning the student's placement or receipt of course credit, the final decision shall rest with the principal or the principal's designee.

Each student shall have a student success plan (SSP) developed by school personnel in collaboration with the student's parents and the student that is reviewed and updated annually. A student's SSP shall use multiple academic measures to personalize learning in order for students to achieve their grade-level expectations and individual growth. The SSP will identify if the student is in need of additional support or acceleration.

Academic measures to be used in creating and updating a student's SSP shall include, but are not limited to:

- Statewide student assessment results;
- Subject grades;
- Student work samples; and
- Local assessment scores.

By the end of grade eight (8), the student's SSP shall:

- Guide the student along pathways to graduation;
- Address accelerated learning opportunities;
- Address academic deficits and interventions; and
- Include college and career planning components.

Based on a student's score on the college and career assessment:

- The student's SSP will be updated in order to assist the student with college and career readiness skills, course selection in high school, and improved academic achievement; and
- Provide a basis for counseling concerning postsecondary preparatory programs.

An SSP shall be created:

- By no later than the end of the school year for a student in grade eight (8) or below<sup>2</sup> who enrolls in the District during the school year; or
- As soon as reasonably possible for a student in grade nine (9) or above who enrolls in the District at the beginning or during the school year.

A student's individualized education program (IEP) may act in the place of the student's SSP if the IEP addresses academic deficits and interventions for the student's failure to meet standards-based academic goals at an expected rate or level and includes a transition plan that addresses college and career planning components. Promotion or retention of students with an IEP shall be based on their successful attainment of the goals set forth in their IEP.

Students who either refuse to sit for a Statewide assessment or attempt to boycott a Statewide assessment by failing to put forth a good faith effort on the assessment as determined by the assessment administrator/proctor, or whose parents do not send their student to school on the dates the assessments are originally administered or scheduled as make-up days shall not be permitted to participate in any non-curriculum related extracurricular activity, including school dances, prom, homecoming, senior events, and may be prevented from walking or participating in graduation exercises. The student shall remain ineligible to participate until the student takes the same or a following Statewide assessment, as applicable. The Superintendent or designee may waive this paragraph's provisions when the student's failure was due to exceptional or extraordinary circumstances. Students falling under the provisions of this paragraph shall be permitted to attend curriculum related field trips occurring during the school day.

#### 4.55.®.2 - EXTRACURRICULAR ACTIVITIES

Extracurricular activities are provided as an integral part of the school program. Students are expected to fulfill the obligations of their commitment to any activity in which they choose to participate. Every student is urged to develop himself/herself by participating in these activities.

Student clubs/activities are intended to promote opportunities for students to become more involved in an organized manner. All clubs/activities have a local as well as state and national equivalent.

Riverview recognizes the importance of extracurricular and non-instructional activities and their appropriate place in the school program. We also understand the need to limit and control the number of interruptions of instructional time in the classroom. For these reasons, all decisions for actions and activities must be approved by the Principal.

In addition, students are to adhere to all attendance policies set forth in the student handbook. Riverview School District will permit all students to participate in extracurricular activities provided all criteria in the handbook have been met. Students must recognize standard codes of conduct pertaining to each of the activities of any club or organization.

All student organizations and other activities shall be approved by the school administration. Riverview School District will permit all students to participate in extracurricular activities provided the following criteria have been met:

1. Students must meet the policies of the organization in which they will participate as well as AAA rules for preceding semester.
2. For a student to be eligible to participate in interscholastic athletics, the student must have a 2.0 GPA or above for the preceding semester.
3. For a student to be eligible to participate in interscholastic athletics, the student must meet AAA requirements. (See AAA handbook page 28)
4. If a student is absent for any reason during the day of a scheduled event he/she will be barred from participating in or attending any extracurricular event that day or night unless excused by the principal for such things as, but not limited to, funerals and doctors appointments.
5. During the time a student is suspended from school or serving in-school suspension, for any reason, the student will be excluded from all field trips.
6. Ineligible students will not be allowed to be dismissed from the regular school day to attend extracurricular activities.
7. Class officers must have a 2.0 GPA.
8. Students cannot participate in or attend extracurricular activities until all dues, fines, charges, etc. are paid.

A student and the parent or legal guardian of the student shall sign and return an acknowledgement of receipt and review of an information sheet regarding signs and symptoms of sudden cardiac arrest before the student may participate in an athletic activity and before each school year the student participates in an athletic activity.

### **AAA Eligibility**

The Riverview School District wants you and your child to be aware of the following rules for eligibility to play high school sports and participate in any activity governed by the Arkansas Activities Association (AAA).

In order for any student to competitively participate in any extra-curricular program, including athletics, band, and choir, the student must have completed 4 academic courses in the previous school semester.

The student understands that to be eligible to play high school sports at Riverview High School or participate in AAA activities,

The student must abide by the rules set by Arkansas Activities Association (AAA) that states, “Senior High. The requirement for senior high (10-12) eligibility shall include:

- Passing four academic courses; and
- A minimum semester GPA of 2.0 for the previous semester.
- The student must have passed four academic courses in the previous semester. (Any of these four courses for which concurrent high school credit is earned may be from an institution of higher learning recognized by the Arkansas Department of Education.)

Otherwise, the student will be ineligible for any AAA high school activities.

### **NCAA Participation After High School**

Any student who is interested in NCAA Activities after high school should refer to the following reference guides for eligibility requirements. Failure to adhere to these references could result in ineligibility from participating in NCAA sanctioned activities on the post-secondary level.

**Grade 9:** Ask your counselor for a list of your high school’s NCAA core courses to make sure you take the right classes.

**Grade 10:** Register with the NCAA Eligibility Center at [eligibilitycenter.org](http://eligibilitycenter.org).

**Grade 11:** Check with your counselor to make sure you will graduate on time with the required number of NCAA core courses. Take the ACT and submit your scores to the NCAA using code 9999. At the end of the year, ask your counselor to upload your official transcript to the NCAA Eligibility Center.

**Grade 12:** Finish your last NCAA core courses. Take the ACT or SAT again, if necessary, and submit your scores to the NCAA using code 9999. Complete all academic and amateurism questions in your NCAA Eligibility Center account at [eligibilitycenter.org](http://eligibilitycenter.org). After you graduate, ask your counselor to submit your final official transcript with proof of graduation to the NCAA Eligibility Center.

### **NCAA Division I Academic Eligibility**

To be eligible to compete in NCAA sports during your first year at a Division I school, you must graduate high school and meet **ALL** the following requirements:

- Complete 16 core courses:
  - Four years of English
  - Three years of math (Algebra 1 or higher)
  - Two years of natural/physical science (including one year of lab science if your high school offers it)
  - One additional year of English, math or natural/physical science
  - Two years of social science
  - Four additional years of English, math, natural/physical science, social science, foreign language, comparative religion or philosophy



- Complete 10 core courses, including seven in English, math or natural/physical science, before your seventh semester. Once you begin your seventh semester, you may not repeat or replace any of those 10 courses to improve your core-course GPA.
- Earn at least a 2.3 GPA in your core courses.
- Earn an SAT combined score or ACT sum score matching your core-course GPA on the Division I sliding scale, which balances your test score and core-course GPA. If you have a low test score, you need a higher core-course GPA to be eligible. If you have a low core-course GPA, you need a higher test score to be eligible.

Questions on NCAA eligibility should be directed toward your child's sport/activity sponsor or by visiting [https://web3.ncaa.org/ecwr3/??links.ncaa-play-college-sports\\_en\\_US??](https://web3.ncaa.org/ecwr3/??links.ncaa-play-college-sports_en_US??)

***For a complete listing of all criteria and policies, please see the Student Athletic Handbook.***

#### 4.55.®.3 - STUDENT DRUG TESTING

The Riverview School District recognizes that drug abuse is a significant health problem for students, detrimentally affecting overall health, behavior, learning ability, reflexes, and the total development of each individual. The Riverview Board of Education is determined to help students by providing another option for them to say “No”. Drug abuse includes, but is not limited to, the use of illegal drugs, alcohol, and the misuse of legal drugs and medications.

Definitions:

**Drug:** Any substance considered illegal by Arkansas Statutes or which is controlled by the Food & Drug Administration unless prescribed by a licensed physician.

**Activity Program:** Any activity that meets the guidelines of the Arkansas Activities Association. The activities currently offered or activities that could be added at Riverview Junior High and Senior High are listed below.

**School Year:** The start of the school year will be defined as the first day of summer practice after the AAA “dead period” for fall sports, winter sports, and cheerleading or the first day of school for all other activities. The school year will continue until the last day of school.

**School Day:** The start of the school day will be defined as the first bell of the morning (7:45) or the time when the student checks in at the office. The end of the school day will be defined as the last bell of the day (3:10) or the time when the student leaves the direct supervision of their coach/sponsor/chaperone whichever is latest.

**Testing Pool:** The testing pool will consist of all students involved in one or more of the Activity Programs listed above and any student who holds a valid Riverview High School Parking Permit. The testing pool will be updated at the beginning of each quarter.

#### Policy Statement

Riverview School District is conducting a mandatory drug-testing program for students. The purpose is threefold: (1) to provide for the health and safety of students in all Activity Programs for grades 7-12; (2) to

undermine the effects of peer pressure by providing a legitimate reason for students to refuse to use illegal drugs; and (3) to encourage students who use drugs to participate in drug treatment programs.

### Procedures for Students

**Consent:** Each student who is in the “Testing Pool” and the student’s custodial parent or guardian shall consent in writing to drug testing pursuant to the District’s drug testing program. Written consent shall be in the form attached to this policy as Form A. No student shall be allowed to participate in any activity program without providing consent.

**Opt-In:** Parents who wish to have their student who is not in the testing pool participate in the drug testing program may have their student added to the list by completing Form B which is attached at the end of this policy. Parents who wish to participate in this program will be responsible for the cost of the drug test for their student. The approximate cost for each test is \$15.00.

**Student Selection:** At the option of the district, all students in activity programs may be drug tested at the beginning of the school year. In addition, random testing will be conducted randomly throughout the school year. Selection for random testing will be by a lottery drawing from the most up-to-date testing pool. The superintendent shall take all reasonable steps to ensure the integrity, confidentiality, and the random nature of the selection process including, but not necessarily limited to, assuring that the names of all participating students are in the testing pool, assuring that the person drawing names has no way of knowingly choosing or failing to choose particular students for the testing, assuring that the identity of students drawn for testing is not known to those involved in the selection process and assuring direct observation of the process by the least intrusive means possible while assuring brevity and privacy.

### **Sample Collection**

Samples will be collected at a mutually convenient time on the same day the student is selected for testing. If a student is absent on the day of testing, the student will be automatically selected for the next round of testing, and the student will remain on the list until they have been tested. If a student is unable to produce a sample at any particular time, the student will be allowed to return to the waiting room until they can provide a sample. All students providing samples will be given the option of doing so alone in an individual stall with the door closed.

Any student who refuses to submit a sample will be considered to have a positive result and will be immediately suspended from all school activities until they submit a sample that tests negative. The parent/guardian of any student who refuses to submit a sample will be immediately contacted by the school administration.

Any student who is selected for testing, is called for testing, is sent to the testing room by the school administration, and then leaves the testing site for any reason without direct permission from a school administrator will be considered to have refused to provide a sample.

Any student who provides a false sample will be considered to have refused to provide a sample. The person conducting the drug testing will make the final determination about whether a sample is false or not. One example of a false test would be a sample that does not register on the expected temperature scale for the test.

## Testing Agency

The district will choose a qualified agency for the purpose of processing sample results and maintaining privacy with respect to test results and related matters.

The district will not accept any test results from any outside testing agency.

### **Prescription Medication**

Students who are taking prescription medication may provide a copy of the prescription or a doctor's verification, which will be considered in determining whether a "positive" test has been satisfactorily explained. At the time the student is called for drug testing, the administration will ask the student if they are taking any prescription medication. If the student is taking any prescription medication, the school secretary will attempt to contact the parent asking for documentation of the prescription. That documentation will be forwarded to the testing lab with instructions for the lab to consider the student's use of such medication to assure the accuracy of the result. Students who refuse to provide verification and test positive will be subject to the actions specified in this policy for "positive tests".

### **Scope of Tests**

The drug screen tests for one or more illegal drugs. The superintendent or his designee shall decide from test to test which illegal drugs shall be screened, but in no event shall that determination be made after the students have been selected for testing. Student samples will not be screened for the presence of any substances other than an illegal drug or for the existence of any physical condition other than drug intoxication. As a quality control measure, the school reserves the right to send any urine sample that appears unusual in color and/or consistency to a laboratory for testing and confirmation or non-confirmation.

### **Limited Access to Results**

The results will be reported only to the superintendent or to such a person as the superintendent may designate in the event the superintendent is absent.

### **Procedures in the event of a positive result**

Whenever a student's test result indicates the presence of illegal drugs ("positive test"), the following will occur:

The custodial parent or legal guardian will be notified and a meeting will be scheduled with the Superintendent or their designee, the student, the custodial parent or legal guardian, and the student's principal and head coach or sponsor.

### **First Positive Result**

For the first positive result, the student will be placed on probation and not be allowed to participate in competitions, presentations, and activities of the Riverview School District for a period of twenty days. The student will be recommended for counseling. If any charge is incurred for the counseling, it will be the responsibility of the parents.

On day twenty-one, or on the next test date, the student will be retested (at the expense of the parent/guardian – about \$15.00). If the test results are found to be negative, the student will again become eligible for competitions, presentations, and activities of the Riverview School District.

A student may be allowed to practice or participate in off-season activities at the discretion of the head coach or sponsor. The student will not be allowed to compete or dress out for any competition, but they will be allowed on the sidelines or bench area as allowed by the head coach or sponsor.

### **Second Positive Result**

For the second positive result in the same year or any two consecutive calendar years, the student will be suspended from participating in activities for the remainder of the school year. If this positive test is in the spring semester, the student will not be able to participate during the following fall semester.

A student who has tested positive for the second time will not be allowed to participate in practices or off-season activities until their suspension has been served.

### **Third Positive Result**

For the third positive result, the student will be suspended from participating in all activities for the remainder of the student's enrollment with the school. This may be appealed to the Board of Education by the parents or legal guardian.

### **Non-Punitive Nature of Policy**

No student shall be penalized academically for testing positive for illegal drugs. The results of drug tests pursuant to this policy will not be documented in any student's academic records. Information regarding the results of drug tests will not be disclosed to criminal or juvenile authorities, absent legal compulsion by valid and binding subpoena, or other legal process, which the district shall not solicit. In the event of service of any such subpoena or legal process, the student and the student's custodial parent or legal guardian will be notified as soon as possible by the district.

### **Other Disciplinary Measures**

The District by accepting this policy is not precluded from utilizing other disciplinary measures set forth in the Student Discipline Policy and this policy does not preclude the District from taking disciplinary procedure and resulting action when founded upon reasonable belief and suspicion that a student has participated in drug related activities.

## **4.55.®4 - FUTURE BUSINESS LEADERS OF AMERICA (FBLA)**

The Future Business Leaders of America is a national organization for high school business students (9- 12). The main purpose of FBLA is to promote our system of free enterprise through the development of competent, aggressive business leaders. Members of the Riverview FBLA participate in District, State, and National leadership conferences. Membership in the Riverview Chapters of FBLA is open to all students who are currently enrolled in a business course in the local vocational business education program, or to students who have successfully completed all of the business courses during the current school year.

#### 4.55.®.5 - FUTURE FARMERS OF AMERICA (FFA)

The Future Farmers of America is a national organization for high school students (9-12) enrolled in vocational agriculture courses. The National FFA was founded in November of 1928. The primary aim of the FFA is to develop agricultural leadership, cooperation, and citizenship. The motto of the FFA is “Learning to do, Doing to learn, Earning to live, Living to serve.”

The annual dues cover local, state, and national obligations. The amount of the annual dues will be set by the sponsor and the administration. Membership in the Riverview FFA is open to all students 9-12 who are currently enrolled in a Vocational Agriculture class and meet extracurricular activity guidelines, or all students who have successfully completed all of the agriculture courses offered during the current school year.

#### 4.55.®.6 - FAMILY, CAREER, AND COMMUNITY LEADERS OF AMERICA (FCCLA)

Family and Consumer Science is incorporated as a nonprofit national vocational student organization for young women and men in public and private schools. It is open to all students in the 9th through 12th grades who are currently enrolled or who were enrolled the previous year in a FACS course and who meet the guidelines for extracurricular activities. The goal of the FCCLA student organization is to help youth assume active roles in society through FACS education in the areas of:

Personal growth

Family life

Vocational preparation Community involvement Leadership Development

Annual dues cover local, state, and national obligations. The amount of the annual dues will be determined by the local Executive Council, sponsor, and administration.

#### 4.55.®.7 - STUDENT COUNCIL – LEADERSHIP COUNCIL

The purpose of the student council shall be as follows:

1. To create a friendly feeling between teachers and pupils in providing unity and cooperation.
2. To promote the general welfare of Riverview School District, its good name, and reputation.
3. To provide opportunities for student cooperation in school activities.
4. To promote school spirit.
5. To promote opportunities for student members to gain experience in leadership roles.

In order to become a member of the student council a student must:

1. Maintain a 2.5 average in subject matter.
2. A member (9-12) must help decorate for Homecoming.
3. Be selected by members of his/her class to become a class officer and serve as a representative.

Officers will be selected from grades 9-12 and must have and maintain a 3.0 G.P.A. At such time that a student’s grade average drops below the standards mentioned above, the student will be immediately dropped from the student council and his/her class will be asked to select an alternate to serve for the remainder of the school year. Also, a member may be dropped because of suspension or excessive discipline referrals.

#### 4.55.®.8 - BETA CLUB

The Beta Club is an achievement organization for students in grades 7-12. It is also a leadership - service organization.

To be eligible, a student must have high academic achievement and be recommended by a majority of the school faculty.

The objectives of the Beta Club are to:

1. Promote character
2. Stimulate achievement
3. Encourage students to continue their education after high school

The grade requirement for membership in the Beta Club is a 3.25 average over the entire high school career of the student. Only one semester of Choir, P.E., and Band may be counted in the GPA for membership in the Beta Club.

Dues for the National Beta Club are \$13.00 and are paid when the student joins. The \$13.00 covers national obligations and are required only one (1) time during a student's high school career. Local dues are collected annually and are \$5.00. New members will pay only \$13.00 upon joining. All members must meet local guidelines to remain members in the Beta Club.

#### 4.55.®.12 – SPONSORS

Sponsors of the Freshmen, Sophomore, Junior, and Senior Classes will be assigned by the Principal.

#### 4.55.®.13 - CLASS OR CLUB MEETINGS AND BUSINESS

Class or club meetings will be arranged by the sponsor through the principal's office. Meetings should be arranged where they do not interrupt the regular process of classes. Most meetings will be scheduled before and after school. Class or club meetings are not to be conducted without the knowledge of the sponsor and the principal. Any class or club event that will involve students missing classes must be recorded in the office and a list of names given one (1) week in advance (and earlier if possible) to all faculty members whose classes the student will miss.

#### 4.55.®.14 – ASSEMBLIES

At all times the student's behavior should be refined and courteous. An indication of the cultural level of the school is the conduct of its student body at assemblies. Whether guests are present or not, each student is personally responsible for the impression made by the school as a whole. Unacceptable conduct would include whistling, uncalled-for-clapping, boisterousness, throwing objects, and talking during a program. School wide assemblies will require all certificated staff to be in attendance.

#### 4.55.®.15 - SCHOOL YEARBOOK

The name of the Riverview School yearbook shall be **THE REFLECTION**. The yearbook is published by the yearbook staff. The yearbook staff is chosen by the yearbook sponsor each spring from grades 10-12.

#### 4.55.®.16 - SCHOOL COLORS AND EMBLEM

The Riverview High School colors are silver, black, and purple. The official school mascot and emblem is the Raider. The name "Raider" shall be given to all Riverview High School Athletic Teams.

#### 4.55.®.17 - SCHOOL SPIRIT

School spirit may be divided into three (3) categories.

1. Courtesy - toward teachers, fellow students, visitors, and the officials of school athletic activities.
2. Pride - in everything our school endeavors to accomplish or has accomplished.
3. Sportsmanship - the ability to win and lose gracefully.

School spirit means loyalty to all functions of the school. A loyal student supports his/her school and does his/her utmost to keep his/her scholastic and activity standards at the highest possible level.

#### 4.55.®.18 - SCHOOL RESOURCE OFFICER

Riverview School District provides a school resource officer to ensure the safety of students and faculty. Some duties of the school resource officer are, but not limited to: Monitoring hallways and campus, issuing parking permits to students, handling violations of law that may occur on school grounds, keeping the peace in the school environment and assisting school personnel when necessary.

#### 4.55.®.19 - TRADITIONS AND CUSTOMS

The following is a list of, but not limited to, activities which customarily are held each year in the Riverview Schools: Scholars Banquet, Junior/Senior Prom, Fall Festival, FACS, FBLA, FFA picnic, Band Banquet, Athletic Picnic, High School Graduation, Homecoming, and Winter Festival.

#### 4.55.®.20 - HOMECOMING ACTIVITIES

The student council will be in charge of all homecoming activities.

1. The 9th, 10th, and 11th grade classes will select two (2) candidates from each grade.
2. The 12th grade class will select three (3) candidates.
3. The entire student body (9-12) will select one of the three senior candidates to be crowned as queen.
4. Stage decorations, flowers for attendants, charms for attendants, and crowns for the queen are the financial responsibility of the school.

#### 4.55.®.22 - PROCEDURE FOR CLASS CHANGE

All students in grades 7 - 12 will be pre-registered for classes for the coming year. Circumstances such as schedule change, subjects offered, class demand, and other unforeseen events make it impossible to be entirely accurate in pre-registration. However, the student is expected to pre-register in good faith and remain in the pre-registered classes.

Changes in classes may be made only during the first week of each semester on an individual basis by contacting the school counselor, assistant principal, or principal during that week. All changes after the first week of each semester must have teacher, counselor, and principal approval. Classes will not be changed in any instance unless the principal deems it necessary.

#### 4.55.®.23 - PHYSICAL EDUCATION

Students may be excused from physical education only after presenting a statement signed by a duly licensed physician. The physician's excuse is to be filed with the principal's office annually and must state the reason for the pupil's exemption.

Only one credit for physical education may be counted toward the grade point average and graduation. Teachers will attempt to adapt the program and regulations in order that pupils will not be required to participate in a particular activity that is contrary to their religious beliefs.

#### 4.55.®.24 - PHYSICAL ACTIVITY

7th and 8th grades are required to have 60 minutes a week of physical activity. Grades 9-12 -must earn 1/2 units of Physical Education in order to receive a high school diploma.

#### 4.55.®.25 - INTERSCHOLASTIC ACTIVITIES

All students who represent the Riverview School System in interscholastic activities will abide by the rules as found in the Athletic Handbook.

#### 4.55.®.26 - EXTRACURRICULAR AWARDS

Riverview High School honors the student or student/athlete who participates and "letters" in extracurricular activities according to the extracurricular activities guidelines. "Lettering" is determined by the sponsor of the activity/sport.

#### 4.55.®.27 - COLLEGE OR TRADE SCHOOL VISITS

The administration of the Riverview School District feels that a visit to a college or trade school can be an educational experience for certain students. **Seniors** may be excused from school for two (2) days and **Juniors** may be excused from school for one (1) day to visit a prospective college or trade school. **If the visit is conducted in the following manner, the absence will be excused:**

1. At least one (1) day in advance of the visit the student must notify the principal and the counselor about the visit.



2. Seniors may be excused to visit more than two (2) college or trade schools if that student has a valid scholarship offer from that school. Prior authorization from the principal is required for an excused absence.
3. When students take college trips as a group with the counselor or a designated person, the trip will not be counted as one of these visits.

#### 4.55.®.28 - SENIOR COMPOSITE

A school designated photographer produces the composite picture of all graduating seniors to be hung in the hallway of the main high school building. A professional fee will be charged to any student going to the school designated photographer. This fee only pays for the sitting, developing, and retouching of the print. This fee will also guarantee the student that copies of the print will be made available to the school for inclusion in the school yearbook and on the composite. The final determination of whose pictures appear on the composite will be made by the administration. This determination will be made when it is known for sure that the student will qualify for graduation. Students must realize that the sitting fee does not include extra prints for the student's own personal use. These must be purchased in addition to the sitting fee if so desired.

Seniors are reminded that only those pictures made with the school designated photographer will be used in making the senior composite picture. Seniors are required to have their picture made for the composite picture even if no other pictures are purchased. After the established deadline for having the composite picture made, those seniors who have not done so, will be called to the office for other arrangements. The seniors will be required to report to the school designated photographer during a scheduled time the summer before their senior year for these composite pictures to be made. All other senior pictures will be taken at another sitting scheduled by the student on their own time.

#### 4.55.®.29 - SCHOOL DAY PICTURES

The Riverview School District will schedule the times each year for school day pictures to be made by the school designated photographer.

#### 4.55.®.30 - CLASS RINGS

The school will select a reliable company from which to purchase class rings. Effort will be made to select a company which will provide the best product at the lowest possible price to students. The Riverview School District does not receive any profit whatsoever from the sale of class rings. ***The 2019-2020 Josten's Order Day will be held on August 21st at 8:00am.***

#### 4.55.®.31 - BULLETIN BOARDS/PUBLIC POSTING

All notices placed on bulletin boards and/or any property associated with the school by students must first be cleared through the principal's office.

#### 4.55.®.32 - CAFETERIA

The cafeteria is operated for the benefit of students, faculty, and other school personnel. A well-balanced lunch is provided each day at a minimum charge. Students who bring their lunch may eat in the school cafeteria. Parents are allowed to deliver lunches for special occasions to the Principal's Office at lunch time.

Students are not allowed to bring food for other students. Students are not allowed to call for food to be delivered. Students are discouraged from charging lunches. However, a student may charge up to a maximum of five (5) days. Breakfast should be paid for daily and should not be charged.

*\*For safety precautions, Food deliveries to students are not allowed during the school day.*

*\*All students are required to report to the cafeteria or designated student sections during their assigned lunch period.*

#### 4.55.®.33 - INCLEMENT WEATHER

Students should listen to KWCK 99.9, or KAPZ radio stations or TV channels 4, 7, or 11 for school announcements to see if school will be postponed due to inclement weather. Announcements will be made before 7:00 a.m, except in emergency situations. For parents with text alert numbers or phone numbers on file, an automated system may be used to release this information. Announcements may also be posted on the district's social media pages.

#### 4.55.®.34 - CLASS TRIPS

Class trips must be pre-arranged and approved through the office at least 2 weeks in advance, except in rare, unforeseen cases approved by the principal. School transportation will be used for the trip. Students are not allowed to invite outsiders on class trips. **A Parent's signature on the Riverview Student Handbook page will be permission for all local trips.** Notices will be sent home to remind parents of the trip. All fines, fees, and charges will be paid before a student may go on any class/field trip.

Any trip that crosses the state line must be approved by the Riverview Board of Education.

#### 4.55.®.35 - STUDENT ACCIDENT INSURANCE

Each year, the Riverview School district will select a reliable insurance company to provide accident insurance coverage to students. Student accident insurance is offered to each student on a purely voluntary basis. Payment of the premium is to be made by the student. Every effort will be made to select the company which offers the best coverage at the lowest premium.

The school does not receive any profit from the student accident insurance program. It is felt that this program constitutes a financial advantage to parents by offering quality coverage at relatively low cost.

Parents are reminded that students participating in interscholastic athletics and cheerleading are required to be covered by some sort of accident insurance. Student accident insurance meets this requirement. Student/athlete proof of insurance for athletic purposes, other than the school package insurance, is required to be kept on file in the coach's office.

#### 4.55.®.36 - LOST/DAMAGED BOOKS, OVERDUE BOOKS, AND FINES

All lost/damaged books, overdue books, and fines are the responsibility of the student. All fines and financial obligations must be paid before a student can attend and participate in the graduation ceremony for their class.

#### 4.55.®.38 - TELEPHONE USE PROCEDURE THROUGH THE OFFICE

Some circumstances do arise when students should be allowed to use the phone. Students must report to their class period teacher before going to the office. The classroom teacher will determine if the student should be allowed to go to the office. Once in the office, the student should wait for his/her turn to address the secretary regarding the use of the phone. If the purpose of the call by the student is to check out, the secretary, assistant principal, or principal should talk directly to the parent for permission to check out (please refer to check out procedures below).

#### 4.55.®.39 - CHECK IN/CHECK OUT PROCEDURE

Students should check in/out of school between classes (not during a class) unless an emergency situation arises (please see Emergency Situations below). Parents/Legal guardians should enter the building from the Front Main Entrance to school and check students in/out from this entrance/exit.

##### **IN ORDER TO CHECK OUT OF SCHOOL WITHOUT A PARENT PRESENT:**

1. The student must have a note from their parent/legal guardian with the date and time to check out.
2. The student must have their note approved by the assistant principal or principal before signing out. There may be a follow-up phone call made to the parent/guardian to verify.
3. The student must sign out legibly and put the time of checking out on the sign out sheet.
4. The note approved by school personnel must be placed in the box by the sign out sheet.

##### **IN ORDER TO CHECK IN TO SCHOOL:**

1. Students must report to the office when checking in to school.
2. Students must sign in and put the time of checking in on the sheet provided.
3. Students checking in to school and more than ten (10) minutes have expired in the class period he/she will be sent to class and be credited with an absence for that period (please refer to excused/unexcused absences).

#### 4.55.®.40 - EMERGENCY SITUATIONS

An emergency situation while a student is in school can sometimes be a traumatic situation. While some situations may appear to be an emergency on the part of the student, it may not be a true emergency, with all aspects considered, by the school administration. Therefore, when a student feels an emergency has arisen, the student should follow these steps:

1. The student must report to their class period teacher first, and request to speak to their teacher in private due to a perceived emergency. At this time, the teacher will determine if it is necessary for the student to report to the office.
2. If the student is not willing to give general information regarding the emergency, then the teacher should not feel obligated to allow the student permission to go to the office. If the teacher cannot get cooperation from the student, then the student will be sent to the office, to meet with the Principal or Assistant Principal, for appropriate action.

## 5.16—COMPUTER SCIENCE COURSE PREREQUISITES AND PROGRESSION

### **Traditional Progression**

A student who has not previously received a computer science credit may elect to take an introductory level computer science course. A student who passes a computer science course level is eligible to take the next level computer science course in the same computer science course emphasis.

### **Alternative Progression**

A student who does not have credit for any computer science course, the introductory level computer science course for the particular computer science emphasis, or the preceding level course for the computer science emphasis may be placed in a computer science course based on any combination of the following factors:

- The student's grade point average;
- Recommendation from the student's teacher(s);
- Completion of computer science internships or independent studies;
- Demonstration of previous computer science work by the student; or
- Proficiency report from a computer science proficiency evaluation tool.

## 4.55.®.42 - FLOWERS AND GIFTS

From time to time, flowers, balloons, and gifts are delivered to students at the school. These are to be delivered to the office and will be kept in the office until the student is dismissed from school that school day. A notification will be given to the student that he/she has a gift in the office to be picked up at the end of the student's school day.

## 4.60 - STUDENT BEHAVIORAL INTERVENTION AND RESTRAINT

### **Definitions**

“Aversive behavioral intervention” means a physical or sensory intervention program that is intended to modify behavior through the use of a substance or stimulus that the intervention implementer knows will cause physical trauma, emotional trauma, or both, to a student, even when the substance or stimulus appears to be pleasant or neutral to others.

Examples of aversive behavioral interventions include, but are not limited to:

- Hitting;
- Pinching;
- Slapping;
- Using a water spray;
- Using noxious fumes;
- Requiring extreme physical exercise;
- Using loud auditory stimulus;
- Withholding meals; and
- Denying reasonable access to toileting facilities.

“Behavioral intervention” means the implementation of a service, support, or strategy to teach and increase appropriate behavior or substantially decrease or eliminate behavior that is dangerous, inappropriate, or otherwise impedes the learning of a student.

“Behavioral Intervention Plan” (BIP) means a written plan that:

- Is developed by a problem-solving and intervention team and delineates emotional, social, or behavioral goals for a student and the steps that the school, student, parent of the student, and others will take to positively support the progress of the student towards the student’s emotional, social, or behavioral goals;
- Is comprised of practical and specific strategies to increase or reduce a defined behavior or one (1) or more patterns of behavior exhibited by a student; and
- Includes the following at a minimum:
  - A definition or description of the desired target behavior or outcome in specific measurable terms;
  - A plan for preventing and eliminating inappropriate student behavior by changing a condition that is triggering, motivating, underlying, or supporting that behavior as determined through a FBA;
  - A plan for teaching a student to demonstrate appropriate social, emotional, or behavioral self-management, or a new method to address or meet the student’s needs;
  - A description of how a specific incentive or consequence will be used as need to decrease or eliminate inappropriate student behavior and increase appropriate behavior;
  - A plan for managing a crisis situation;
  - A system to collect, analyze, and evaluate data about the student;
  - The school personnel, resources, and training needed before implementation of the BIP; and
  - The timeline for implementing different facets of an intervention, including without limitation when the intervention will be formally reviewed.

“Chemical restraint” means the use of a drug or medication to control the behavior of a student or restrict the free movement of the student; however, chemical restraint does not include the use of medication that is prescribed by a licensed physician, or other qualified health professional acting within the scope of the individual’s professional authority under state law, for the standard treatment of a medical or psychiatric condition of a student and is administered as prescribed by the licensed physician or other qualified health professional acting within the scope of the individual’s professional authority under state law.

“Crisis” means a situation in which a student engages in a behavior that threatens the health and safety of the student or others and includes without limitation a situation in which the student becomes aggressive or violent at school is unable to regain self-control without posing a danger of injury to himself or herself or others.

“Crisis intervention” means the implementation of a service, support, or strategy to immediately stabilize a crisis and prevent the crisis from reoccurring after the crisis ends.

“Dangerous behavior” means the behavior of a student that presents an imminent danger of serious physical harm to the student or other; however, dangerous behavior does not include the following:

- Disrespect;
- Noncompliance;
- Insubordination; or
- Destruction of property that does not create an imminent danger.

“De-escalation” means the use of a behavior management technique that helps a student increase the student’s control over the student’s emotions and behavior and results in a reduction of a present or potential level of danger that in turn reduces the level of imminent danger of serious physical harm to the student or others.

“Emergency” means a serious and unexpected situation that requires immediate action and which may be dangerous.

“Functional Behavior Assessment” (FBA) means a problem analysis step that:

- Occurs within the context of data-based problem-solving and involves:
  - The review of existing records and other sources of information;
  - Diagnostic or historical interviews;
  - Structured academic or behavioral observations; and
  - Authentic, criterion-references, or norm-referenced test; and
- Is performed with the goal of determining why a specific problem or situation is occurring in order to directly link a strategic intervention to an assessment and solve or resolve the specific problem or situation.

“Imminent danger” means an existing dangerous situation that could reasonably be expected to immediately cause death or serious physical harm.

“Mechanical restraint” means the use of a device or equipment to restrict the free movement of a student; however, mechanical restraint does not include a device that is used by trained school personnel or a student for a specific and approved therapeutic purpose or safety purpose for which the device was designed or prescribed or a vehicle safety restraint that is appropriately used in the manner for which it was designed during the transport of a student in a moving vehicle.

“Physical escort” means a temporary touching or holding of the hand, wrist, arm, shoulder, or back of a student for the purpose of redirecting or inducing the student to move to a safe location.

“Physical restraint” means a personal restriction that immobilizes or reduces the ability of a student to move the student’s torso, arm, leg, or head freely; however, physical restraint does not include a physical escort.

“Positive behavioral support” means the application of behavior analysis that :

- Is used to achieve socially important behavior change;
- Occurs at the:
  - Prevention level for all students in a school;
  - Strategic intervention level for a student who is not responding, from a social-emotional and behavioral perspective, to the prevention level; and
- Involves a planned and collaborative school-wide approach that is implemented with a goal:
  - Of establishing a positive and supportive school environment that:
    - Teaches and reinforces prosocial behavior in a student;
    - Holds a student positively accountable for meeting an established behavioral expectation; and
  - That is accomplished by using positive behavioral programs, strategies, or approaches.

“Prone restraint” means restraining a student in a face-down position on the floor or another surface and applying physical pressure to the body of the student to keep the student in the prone position.

“Serious physical harm” means bodily injury that involves a substantial risk of death, extreme physical pain, protracted and obvious disfigurement, or protracted loss or impairment of the function of a bodily member, organ, or mental faculty.

“Supine restraint” means the restraint of a student in a face-up position on the student’s back on the floor or another surface and with physical pressure applied to the body of the student to keep the student in the supine position.

### **Positive Behavioral Supports**

The District shall implement positive behavioral supports to be used at the:

1. Prevention level for each student in a school;
2. Strategic intervention level for a student who is not responding, from a social, emotional, or behavioral perspective, to the prevention level; and
3. Intensive service or crisis-management level for a student who needs multifaceted or comprehensive behavioral or mental health services.

The District’s positive behavioral support shall include:

1. The teaching and reinforcing of interpersonal, social, problem solving, conflict resolution, and coping skills to a student;
2. Holding a student positively accountable for meeting an established behavioral expectation;
3. Maintaining a high level of consistency through the implementation of the positive behavioral support process; and
4. The following interrelated activities:
  - a. Providing a school-wide approach to the discipline and safety of each student rather than an approach to only the behavior problem of a single student;
  - b. Focusing on preventing the development and occurrence of problem behavior;
  - c. Regularly reviewing behavior data to adapt the District’s procedures to meet the needs of every student; and
  - d. Providing a multitiered approach to academic and behavioral services and support to meet the academic needs of each student.

The following principles shall form the basis of the District’s positive behavioral support system and conflict resolution or de-escalation approach:

1. A student has the right to be treated with dignity;
2. A student should receive necessary academic, social, emotional, and behavioral support that is provided in a safe and least-restrictive environment possible;
3. Positive and appropriate academic, social, emotional, or behavioral intervention, as well as mental health support, should be provided routinely to each student who needs the intervention or support;
4. Behavioral intervention should emphasize prevention as part of the District’s system of positive behavioral support; and
5. Each student who exhibits an ongoing behavior that interferes with the student’s learning or the learning of others, and who is nonresponsive to effectively implemented classroom or administrative intervention, should receive additional intensive behavioral intervention that is based on a FBA and data-based problem solving.

### **Problem Solving and Intervention Team**

A problem-solving and intervention team shall be established for each student who exhibits social, emotional, or behavioral difficulty that may escalate, if not addressed, to potentially dangerous behavior. The problem-solving and intervention team shall include at least one (1) member who is an academic and behavioral assessment and intervention professional.

A student's problem-solving and intervention team shall:

1. Work with the teachers of a student to complete a FBA of the student an assessment of any problematic situation involving the student;
2. Consider the need for a BIP with the goal of preventing or resolving the social, emotional, or behavioral emergency situation that approaches the danger level; and
3. Regularly review the data on incidents involving the use of physical restraint on the student and adjust, as necessary, the procedures concerning the use of physical restraint on the student.

Special education procedures shall be followed if a student is suspected of having a disability that relates to behavioral concerns.

### **Physical Restraint**

Except in the case of a clearly unavoidable emergency situation in which a trained member of school personnel is not immediately available due to the unforeseeable nature of the emergency situation, the physical restraint of a student shall only be used by a member of school personnel who is appropriately trained to administer physical restraint.

When using physical restraint on a student, school personnel shall:

- Use the least restrictive technique necessary to end imminent danger or serious physical harm to a student and others;
- Use the safest method available and appropriate to the situation;
- Consider the health and safety of a student, including without limitation whether the student has an existing medical condition that makes the use of a less restrictive technique will not prevent imminent danger of serious physical harm to the student or others;
- Use only the amount of force that is reasonably necessary to protect a student or others from imminent danger of serious physical harm to the student or others;
- Not verbally abuse, ridicule, humiliate, taunt, or engage in any other similar action towards the student; and
- Continuously and visually observe and monitor the student while the student is under physical restraint.

Physical restraint of a student shall only be used for a limited period of time and shall not be used:

- When imminent danger or serious physical harm to the student or others dissipates;
- If a medical condition occurs that puts the student at risk of harm;
- Unless the behavior of the student poses an imminent danger of serious physical harm to the student or others;
- After the threat of imminent danger of serious physical harm to the student or others dissipates; or
- In the following manner:
  - To punish or discipline the student;
  - To coerce the student;
  - To force the student to comply;
  - To retaliate against the student;
  - To replace the use of an appropriate educational or behavioral support;
  - As a routine safety measure;
  - As a planned behavioral intervention in response to behavior of the student that does not pose an imminent danger of serious physical harm to the student or others;



- As a convenience for school personnel; or
- To prevent property damage unless the act of damaging property committed by the student poses an imminent danger or serious physical harm to the student and others.

Even in an emergency, supine restraint shall not be used on a student except by a staff person who has been certified by a crisis intervention training program and the certified staff person determines that supine restraint is required to provide safety for the student and others.

At no time shall school personnel use the following on a student:

- Mechanical restraint;
- Chemical restraint;
- Aversive behavioral interventions that compromise health and safety;
- Physical restraint that is life-threatening or medically contraindicated; or
- Prone restraint or other restraint that restricts the breathing of a student.

Following the first incident of physical restraint used on a student, an FBA shall be conducted unless a previous FBA was conducted for the same behavior that was at issue when the physical restraint was used.

The use of physical restraint on a student as a planned behavioral intervention shall not be included in a student's IEP, 504 Plan, BIP, individual safety plan, or other individual planning document but may be considered as a crisis intervention if appropriate for the student. A student's IEP team or 504 Plan team shall consider whether an FBA should be performed; if a BIP should be developed for the student or if a student's existing BIP should be revised; and if additional behavioral goals and interventions should be included in the student's existing IEP or 504 Plan.

Parents may submit complaints regarding an incident involving the use of physical restraint on their student. A complaint shall be referred for review to the appropriate school personnel:

- The student's problem-solving and intervention team;
- The student's IEP team; or
- The student's 504 Plan team.

A complaint by a parent shall be handled by the appropriate District staff in the same manner as a debrief following the use of physical restraint on a student.

Use of a physical restraint that is abusive shall be reported to the Child Abuse Hotline and law enforcement.

### **Reports and Debriefing**

After the occurrence of an incident involving physical restraint of a student, the building principal, or the principal's designee, shall be notified of the incident as soon as possible but by no later than the end of the school day when the incident occurred.

The student's parents shall be notified of the incident of the use of physical restraint via verbal or electronic communication as soon as possible but by no later than the end of the school day when the incident occurred. In the event the student's parent is unable to be notified via verbal or electronic communication within twenty-four (24) hours after the incident occurred, then the parent shall be mailed written notification of the incident within forty-eight (48) hours after the incident occurred.

School personnel involved in the incident shall document the incident in a written report, which is to be completed within twenty-four (24) hours after the incident occurred. The written report of the incident shall:

1. Include all information contained in the Division of Elementary and Secondary Education (DESE) Physical Restraint or Seclusion Incident Record and Debriefing Report;
2. Be maintained in the student's education record; and
3. Be provided to the student's parent within one (1) school day of the completion of the report.

A debriefing meeting shall be held within two (2) school days after the incident occurred. The following school personnel shall be present at the debriefing meeting:

1. A member of school personnel who was present during the incident;
2. A member of school personnel who was in the proximity of the student on whom physical restraint was used immediately before and during the time of the incident;
3. A school administrator; and
4. Any other member of school personnel determined to be appropriate by the District.

The purpose of the debriefing meeting shall be to:

- Determine whether the procedures used during the incident were necessary;
- Evaluate the use of any behavioral supports and de-escalation techniques by school personnel before and during the incident;
- Evaluate the school district's positive behavioral supports system and prevention techniques in order to minimize future use of physical restraint; and
- If a trained member of school personnel was not immediately available due to the unforeseeable nature of the emergency situation when the incident occurred:
  - Reevaluate the training needs of school personnel;
  - Reevaluate the physical restraint policy and practices; and
  - Develop a plan to prevent a future incident.

At a debriefing meeting, school personnel shall:

1. Consider relevant information in the student's education record, including without limitation:
  - a. The concerns of the student's parent;
  - b. The student's social and medical history;
  - c. The student's FBA, if one exists; and
  - d. The student's BIP, if one exists.
2. Consider relevant information from the teachers, parents, and other District professionals;
3. Discuss whether positive behavior supports were appropriately implemented;
4. Discuss the duration and frequency of the use of physical restraint on the student;
5. Discuss appropriate action that may be taken to prevent and reduce the need for physical restraint;
6. Consider whether additional intervention and support is necessary for the student;
7. Consider whether additional intervention and support is necessary for school personnel; and
8. Consider how and when to debrief a person who was not present at the debriefing meeting, including without limitation:
  - a. The student;
  - b. The student's parent; and
  - c. Other school personnel or students who witnessed the incident.

DESE's Physical Restraint or Seclusion Incident Record and Debriefing Report, or an alternative report that includes the same information, shall be completed during the debriefing meeting. A copy of the report shall be:

- Submitted to the building principal;
- Mailed to the student’s parent within two (2) days of the date on which the debriefing meeting was held; and
- Maintained as part of the student’s education record along with other documents consulted during the debriefing meeting.

## 5.5 - SELECTION/INSPECTION OF INSTRUCTIONAL MATERIALS

### **Definitions**

“Curriculum” means the sequences of public school student learning expectation, pacing, materials and resources that are used to teach the Arkansas academic standards and the processes for evaluating mastery of the Arkansas academic standards at particular points in time throughout the kindergarten through grade twelve (K-12) educational program.

“Gender identity” means the same as in used in the Diagnostic and Statistical Manual of Mental Disorders, Fifth Edition, which defines it as a category of social identity and refers to an individual’s identification as male, female, or, occasionally, some caategory other than male or female.

“Instructional material” means instructional content that is provided to a public school student, regardless of its format, that includes without limitation printed or representational materials, audio-visual materials, and materials in electronic or digital format, such as materials accessible through the internet; however, Instructional material does not include academic tests or academic assessments.

“Sexual orientation” means an individual’s actual or perceived orientation as heterosexual, homosexual, or bisexual.

The use of instructional materials, including classroom events or activities associated with classroom instruction, beyond those approved as part of the curriculum/textbook program must be compatible with school and district policies. If there is uncertainty concerning the appropriateness of supplemental materials, the personnel desiring to use the materials shall get approval from the school’s principal prior to putting the materials into use.

All instructional materials, including classroom events or activities associated with classroom instruction, used as part of the educational curriculum of a student shall be available for inspection by the parents or guardians of the student.

Parents or guardians wishing to inspect instructional materials used as part of the educational curriculum for their child may schedule an appointment with the student’s teacher at a mutually agreeable time. Parents/guardians wishing to challenge the appropriateness of any instructional materials shall follow the procedures outlined in Policy 5.6 - CHALLENGE OF INSTRUCTIONAL/SUPPLEMENTAL MATERIALS.

In addition to all other inspection rights under this policy, the following shall be made available for inspection regardless of whether any of the listed items are offered as part of a sex education class or program or as part of any other class, activity, or program:

- A. Curricula;
- B. Materials;
- C. Tests;

- D. Surveys;
- E. Questionnaires;
- F. Activities; and
- G. Instruction of any kind.

Except when directly related to a requirement under the Arkansas academic standards; a District employee responding to questions posed by students during class regarding sex education, sexual orientation, or gender identity as it relates to a topic of instruction; or a District employee refers to the sexual orientation or gender identity of a historical person, group, or public figure when such information provides necessary context in relation to a topic of instruction, the District shall provide written notification to parents and legal guardians of their ability to exercise their rights under this policy to review items A-G above or to challenge and/or opt their student out of items under A-G above as permitted under Policy 5.6. The District's notification method shall ensure the District receives a confirmation of the written notification receipt from parents and legal guardians.

The rights provided to parents under this policy transfer to the student when he/she turns eighteen (18) years.

## 5.6 - CHALLENGE TO INSTRUCTIONAL/SUPPLEMENTAL MATERIALS

### Definitions

“Curriculum” means the sequences of public school student learning expectation, pacing, materials and resources that are used to teach the Arkansas academic standards and the processes for evaluating mastery of the Arkansas academic standards at particular points in time throughout the kindergarten through grade twelve (K-12) educational program.

“Gender identity” means the same as in used in the Diagnostic and Statistical Manual of Mental Disorders, Fifth Edition, which defines it as a category of social identity and refers to an individual's identification as male, female, or, occasionally, some category other than male or female.

“Instructional material” means instructional content that is provided to a public school student, regardless of its format, that includes without limitation printed or representational materials, audio-visual materials, and materials in electronic or digital format, such as materials accessible through the internet; however, Instructional material does not include academic tests or academic assessments.

“Sexual orientation” means an individual's actual or perceived orientation as heterosexual, homosexual, or bisexual.

Instructional and supplemental materials, including classroom events or activities associated with classroom instruction, are selected for their compatibility with the District's educational program and their ability to help fulfill the District's educational goals and objectives. Individuals wishing to challenge or express concerns about instructional or supplemental materials, including classroom events or activities associated with classroom instruction, may do so by filling out a *Challenge to Instructional Material* form available in the school's office.

The contesting individual may present a copy of the form to the principal and request a conference to be held at a time of mutual convenience. Prior to the conference, the principal shall consult with the teacher regarding the contested material. In the conference, the principal shall explain to the contesting individual the criteria

used for the selection of the material and its relevancy to the educational program as well as any other pertinent information in support of the use of the material.

Following the conclusion of the meeting, the principal shall have five (5) working days to submit a summary of the concerns expressed by the individual and the principal's response to those concerns to the Superintendent.

If the contesting individual is not satisfied with the principal's response, the individual may, after the five (5) working day period, request a meeting with the Superintendent where the individual shall present the same *Challenge to Instructional Material* form previously presented to the principal. The Superintendent shall explain to the contesting individual the criteria used for the selection of the material and its relevancy to the educational program as well as any other pertinent information in support of the use of the material.

Following the conclusion of the meeting, the Superintendent shall have five (5) working days to write a summary of the concerns expressed by the individual and the Superintendent's response to those concerns. The Superintendent shall create a file or his/her response along with a copy of the principal's response and a copy of the contesting individual's *Challenge to Instructional Material* form.

If, after meeting with the Superintendent, the contesting individual is not satisfied with the Superintendent's response regarding the appropriateness of the instructional or supplemental material, he/she may appeal the Superintendent's decision to the Board. The Superintendent shall present the contesting individual's *Challenge to Instructional Material* form to the Board at the next regularly scheduled meeting along with the written responses to the challenge. The Board may elect, if it so chooses, to hear brief verbal presentations from the parties involved in the challenge.

The Board shall decide at the meeting or their next regularly scheduled meeting whether to retain the material, limit the availability of the material, or remove the material from the school. The Board's primary consideration in reaching its decision shall be if the instructional and supplemental materials, including classroom events or activities associated with classroom instruction, are:

- Misleading;
- Factually inaccurate; or
- Otherwise inappropriate for the intended educational use.

In addition to the notification requirements under Policy 5.5 and all other challenge rights under this policy, parents and legal guardians may opt their students out of any of the following by submission of form 5.6F2 regardless of whether any of the listed items are offered as part of a sex education class or program or as part of any other class, activity, or program except when the item is directly related to a requirement under the Arkansas academic standards; a District employee is responding to questions posed by students during class regarding sex education, sexual orientation, or gender identity as it relates to a topic of instruction; or a District employee refers to the sexual orientation or gender identity of a historical person, group, or public figure when such information provides necessary context in relation to a topic of instruction:

- A. Curricula;
- B. Materials;
- C. Tests;
- D. Surveys;
- E. Questionnaires;
- F. Activities; and
- G. Instruction of any kind.

Students who are excused under this policy from participating in any or all portions of items A-G above shall not be penalized for grading purposes if the student satisfactorily performs alternative lessons related to health.

The rights provided to parents under this policy transfer to the student when the student turns eighteen (18) years old.

## PARENTS' RIGHT-TO-KNOW

You have the right to request information regarding the professional qualifications of your child's classroom teachers(s). If you request this information, the district or school will provide you with answers to the following questions as soon as possible:

1. Has your child's teacher met state licensing requirements for the grade level and subject in which the teacher is providing instruction?
2. What are the college degree majors and the fields of discipline for any graduate degrees or certificates the teacher holds?

If teaching under emergency status:

3. Is the teacher working under an emergency status for which state licensing requirements have been waived?

You also have the right to request information regarding the professional qualifications of the paraprofessional(s) assisting your child's teacher(s). If you request this information, the district or school will provide you with answers to the following questions as soon as possible

- Is your child receiving Title I, Part A services from a paraprofessional?

If yes,

- Has he/she completed at least two years of study at an institution of higher education?
- Has he/she completed an associate's (or higher) degree?
- Has he/she met a rigorous standard of quality by meeting our state's certification procedure for determining the quality of a paraprofessional?
- Does he/she have the knowledge of, and the ability to, assist in learning activities such as reading, writing, mathematics, and provide other support as appropriate?

If you would like to request this information, please contact your child's school office.

### **RAIDER FIGHT SONG**

Go! Mighty Raiders! March on down the field!  
Go! Mighty Raiders! Fight and never yield!  
Pride, strength, and honor in adversity  
give us great hope and certain victory!

### **RAIDER ALMA MATER**

We salute you Riverview for the years you have been true.  
May the purple, silver, black bring us pride as we look back  
On your guidance and enduring faithfulness.  
As we press toward the goal, all your virtues we'll extol  
Mighty Raiders reign forever.