

# TABLE OF CONTENTS

## SECTION 4—STUDENTS

4.1—RESIDENCE REQUIREMENTS _____	1
4.2—ENTRANCE REQUIREMENTS _____	3
4.3—COMPULSORY ATTENDANCE REQUIREMENTS _____	7
4.4—STUDENT TRANSFERS _____	8
4.5—SCHOOL CHOICE _____	10
4.5F—SCHOOL CHOICE CAPACITY RESOLUTION _____	15
4.5F2--SCHOOL CHOICE PROVISIONAL ACCEPTANCE LETTER _____	16
4.5F3—SCHOOL CHOICE ACCEPTANCE LETTER _____	17
4.5F4--SCHOOL CHOICE REJECTION LETTER _____	18
4.6—HOME SCHOOLING _____	19
4.7—ABSENCES _____	20
4.8—MAKE-UP WORK _____	23
4.9—TARDIES _____	24
4.10—CLOSED CAMPUS _____	25
4.11—EQUAL EDUCATIONAL OPPORTUNITY _____	26
4.12—STUDENT ORGANIZATIONS/EQUAL ACCESS _____	27
4.13—PRIVACY OF STUDENTS’ RECORDS/ DIRECTORY INFORMATION _____	28
4.13F—OBJECTION TO PUBLICATION OF DIRECTORY INFORMATION _____	32
4.14—STUDENT PUBLICATIONS AND THE DISTRIBUTION OF LITERATURE _____	33
4.15—CONTACT WITH STUDENTS WHILE AT SCHOOL _____	37
4.16—STUDENT VISITORS _____	39

4.17—STUDENT DISCIPLINE _____	40
4.18—PROHIBITED CONDUCT _____	43
4.19—CONDUCT TO AND FROM SCHOOL AND TRANSPORTATION ELIGIBILITY _____	56
4.20—DISRUPTION OF SCHOOL _____	58
4.21—STUDENT ASSAULT OR BATTERY _____	59
4.22—WEAPONS AND DANGEROUS INSTRUMENTS _____	60
4.23—TOBACCO AND TOBACCO PRODUCTS _____	63
4.24—DRUGS AND ALCOHOL _____	64
4.25—STUDENT DRESS AND GROOMING _____	67
4.26—GANGS AND GANG ACTIVITY _____	69
4.27—STUDENT SEXUAL HARASSMENT _____	70
4.28—LASER POINTERS _____	72
4.29—INTERNET SAFETY and ELECTRONIC DEVICE USE POLICY _____	73
4.29F—STUDENT ELECTRONIC DEVICE and INTERNET USE AGREEMENT _____	76
4.30—SUSPENSION FROM SCHOOL _____	78
4.31—EXPULSION _____	80
4.32—SEARCH, SEIZURE, AND INTERROGATIONS _____	82
4.33—STUDENTS’ VEHICLES _____	84
4.34—COMMUNICABLE DISEASES AND PARASITES _____	85
4.35—STUDENT MEDICATIONS _____	87
4.35F—MEDICATION ADMINISTRATION CONSENT FORM _____	92
4.35F2—MEDICATION SELF-ADMINISTRATION CONSENT FORM _____	93
4.35F3—GLUCAGON AND/OR INSULIN ADMINISTRATION CONSENT FORM _____	94

4.35F4—EPINEPHRINE EMERGENCY ADMINISTRATION CONSENT FORM _____	95
4.36—STUDENT ILLNESS/ACCIDENT _____	96
4.37—EMERGENCY DRILLS _____	97
4.38—PERMANENT RECORDS _____	99
4.39—CORPORAL PUNISHMENT (Option #1) _____	100
4.40—HOMELESS STUDENTS _____	101
4.41—PHYSICAL EXAMINATIONS OR SCREENINGS _____	104
4.41F—OBJECTION TO PHYSICAL EXAMINATIONS OR SCREENINGS _____	105
4.42—STUDENT HANDBOOK _____	106
4.43—BULLYING _____	119
4.44— ATTENDANCE REQUIREMENTS FOR STUDENTS IN GRADES 9 - 12 _____	123
4.45—SMART CORE CURRICULUM AND GRADUATION REQUIREMENTS FOR THE CLASS OF 2017 _____	125
4.45.1—SMART CORE CURRICULUM AND GRADUATION REQUIREMENTS FOR THE CLASS OF 2018 AND THEREAFTER _____	132
4.46—PLEDGE OF ALLEGIANCE _____	136
4.47— POSSESSION AND USE OF CELL PHONES AND OTHER ELECTRONIC DEVICES _____	137
4.48—VIDEO SURVEILLANCE AND OTHER STUDENT MONITORING _____	138
4.49—SPECIAL EDUCATION _____	144
4.50—SCHOOL LUNCH SUBSTITUTIONS _____	145
4.51— FOOD SERVICE PREPAYMENT _____	147
4.52—STUDENTS WHO ARE FOSTER CHILDREN _____	148
4.53— PLACEMENT OF MULTIPLE BIRTH SIBLINGS _____	149

4.54 - STUDENT ACCELERATION \_\_\_\_\_ 150

4.55—STUDENT PROMOTION AND RETENTION \_\_\_\_\_ 151

4.56—EXTRACURRICULAR ACTIVITIES – SECONDARY SCHOOLS \_\_\_\_\_ 154

4.56.1—EXTRACURRICULAR ACTIVITIES - ELEMENTARY \_\_\_\_\_ 159

4.56.2—EXTRACURRICULAR ACTIVITY ELIGIBILITY FOR HOME SCHOOLED STUDENTS \_\_ 161

4.56.2F— HOME SCHOOLED STUDENTS' LETTER OF INTENT TO PARTICIPATE IN AN  
EXTRACURRICULAR ACTIVITY \_\_\_\_\_ 163

4.57—IMMUNIZATIONS \_\_\_\_\_ 164

4.58—FOOD SHARING AND ITS REMOVAL FROM FOOD SERVICE AREA \_\_\_\_\_ 167

# **STUDENTS**

## **4.1—RESIDENCE REQUIREMENTS**

Definitions:

“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 legal, lawful control of the student under order of a court, 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 legal, lawful control of the student under order of a court, or persons standing in loco parentis reside. A student may use the residential address of a legal guardian, person having legal, lawful control of the student under order of a court, 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 person under an order of a court 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 parents or guardians 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 parents, guardians, or other persons having lawful control of him or her under an order of a court, the person must actually 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 coop to which the district belongs may enroll in the district even though the employee and his/her child or ward reside outside the district.

Residency requirements of homeless students is governed by policy 4.40—HOMELESS STUDENTS. Residency requirements governing foster children are governed by policy 4.52—STUDENTS WHO ARE FOSTER CHILDREN

The Military Compact is the source for this sentence. It is codified at A.C.A. § 6-4-302.

Act 1368 of 2009 significantly altered the eligibility requirements for children of employees who reside out of the district. Rather than duplicate the law into the policy which would make for a long policy affecting a relatively small number of students, consult the statute, A.C.A. § 6-18-203.

Cross References:      Policy 4.40—HOMELESS STUDENTS  
                                 Policy 4.52—STUDENTS WHO ARE FOSTER CHILDREN

Legal References:      A.C.A. § 6-4-302  
                                 A.C.A. § 6-18-202  
                                 A.C.A. § 6-18-203  
                                 A.C.A. § 9-28-113

Date Adopted: Sept. 14, 2015  
Last Revised: Sept. 15, 2016

## 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.

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, who will become five (5) years old during the year in which he/she is enrolled in kindergarten, and who meets the basic residency requirement for school attendance may be enrolled in kindergarten upon 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. Home-schooled and private school students shall be evaluated by the District to determine their appropriate grade placement.

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, guardian, or other responsible person 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 department of education.
2. The parent, guardian, or other responsible person 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 or guardian;



- f. United States military identification; or
  - g. Previous school records.
3. The parent, guardian, or other responsible person 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. The Board of Education reserves the right, after a hearing before the Board, not to allow any person who has been expelled from another school district to enroll as a student until the time of the person's expulsion has expired.
  4. 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:

"active duty members of the uniformed services" includes members of the National Guard and Reserve on active duty orders pursuant to 10 U.S.C. Section 1209 and 1211;

"uniformed services" means the Army, Navy, Air Force, Marine Corps, Coast Guard as well as the Commissioned Corps of the National Oceanic and Atmospheric Administration, and Public Health Services;

"veteran" means: a person who served in the uniformed services and who was discharged or released there from under conditions other than dishonorable.

“Eligible child” means the children of:

- active duty members 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.

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.

### **REQUIREMENTS FOR ENROLLMENT IN PUBLIC SCHOOL**

1. Prior to a child's admission to an Arkansas public school, a school district shall request the parent, guardian, or other responsible person to furnish the child's social security number and shall inform the parent, guardian, or other responsible person that, in the alternative, they may request that the school district assign the child a nine-digit number designated by the Department of Education.
  2. Prior to a child's admission to an Arkansas public school, the parent, guardian or other responsible person 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.
- 3 Prior to a child's admission to an Arkansas public school, a school district shall request one of the following:
  - a. birth certificate, a statement by the local registrar or county recorder certifying the child's date of birth, an attested baptismal certificate, a passport, an affidavit of the date and place of birth by the child's parent, a military ID, or previous school records verifying that a child is 5 years of age on or before August 1, of the year the child enters Kindergarten.  
All students shall meet immunization requirements established by the State Board of Education.
  - b. All Kindergarten students are required to have a physical within 10 days after school starts.
  - c. Act 663 of 1999 creates parental responsibility for providing a false address for purposes of public school enrollment in an unauthorized school district. Any person who knowingly gives a false residential address for purpose of public school enrollment is guilty of a misdemeanor and subject to a fine not to exceed five hundred dollars (\$500.00).

### **ENROLLMENT**

After ten (10) days of a semester have passed, a student cannot enter Hoxie High School unless he or she has been enrolled in another school during the current semester. A student must enroll in seven (7) academic courses. No more than one study hall is allowed.

Act 633 and 1999 creates parental responsibility for providing a false address for purposes of public school enrollment in an unauthorized school district. Any person who knowingly gives a false residential address for purposes of public school enrollment is guilty of a misdemeanor and subject to a fine not to exceed five hundred dollars (\$500.00).

- Cross References:
- 4.1—RESIDENCE REQUIREMENTS
  - 4.4—STUDENT TRANSFERS
  - 4.5—SCHOOL CHOICE
  - 4.34—COMMUNICABLE DISEASES AND PARASITES
  - 4.40—HOMELESS STUDENTS

Legal References:     A.C.A. § 6-4-302  
                          A.C.A. § 6-18-201 (c)  
                          A.C.A. § 6-18-207  
                          A.C.A. § 6-18-208  
                          A.C.A. § 6-18-510  
                          A.C.A. § 6-18-702  
                          A.C.A. § 6-15-504 (f)  
                          A.C.A. § 9-28-113  
                          Plyler v Doe 457 US 202,221 (1982)

Date Adopted: Sept. 14, 2015

Last Revised: Sept. 15, 2016

### **4.3—COMPULSORY ATTENDANCE REQUIREMENTS**

Every parent, guardian, or other person having custody or charge 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 and send the child to 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—HOME SCHOOLING) 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, guardian, or other person having custody or charge of the child elects not to have him/her attend kindergarten. A kindergarten waver form prescribed by regulation of the Department of 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).

Legal Reference:       A.C.A. § 6-18-201  
                              A.C.A. § 6-18-207

Date Adopted: Sept. 14, 2015

Last Revised: Sept. 15, 2016

## **4.4—STUDENT TRANSFERS**

### **WITHDRAWAL FROM SCHOOL**

Students who are dropping school for any reason must pick up a withdrawal sheet from the principal's office. This withdrawal sheet will be presented first to the counselor, then to the teachers involved, as well as the assistant principal or principal. When completed, it must be returned to the principal's office.

The Hoxie District shall review and accept or reject requests for transfers, both into and out of the district, on a case by case basis at the July and December regularly scheduled board meetings.<sup>1</sup>

The District may reject a nonresident'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.<sup>2</sup> 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 Department of Education 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 home school or a school that is not accredited by the Department of Education to a District school shall be evaluated by District staff to determine the student's appropriate grade placement.

The Board of Education reserves the right, after a hearing before the Board, not to allow any person who has been expelled from another district to enroll as a student until the time of the person's expulsion has expired.

Except as otherwise required or permitted by law,<sup>3</sup> 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.

### **TRANSFER STUDENTS**

Students who transfer from other accredited schools will be placed at the same grade level designated by their previous school. Students who are transferring from non-accredited schools will be tested and placed as determined appropriate by the principal and teacher involved.

Notes: <sup>1</sup> You may choose not to adopt this additional language and accept transfers on a continuing basis. Consult A.C.A. § 6-18-317 for restrictions on transfers where either the resident or the receiving district

is under or has ever been under a desegregation related court order. Presently Hoxie School reviews transfers all year long.

<sup>2</sup> Your application of “capacity” should be consistent in order to avoid potential exposure to liability for unlawful discrimination against disabled persons. For example, you should not choose to accept a student who requires no special services, but would require you to add an additional elementary teacher, but refuse to accept a handicapped student because it would require you to add an additional special education teacher. You may refuse to accept the transfer of a handicapped student whose acceptance would necessitate the hiring of an aide, interpreter, or other additional staff member.

<sup>3</sup> A.C.A. § 9-28-113(b)(4) encourages districts to arrange for transportation for foster children who have had a change in placement to a new school, but have been kept in their previous school by a DHS or court ruling. The statute’s language would permit the change in placement to be in a different district and the policy language would allow the district to arrange for the transportation at district expense.

Legal References:       A.C.A. § 6-18-316  
                                  A.C.A. § 6-18-317  
                                  A.C.A. § 6-18-318  
                                  A.C.A. § 6-18-510  
                                  A.C.A. § 6-15-504  
                                  A.C.A. § 9-28-113(b)(4)  
                                  A.C.A. § 9-28-205  
                                  State Board of Education Standards of Accreditation 12.05

Date Adopted: Sept. 14, 2015

Last Revised: Sept. 15, 2016

## **4.5—SCHOOL CHOICE**

### **Standard School Choice**

#### **Exemption**

The District is under an enforceable desegregation court order/court-approved desegregation plan regarding the effects of past racial segregation in student assignment and has submitted the appropriate documentation to the Arkansas Department of Education (ADE). As a result of the desegregation order/desegregation plan, 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 of 2004 (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 common parent in common by blood, adoption, marriage, or foster care.

#### **Transfers Into the District**

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

The Board of Directors will 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 and the requirements and procedures for participation in the program. Such pronouncements shall be made in the spring semester, but in no case later than May 1, current application deadline.<sup>1</sup>

#### **Application Process**

The student's parent shall submit a school choice application on a form approved by ADE to this district. The transfer application must be postmarked 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 as they are received in the District's central office. It is the District's responsibility to send a copy of the application that includes the date and time stamp to the student's resident district. Applications postmarked 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.

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 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 either fails to initially enroll under the timelines and provisions provided in this policy or who chooses to return to his/her resident district 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.

Rejection of applications shall be in writing and shall state the reason(s) for the rejection. A student whose application was rejected may request a hearing before the State Board of Education to reconsider the application which must be done, 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 15 of the immediately preceding year. By December 15 of each year, ADE shall determine and notify the District of the net number of allowable choice transfers. For the purpose of determining the three percent (3%) cap, siblings are counted as one student, and students are not counted if the student transfers from a school or district in:

- Academic Distress under either A.C.A. § 6-15-430(c)(1) or A.C.A. § 6-18-227; or
- Facilities Distress under A.C.A. § 6-21-812.

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.

### **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 distress;
- The student is not required to meet the June 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 ADE Rules for the Standards of 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 who is enrolled in or assigned to a school classified by the ADE to be in academic distress is eligible to transfer to the school closest to the student’s legal residence that is not in academic distress. The student’s parent or guardian, or the student if over the age of eighteen (18), must successfully complete the necessary application process by July 30 preceding the initial year of desired enrollment.

Within thirty (30) days from receipt of an application from a student seeking admission under this section of the policy, 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. 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 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 enrollment under Opportunity School Choice 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 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 or the District has been classified by the ADE as being in academic distress the District shall timely notify the parent, guardian, or student, if the student is over eighteen (18) years of age, as soon as practicable after the academic distress designation is made of all options available under Opportunity 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 enroll the student in any public school or school district that has not been classified by the ADE as a public school or school district in academic distress.

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.<sup>15</sup>

Notes: <sup>1</sup>The statute does not stipulate a date and you can choose your own, but it should give parents a reasonable opportunity to submit their application. While the statute gives districts a choice between advertising in print or on the Internet, it also doesn't prohibit advertising in both. To help inform parents before they try to apply so they will know in advance if it's actually a possibility that their child could be accepted, we suggest either including your capacity resolution in the public announcements or state where the resolution can be picked up.

<sup>2</sup> Opportunity Choice does not give you the option contained in Standard Choice of advertising on the Internet in place of print media

Legal References:       A.C.A. § 6-1-106  
                              A.C.A. § 6-13-113  
                              A.C.A. § 6-15-430(b)  
                              A.C.A. § 6-18-227  
                              A.C.A. § 6-18-510  
                              A.C.A. § 6-18-1901 et seq.  
                              A.C.A. § 6-21-812  
                              ADE Rules Governing the Guidelines, Procedures and Enforcement of the Arkansas  
                              Opportunity Public School Choice Act

Date Adopted: Sept. 14, 2015  
Last Revised: Sept. 15, 2016

## 4.5F—SCHOOL CHOICE CAPACITY RESOLUTION

Whereas:

- The Board of Directors of the Hoxie School District has approved by a vote of the Board, the following capacity resolution for school choice applicants for the 2016-2017 school-year under the provisions of policy 4.5—SCHOOL CHOICE and applicable Arkansas law.
- Applicants, whose applications meet the provisions of policy 4.5—SCHOOL CHOICE, will be sent a provisional acceptance notification letter which will give instructions on the necessary steps and timelines to enroll in the District. Provisional acceptance shall be determined prior to July 1 with a final decision to be made by July 1 based on the district's available capacity for each academic program, class, grade level, and individual school.
- Applications that are not received on or before May 1, are to a student's resident district that has declared itself exempt due to an existing desegregation order, or, the acceptance of which would exceed the applicant's resident district's statutory limitation on student transfers out of its district will not be accepted.
- The district reserves to itself the ability to determine, based on an examination of student records obtained from the prior district, and other information, whether any student would require a different class, course or courses, program of instruction, or special services than originally applied for. If such an examination determines that capacity has been reached in the appropriate class, course or program of instruction, or that additional staff would have to be hired for the applicant, the District shall rescind the original provisional acceptance letter and deny the Choice transfer for that student.
- The district reserves to itself the ability to decline to accept under school choice any student whose acceptance would require the district to add additional staff, for any reason.

THEREFORE, let it be resolved that these shall constitute the School Choice openings at the beginning of the School Choice enrollment period for the school-year 2016-2017.

\_\_\_\_\_  
Board President

\_\_\_\_\_  
Board Secretary

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

## 4.5F2--SCHOOL CHOICE PROVISIONAL ACCEPTANCE LETTER

Dear Parent's name,

The application you submitted for student's name has been provisionally accepted. While the school's name looks forward to welcoming student's name as a student, to further the application process and to better assist the district in determining the proper placement of student's name, please submit the information listed below to district or school's address by enter date. Failure to submit the information requested by the date specified shall void and nullify this letter's provisional acceptance. In addition to the information you submit, records may be requested from the student's current district/school, and final acceptance may depend on the content of those records as to appropriate grade placement, program placement or services required. A student who has not previously attended an Arkansas public school or did not attend an Arkansas public school in the previous academic year may be evaluated by the district prior to final acceptance, and the results of that evaluation could impact final acceptance.

1. For students applying to enroll in first grade or higher: a copy of the student's transcript from the school where the student is currently enrolled. The student's permanent record, including the original transcript, will be requested from the school immediately following the student's actual enrollment in our district.
2. Proof of the student's age; This can be a 1) birth certificate; 2) A statement by the local registrar or a county recorder certifying the child's date of birth; 3) An attested baptismal certificate; 4) A passport; 5) An affidavit of the date and place of birth by the child's parent or guardian; 6) United States military identification; or 7) Previous school records.
3. The student's health care needs at school.
4. Student's name age appropriate immunization record or an exemption granted for the previous school-year and a statement of whether or not the parent is intending to continue the exemption for the upcoming school year.

After reviewing the submitted documentation the District will determine if the applicant meets the District's capacity standards and notify you of its decision by insert date. Please note that the acceptance of an application can be reversed if it is determined that the application is in violation of student's name's resident district's limitation cap for available school choice transfers or if the resident district has reached its statutory cap for transfers out of its district.

Respectfully,

Radius Baker  
Superintendent, Hoxie School

## 4.5F3—SCHOOL CHOICE ACCEPTANCE LETTER

Dear Parent's name,

I am pleased to inform you that the application you submitted for student's name has been accepted pending enrollment of student's name by insert date, however, failure to enroll student's name by this date will render this offer of acceptance null and void.

I look forward to welcoming student's name as part of the school or District's name and/or mascot.

Once your child has enrolled in school with us this coming school-year, student's name will be eligible to continue enrollment in the district until completing high school or is beyond the legal age of enrollment provided the student meets the applicable statutory and District policy requirements all other District students must meet (with the exception of residency in the District) to continue District enrollment. This information is contained in the student handbook.

**Please Note:** The "insert District's name" has no control over when a student's resident district might reach its statutory limit on allowable transfers out of its district. While we consider it unlikely, there is always the possibility that we could be forced to withdraw this acceptance if the resident district determines it reached its statutory cap for transfers out of its district prior to your student's application date to our District. You will be notified immediately should that rescission of acceptance be necessary. We apologize for this unavoidable uncertainty.

Respectfully,

Radius Baker  
Superintendent, Hoxie School

## 4.5F4--SCHOOL CHOICE REJECTION LETTER

Dear Parent's name,

I am sorry, but the application you submitted for student's name has been rejected for the following reason(s).

\_\_\_ Your child's resident district has declared itself exempt from the provisions of the School Choice Law due to it being under an enforceable desegregation order.

\_\_\_ Your child's resident district has reached its limitation cap for allowable transfers and we cannot accept any additional school choice transfers from that district.

\_\_\_ Your child does not meet the openings identified for the coming school-year identified in the Board of Directors Resolution adopted on insert date.

The specific reason for rejection is that acceptance would cause the district to have to add:

- \_\_\_ Staff
- \_\_\_ Teachers
- \_\_\_ classroom(s)
- \_\_\_ the insert the name of the program, class, grade level, or school building's capacity

As noted in your original application, you have ten (10) days from receipt of this notice in which to submit a written appeal of this decision to the State Board of Education.

Respectfully,

Radius Baker  
Superintendent, Hoxie School

## 4.6—HOME SCHOOLING

Parents or legal guardians desiring to provide a home school for their children must give written notice to the Superintendent of their intent to do so and sign a waiver acknowledging that the State of Arkansas is not liable for the education of their children during the time the parents choose to home school. Notice shall be given:

1. At the beginning of each school year, but no later than August 15;
2. By December 15 for parents who decide to start home schooling at the beginning of the spring semester; or
3. 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.

The parents or legal guardians shall deliver written notice in person to the Superintendent the first time such notice is given and the notice must include:

1. The name, date of birth, grade level, and the name and address of the school last attended, if any;
2. The location of the home school;
3. The basic core curriculum to be offered;
4. The proposed schedule of instruction; and
5. The qualifications of the parent-teacher.

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 which might indicate the need for special education services.

### **ACT 1117 – HOME SCHOOL LAW**

In accordance with Act 1117 – Home School Law, notice must be given at the beginning of each school year, but no later than August 15 if parents choose to home school their children. Parents who decide to start home schooling at the beginning of the spring semester must notify the school by December 15. A student will not receive credit for home school courses while enrolled in Hoxie Public School. Students who are transferring from Home Schools will be tested and placed as determined appropriate by the principal and teacher involved.

Legal References:      A.C.A. § 6-15-503  
                                  A.C.A. § 6-41-206

Date Adopted: Sept. 14, 2015  
Last Revised: Sept., 15, 2016



## 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 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 digital courses shall be determined by the online attendance and time the student is working on the course rather than the student's physical presence at school. Students who are scheduled to have a dedicated period for a digital class shall not be considered absent if the student logs the correct amount of time and completes any required assignments; however, a student who fails to be physically present for an assigned period may be disciplined in accordance with the District's truancy policy.

Regular attendance is essential for promotion and success in your school work. It is the student's responsibility to see that his/her work is made up after being absent. All make-up work should be done within one day for each day missed. When a child is absent (for more than 2 days) a parent or guardian should contact the school for missed work assignments. When a potential absence is known ahead of time, prearrangements should be made by the parents, teacher and child for classroom work to be made up. Administration and office staff are available to assist with the arrangement and pickup of makeup work.

A student will be allowed 10 days of unexcused absence per semester. Before the student accumulates the maximum number of unexcused absences allowed by this policy, the student's parent, guardian or person in loco parentis, may petition the administration for special arrangements to address the student's absences. Such an agreement will be put in writing and signed by both parents and administration. In order to be an excused, a student must turn in a doctor's note to the high school office.

A student with a documented IEP or 504 Plan that addresses excessive absenteeism as it relates to their handicapping condition, will be considered for a special agreement to cover those absences.

The parent, guardian or in loco parentis will be notified by mail upon the accumulation of one-half (1/2) the number of allowable absences. The parent, guardian or in loco parentis will be notified upon the accumulation of the maximum number of allowable absences. At that time, they will be made aware that the next absence will result in notification to the office of the Prosecuting Attorney unless special arrangements have been made through the school administration. This policy is in accordance with Act 6-18-209 of 2011.

### **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 will **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;
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.

### **Unexcused Absences**

Absences not defined above or not having an accompanying note from the parent or legal guardian, presented in 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, guardians, or persons 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.

Whenever a student exceeds ten (10) unexcused absences in a semester, the District shall notify the prosecuting authority and the parent, guardian, or persons 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, guardian, or person 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, guardian, or person in loco parentis, and the school or district administrator or designee.<sup>1</sup>

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 unexcused absences.

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.

Applicants for an instruction permit or for a driver's license by persons less than eighteen (18) years old on October 1 of any year are required to provide proof of a high school diploma or enrollment and regular attendance in an adult education program or a public, private, or parochial school prior to receiving an instruction permit. To be issued a driver's license, a student enrolled in school shall present proof of a "C" average for the previous semester or similar equivalent grading period for which grades are reported as part of the student's permanent record.

Notes: If your district's penalties for absences include an impact on the student's grades, it is important to note that A.C.A. § 9-28-113(f) prohibits the lowering of grades of foster children for absences due to 1) a change in the student's school enrollment; 2) the student's attendance at a court ordered dependency-neglect court proceeding; or 3) the student's attendance at a court-ordered counseling or treatment.

<sup>1</sup> Students are specifically permitted to initiate the agreement on their own; their parents may be unavailable or unwilling to meet with the administration.

Cross References:       4.8—MAKE-UP WORK  
                              4.57—IMMUNIZATIONS  
                              5.11—DIGITAL LEARNING COURSES

Legal References:       A.C.A. § 6-4-302  
                              A.C.A. § 6-18-209  
                              A.C.A. § 6-18-220  
                              A.C.A. § 6-18-222  
                              A.C.A. § 6-18-229  
                              A.C.A. § 6-18-231  
                              A.C.A. § 6-18-507(g)  
                              A.C.A. § 6-18-702  
                              A.C.A. § 7-4-116  
                              A.C.A. § 9-28-113(f)  
                              A.C.A. § 27-16-701  
                              Arkansas Department of Education Rules Governing Distance and Digital Learning

Date Adopted: Sept. 14, 2015

Last Revised: Sept. 15, 2016

## 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.

1. High School Students are responsible for asking the teachers of the classes they missed what assignments they need to make up. Elementary school students or parents are to ask teachers for what assignments the student needs to make up.
2. Teachers are responsible for providing the missed assignments when asked by a returning student.
3. Students in high school, (parents or students in Elementary) are required to ask for their assignments on their first day back at school or their first class day after their return.
4. 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.
5. Students shall have one class day to make up their work for each class day they are absent.
6. Make-up work which is not turned in within the make-up schedule for that assignment shall receive a zero.
7. Students are responsible for turning in their make-up work without the teacher having to ask for it.
8. 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.
9. 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. Out-of-school suspensions are unexcused absences.

Work missed while a student is expelled from school may not be made up for credit and students shall receive a zero for missed assignments.

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.

Cross References:     4.7—ABSENCES  
                              4.57—IMMUNIZATIONS

Date Adopted: Sept. 14, 2015

Last Revised: Sept. 15, 2016

## 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.

### ELEMENTARY

A student shall be prompt in arriving at school and to class. Students must arrive at school and be prepared to begin class by 7:55 a.m. or they will be considered tardy. The office will determine if a tardy is excused or unexcused. For a tardy to be excused, the parent must either accompany the student to the office to present the excuse or send a written note with the child to the office explaining the reason for the tardy. Office personnel will make a determination based on the excuse given. If no excuse accompanies the child, the tardy will be automatically deemed unexcused. It is also important for a student to remain in class until the final dismissal bell rings. If a child is checked out early for a purpose that is deemed "unexcused", that incident will count the same as an unexcused tardy. An accumulation excessive unexcused tardies and/or early check outs can result in the issue being turned over to the Office of the Prosecuting Attorney

### HIGH SCHOOL

#### Unexcused Tardiness

A student will be prompt in arriving at school and to class. More than 25 minutes late to first period = 1 absence; 2<sup>nd</sup> - 8<sup>th</sup> periods late more that 10 minutes = 1 absence.

- A. 1<sup>st</sup> & 2<sup>nd</sup> tardies = Warning from teacher
- B. 3<sup>rd</sup> tardy = Morning detention, if morning detention is skipped student will have 1 day of ISS
- C. 4<sup>th</sup> tardy = student sent to the office for choice of 1 day of ISS or corporal punishment
- D. 5<sup>th</sup> & 6<sup>th</sup> tardies = 1 day of In School Suspension
- E. 7<sup>th</sup> tardy = 2 days of In School Suspension
- F. 8<sup>th</sup> tardy = 3 days of In School Suspension
- G. 9<sup>th</sup> tardy = 3 days Out of School Suspension
- H. 10<sup>th</sup> tardy = 5 days of Out of School Suspension
- I. Over 10 tardies = Recommended expulsion for remainder of the semester or 1 full year

This starts over at the beginning of each 9 weeks grading period.

Date Adopted: Sept. 14, 2015

Last Revised: Sept. 15, 2016

## **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 unless given permission to leave the campus by a school official. Students must sign out in the office upon their departure.

### **ELEMENTARY:**

As directed by the Hoxie School Board, our campus is closed. Once a student arrives on campus, he/she may not leave the campus without first being checked out in the office by a parent or authorized adult.

### **HIGH SCHOOL:**

As directed by the Hoxie School Board, our campus is closed. Once a student arrives on campus, he or she may not leave the campus without checking out in the office. A student may check out on the approval of authorized personnel in the principal's office. A parent or person designated by the parents must come to the office in person and check a student out between 11:15 a.m. and 12:30 p.m. unless it can be proved it is an emergency situation.

Students cannot have vendor food delivered for lunch. The high school cafeteria is closed to visitors during junior high and senior high lunch other than parents, legal guardians, and grandparents. All visitors must check in at the high school office once they enter campus.

Date Adopted: September 14, 2015

Last Revised: September 15, 2016

## 4.11—EQUAL EDUCATIONAL OPPORTUNITY

No student in the Hoxie 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.<sup>1</sup>

Inquiries on non discrimination may be directed to Jennifer Huff, who may be reached at 1-870-866-2401, ext. 191.

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.

Notes: A copy of this non discrimination notification should be included in all district publications to students and parents.

<sup>1</sup> This sentence is only required if your district has a limited open forum; most districts have a limited open forum.

<sup>2</sup>Insert the position(s) designated to be contacted on discrimination inquiries. If you have different positions designated to answer questions on disability discrimination (504 coordinator) and sex discrimination (Title IX coordinator), then you will need to include the position responsible for each area. Do not include the name(s) of the person(s) to be contacted in the policy; changing the name of the person (due to a staffing change) would necessitate amending the policy, which would require it to go through the entire adoption process.

<sup>3</sup> Insert the address and phone number to be used to contact the designated position. If you have more than one position designated as set forth in footnote 2, you will need to include a contact number and address for each position. The contact number and address may be the school/district address and phone number.

Legal References:       A.C.A. § 6-18-514  
                                  28 C.F.R. § 35.106  
                                  34 C.F.R. § 100.6  
                                  34 C.F.R. § 104.8  
                                  34 C.F.R. § 106.9  
                                  34 C.F.R. § 108.9  
                                  34 C.F.R. § 110.25

Date Adopted: Sept. 14, 2015  
Last Revised: Sept. 15, 2016

## 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 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.

Fraternities, 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.<sup>1</sup>

Students have the right to join an existing club and should not be restricted for membership on the basis of race, sex, national origin, or other arbitrary criteria. They must meet standards set by the sponsor.

No gang affiliation will be allowed. No "colors", "do-rags", "signing", etc. will be tolerated. School fraternities and secret societies are banned in Arkansas Public Schools.

Note: <sup>1</sup>A.C.A. § 6-5-202 requires the automatic expulsion of a student who is convicted of hazing.

Legal References:      A.C.A. § 6-5-201 et seq.  
                                 A.C.A. § 6-21-201 et seq.  
                                 20 U.S.C. 4071 Equal Access Act  
                                 Board of Education of the Westside Community Schools v. Mergens, 496 U.S. 226  
                                 (1990)  
                                 A.C.A. § 6-18-601 et seq.

Date Adopted: Sept. 14, 2015

Last Revised: Sept. 15, 2016



#### 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.<sup>1</sup>

For purposes of this policy, the Hoxie 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.<sup>2</sup>

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

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

Notes: With very few exceptions; Health Insurance Portability and Accountability Act (HIPAA) privacy requirements don't apply to public K-12 schools. An excellent explanation of the relation between FERPA and HIPAA is available at <http://arsba.org/policy-resources>.

Districts must annually notify parents or students if over the age of 18 of the provisions of this policy and "...shall effectively notify parents who have a primary or home language other than English." (34 CFR 99.7(b)(2))

Districts may release directory information (DI) (as presently defined by the district) of former students to the extent there is not a signed prohibition against such release. As the definition of DI changes over time (for example, the addition of email addresses to the definition of DI), districts may release DI according to the current definition. It also applies to the release of information that is now defined as DI for students who left the district prior to 1974, when there was no such thing as DI.

As stated in this policy, once a student turns 18, the rights to his/her educational records transfers to the student. The release of educational records to a parent becomes permissive and not a right. At that point, the school gets to decide if it wants to release educational records to parents. The student, however, doesn't have the right to object one way or the other. If the parents don't establish dependency, once the student turns 18, the parents don't have an absolute **right** to see their student's educational records. "Dependency" in this regard is defined according to the IRS; if the student is claimed by either of their parents (regardless of custody issues, or filing jointly or separately) as a dependent, then the rights of the parent once the student turns 18 is as described. Without dependency, the parents have no right to see their student's educational records once the student turns 18.

There are several areas of permissible release of students' PII that are not mentioned in this policy (it's not required and would make the policy very long), but that are listed in 34 CFR 99.31. One of the areas that has been greatly elaborated on in the DOE Rules, released 12/2/11, relates to the district's release of PII to an "authorized representative" for the purpose conducting an audit or evaluation of federal or state education programs. This new area is covered in 34 CFR 99.35.

The Arkansas Supreme Court, Arkansas Department of Education, and ASBA collaborated in the creation of a form in an effort to aid juvenile intake and probation officers in acquiring necessary information for the officer to make more knowledgeable decisions/recommendations on a course of action for each juvenile's case. The Form allows for parents to authorize the officer to access certain portions of the student's education records and the parent's ESchool PLUS Home Access Center. The form, when completed by the parent and probation officer, will be sent to the district by the officer. A copy of the form, along with a background letter, may be found at <http://arsba.org/policy-resources>.

<sup>1</sup> This paragraph along with the preceding paragraph are added (and permitted) due to the amendments in the Code of Federal Regulations resulting from the Virginia Tech shootings in 2007. The paragraph can also apply to the release of PII to state health officials during outbreaks of communicable diseases. This would apply, for example, to immunization records to determine which students need to be removed from the school. (See Policy 4.34).

<sup>2</sup>The requirements for conducting a hearing are addressed in 34 CFR 99.22. The district's obligations regarding the results of the hearing are covered in 34 CFR 99.21. Both are available by calling the ASBA office and requesting a copy.

Cross References:      Policy 4.34—Communicable Diseases and Parasites  
                                 Policy 5.20—District Web Site  
                                 Policy 5.20.1—Web Site Privacy Policy  
                                 Policy 5.20F1—Permission to Display Photo of Student on Web Site

Legal References:      A.C.A. § 9-28-113(b)(6)  
                                 20 U.S.C. § 1232g  
                                 20 U.S.C. § 7908  
                                 34 CFR 99.3, 99.7, 99.21, 99.22, 99.30, 99.31, 99.32, 99.33, 99.34, 99.35,  
                                 99.36, 99.37, 99.63, 99.64

Date Adopted: Sept. 14, 2015  
Last Revised: Sept. 15, 2016

**4.13F—OBJECTION TO PUBLICATION OF DIRECTORY INFORMATION  
(Not to be filed if the parent/student has no objection)**

I, the undersigned, being a parent of a student, or a student eighteen (18) years of age or older, hereby note my objection to the disclosure or publication by the Hoxie School District of directory information, as defined in Policy No. 4.13 (Privacy of Students’ Records), concerning the student named below. The district is required to continue to honor any signed opt-out form for any student no longer in attendance at the district.

I understand that the participation by the below-named student in any interscholastic activity, including athletics and school clubs, may make the publication of some directory information unavoidable, and the publication of such information in other forms, such as telephone directories, church directories, etc., is not within the control of the District.

I understand that this form must be filed with the office of the appropriate building principal within ten (10) school days from the beginning of the current school year or the date the student is enrolled for school in order for the District to be bound by this objection. Failure to file this form within that time is a specific grant of permission to publish such information.

I object and wish to deny the disclosure or publication of directory information as follows:

Deny disclosure to military recruiters \_\_\_\_\_

Deny disclosure to Institutions of postsecondary education \_\_\_\_\_

Deny disclosure to Potential employers \_\_\_\_\_

Deny disclosure to all public and school sources \_\_\_\_\_

Selecting this option will prohibit the release of directory information to the three categories listed above along with all other public sources (such as newspapers), **AND** result in the student’s directory information **not** being included in the school’s yearbook and other school publications.

Deny disclosure to all public sources \_\_\_\_\_

Selecting this option will prohibit the release of directory information to the first three categories listed above along with all other public sources (such as newspapers), but permit the student’s directory information **to be included** in the school’s yearbook and other school publications.

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

\_\_\_\_\_  
Signature of parent (or student, if 18 or older)

\_\_\_\_\_  
Date form was filed (To be filled in by office personnel)

## **4.14—STUDENT PUBLICATIONS AND THE DISTRIBUTION OF LITERATURE**

### **Student Publications**

All publications that are supported financially by the school or by use of school facilities, or are produced in conjunction with a class shall be considered school-sponsored publications. School publications do not provide a forum for public expression. Such publications, as well as the content of student expression in school-sponsored activities, shall be subject to the editorial control of the District's administration, whose actions shall be reasonably related to legitimate pedagogical concerns and adhere to the following limitations.

1. Advertising may be accepted for publications 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.
2. Publications may be regulated to prohibit writings which are, in the opinion of the appropriate teacher and/or administrator, ungrammatical, poorly written, inadequately researched, biased or prejudiced, vulgar or profane, or unsuitable for immature audiences.
3. Publications may be regulated to refuse to publish material which might reasonably be perceived to advocate drug or alcohol use, irresponsible sex, or conduct 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.
4. Prohibited publications include:
  - a. Those that are obscene as to minors;
  - b. Those that are libelous or slanderous, including material containing defamatory falsehoods about public figures or governmental officials, which are made with knowledge of their falsity or reckless disregard of the truth;
  - c. Those that constitute an unwarranted invasion of privacy as defined by state law,
  - d. Publications that suggest or urge the commission of unlawful acts on the school premises;
  - e. Publications which suggest or urge the violation of lawful school regulations;
  - f. Hate literature that scurrilously attacks ethnic, religious, or racial groups.

ELEMENTARY:

### **DISTRIBUTION OF LITERATURE**

Students shall have the right to distribute and possess literature including, but not limited to: newspapers; magazines; leaflets; and pamphlets. One exception is that the district may prohibit a specific issue of a specific publication if there is a substantial, factual basis to believe its possession or distribution will cause, or is causing substantial disruption of school activities. Anyone desiring to distribute any type of literature must obtain the permission of the Central Office. If said literature is questionable, school board members approval will be required before said literature can be distributed. A time for distribution will be set by the principal when there will be the least amount of interruption of learning activities. Students have the right to accept or not accept the said literature.

## **PUBLICITY RELEASE FORM**

Students are occasionally asked to be included in various school and/or District publicity, publications, and/or public relations activities. Before any student may participate in any such activities for the current school year, the Hoxie School District must have a Publications, Video, and Internet Consent and Release Agreement signed by that student and turned in to the office. Students who are under 18 years of age must also have his or her parent/guardian sign the form.

## **SCHOOL NEWSPAPER**

Students may establish and maintain a student or school newspaper if this publication is to report school news. Students have the right to editorialize.

Students must refrain from printing anything which might contain obscene language or libelous matter.

A teacher must serve as advisor to the students and must approve all materials.

The school newspaper may only be sold in locations determined by the administration

### **Student Publications on School Web Pages**

Student publications that are displayed on school web pages shall follow the same guidelines as listed above; plus they shall:

1. Not contain any non-educational advertisements. Additionally, student web publications shall;
2. 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 18.
3. 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 literature, publications, or materials (hereinafter "non-school 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 materials shall have the school superintendent review their non-school materials at least three (3) school days in advance of their desired time of dissemination. The superintendent shall review the non-school materials, prior to their distribution and will bar from distribution those non-school 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 materials.

The regulations shall:

1. Be narrowly drawn to promote orderly administration of school activities by preventing disruption and may not be designed to stifle expression;
2. Be uniformly applied to all forms of non-school materials;
3. Allow no interference with classes or school activities;
4. Specify times, places, and manner where distribution may and may not occur<sup>1</sup>; and
5. Not inhibit a person's right to accept or reject any literature distributed in accordance with the regulations.
6. Students shall be responsible for the removal of excess literature that is left at the distribution point for more than five (5) days.

The Superintendent, along with the student publications advisors, shall develop administrative regulations for the implementation of this policy. The regulations shall include definitions of terms and timelines for the review of materials.

**Notes:** The goals of the changes made to this policy, and especially the footnotes, are to assist principals in the implementation and enforcement of the policy by trying to improve the identification of the parameters of the policy. While the footnotes are not intended to be included in the distributed version of the policy, they should be helpful in adapting the policy for inclusion in the student handbook.

<sup>1</sup>The time, place, and manner of distribution may vary by the age of the students attending the school. For example, elementary schools may wish to have more narrowly tailored times and places for the distribution and restrict how the materials are made available. It is more difficult for elementary students to tell the difference between school sponsored and non-school sponsored materials which could affect who would be appropriate distributors of the materials. Schools also have the option of putting up a notice at the distribution site such as a designated table in a foyer or hallway that the materials do not represent the viewpoint of the school. You might also choose to add a qualifier permitting the principal to impose additional requirements when deemed appropriate to avoid disruption, congestion, or other problems that could be associated with the distribution.

Legal References:       A.C.A. § 6-18-1202, 1203, & 1204  
                              *Tinker v. Des Moines ISD*, 393 U.S. 503 (1969)  
                              *Bethel School District No. 403 v. Fraser*, 478 U.S. 675 (1986)  
                              *Hazelwood School District v. Kuhlmeier*, 484 U.S. 260 (1988)



Date Adopted: Sept. 14, 2015

Last Revised: Sept. 15, 2016

## **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 the principal's 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.

Arkansas law provides that, in order to avoid continuing child custody controversies from involving school personnel and to avoid disruptions to the educational atmosphere in the District's schools, 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. The custodial or non-custodial parent may send to/drop off the student at school to be sent to/picked up by the other parent on predetermined days in accordance with any court order provided by the custodial parent or by a signed agreement between both the custodial and non-custodial parents that was witnessed by the student's building principal. Unless a valid no-contact order has been filed with the student's principal or the principal's designee, district employees shall not become involved in disputes concerning whether or not that parent was supposed to pick up the student on any given day.

### **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 Department 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, guardian, custodian, 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 Department 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, or other person having lawful control by court order, or person acting 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.

Legal References:   A.C.A. § 6-18-513  
                          A.C.A. § 9-13-104  
                          A.C.A. § 12-18-609, 610, 613  
                          A.C.A. § 12-18-1001, 1005

Date Adopted: Sept. 14, 2015  
Last Revised:  Sept. 15, 2016

## **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 at school is strongly discouraged, unless approved by the principal and scheduled in advance. This includes visits made by former students, friends, and/or relatives of teachers or students. Any visitation to the classroom shall be allowed only with the permission of the school principal and all visitors must first register at the office.

All visitors must be cleared through the administrative offices, and teachers will not allow visitors in their classes without clearance.

Parents are invited to visit the school and are encouraged to give volunteer service in the classroom, in the library, and for special events. A parent's enthusiasm and support for the school are reflected in the student's attitude. School policy requires all visitors to observe the courtesy of checking in at the principal's office on arrival. Visitors will not be allowed on playground unless a specific day is assigned. Any parent desiring a conference with a teacher should schedule a time with a teacher and/or principal at a time that is convenient for both the teacher and parent.

Salesmen and other visitors are not permitted to disturb class work unless brought to a classroom by a member of the administration.

At no time will student-visitors be allowed to visit classes

Cross References: For adult visits see Policy 4.15—CONTACT WITH STUDENTS WHILE AT SCHOOL and Policy 6.5—VISITORS TO THE SCHOOLS

Date Adopted: Sept. 14, 2015

Last Revised: Sept. 15, 2016

## **4.17—STUDENT DISCIPLINE**

The Hoxie 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; 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's licensed personnel policy committee shall review the student discipline policies annually and may recommend changes in the policies to the Hoxie 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 or legal guardian shall sign and return to the school an acknowledgement form documenting that they have received the policies.

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.

### **STUDENT CONDUCT BEHAVIOR CODE**

The violation of a rule will occur whether the conduct takes place on the school grounds, at any time; off the school grounds at a school supervised activity, function or event; or en route to and from school. Below each rule is a standardized list of disciplinary actions to be taken. Normally this will be adhered to in alphabetical order after each occurrence. Any student who is serving out of school suspension is not allowed to participate or attend any school activity on/off campus while suspended.

### **DISCIPLINE OF HANDICAPPED**

Handicapped students who engage in misbehavior and disciplinary infractions are subject to normal school disciplinary rules and procedures so long as such treatment does not abridge the right to free, appropriate

public education. When the IEP team for a handicapped student adopts a particular discipline procedure for the student and includes it in the IEP, that procedure shall be followed.

## **DEFINITIONS**

**SUSPENSION:** A suspension is defined as dismissing a student from school for any time period not exceeding 10 days.

Prior to suspension, the school principal or his/her designee shall advise the student in question of the particular misconduct of which he/she is accused, as well as the basis for the accusation. The pupil shall be given an opportunity at that time to explain his/her version of the facts to the school principal or his/her designee.

A teacher may dismiss, for disciplinary reasons, any student from class. The teacher shall, when feasible, accompany the student to the office of the principal or designee, as soon as practical, to file with the principal or designee a written statement about the infraction. The principal, or assistant principal, will determine whenever the student should be suspended. If suspension is necessary, the parent will be mailed a copy of the suspension, its duration, the manner in which the student may be readmitted to school, and the procedure for review of the suspension.

**EXPULSION:** An expulsion is defined as dismissing a student from school for more than 10 days.

The principal or designee of a school may recommend that a student be expelled from school with a loss of credit. The student should immediately be advised of the particular conduct in question. A written recommendation to the superintendent shall include a statement of the charge against the student. If the superintendent concurs with the recommendation, he/she shall schedule a hearing before the school board. Written notice shall be given to the parents of the student as to the alleged incident and the date of the hearing before the school board. At the hearing, the student may represent himself/herself or he/she may select a representative. The students/representative may hear all testimony, and the student/representative may cross-examine all witnesses. The student/representative is entitled to offer evidence in his/her favor. Permanent expulsion is appropriate only for those instances which serious bodily harm occurred or reasonably could have been expected to occur to another person.

**ISS:** A student may be removed from the regular class to confinement in a special room where they will work on class assignments with no socialization. Office detention will be assigned for grades K-3. This may be done by the period or the entire day. If a student is placed in ISS for more than 8 days in a semester the principal/assistant principal may upon their discretion use out of school suspension depending on the circumstances for the disciplinary action. If a student refuses to do their work or cause trouble while in ISS, that student will automatically be sent home for not more than the length of ISS or the remainder of the day. This will be at the discretion of the principal or assistant principal.

## **DUE PROCESS**

If a student and/or parent of a student involved in a disciplinary ruling wishes to contest the ruling, he or she must state the complaint in writing to the school principal asking that the ruling be changed. If the principal does not satisfactorily resolve the complaint, an appeal is possible to the superintendent, and then to the Board of Education.

Legal References:     A.C.A. § 6-18-502  
                          A.C.A. § 6-17-113

Date Adopted: Sept. 14, 2015

Last Revised: Sept. 15, 2016

## **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. Prohibited behaviors include, but shall not be limited to the following:

1. Disrespect for school employees and failing to comply with their reasonable directions or otherwise demonstrating insubordination;
2. Disruptive behavior that interferes with orderly school operations;
3. Willfully and intentionally assaulting or threatening to assault or physically abusing any student or school employee;
4. Possession of any weapon that can reasonably be considered capable of causing bodily harm to another individual;
5. Possession or use of tobacco in any form on any property owned or leased by any public school;
6. Willfully or intentionally damaging, destroying, or stealing school property;
7. Possession of any paging device, beeper, or similar electronic communication devices on the school campus during normal school hours unless specifically exempted by the administration for health or other compelling reasons;
8. Possession, selling, distributing, or being under the influence of an alcoholic beverage, any illegal drug, unauthorized inhalants, or the inappropriate use or sharing of prescription or over the counter drugs, or other intoxicants, or anything represented to be a drug;
9. Sharing, diverting, transferring, applying to others (such as needles or lancets), or in any way misusing medication or any medical supplies in their possession;
10. Inappropriate public displays of affection;
11. Cheating, copying, or claiming another person's work to be his/her own;
12. Gambling;
13. Inappropriate student dress;
14. Use of vulgar, profane, or obscene language or gestures;
15. Truancy;
16. Excessive tardiness;
17. Engaging in behavior designed to taunt, degrade, or ridicule another person on the basis of race, ethnicity, national origin, sex, or disability;
18. Possess, view, distribute or electronically transmit sexually explicit or vulgar images or representations, whether electronically, on a data storage device, or in hard copy form;
19. Hazing, or aiding in the hazing of another student;
20. Gangs or gang-related activities, including belonging to secret societies of any kind, are forbidden on school property. Gang insignias, clothing, “throwing signs” or other gestures associated with gangs are prohibited;
21. Sexual harassment;
22. Bullying; and
23. Operating a vehicle on school grounds while using a wireless communication device.

## **STUDENT CONDUCT**

The violation of a rule will occur whether the conduct takes place on the school grounds, at any time, off the school grounds at a school supervised activity, function or event, or on route to and from school.



Any student who had knowledge of, conspired with, or was an accomplice in the perpetration of misconduct will also be punished. Students will be punished in the event they dare or encourage other students to violate any student code of conduct.

Any suspect violation of state or federal laws will be reported to the local or federal authorities.

### ***Rule #1: Disregard of Directions or Commands (Insubordination)***

A student shall comply with reasonable directions of commands of a teacher, instructional assistant, substitute teacher, principal, school bus driver, administrative personnel, or any other authorized personnel.

1<sup>st</sup> - Warning

2<sup>nd</sup> – 1 day ISS/Corporal Punishment (Office Detention K-3)

3<sup>rd</sup> – 3 days ISS/Corporal Punishment (Office Detention K-3)

4<sup>th</sup> – OSS (days to be determined)/Parent Conference 5<sup>th</sup> – Maximum – Possibility of expulsion

### ***Rule #2: Disruption and Interference With School***

A. No student shall occupy any school building or properties with the intent to deprive others of its use.

B. No student shall prevent or attempt to prevent, the consenting or continued function of any school class activity, or lawful meeting or assembly on the school campus.

C. No student shall continuously and intentionally make noise or action in any other manner so as to interfere seriously with his or her teacher's ability to conduct the class or any other activity.

1<sup>st</sup> - Warning

2<sup>nd</sup> – 1 day ISS/Corporal Punishment (Office Detention K-3)

3<sup>rd</sup> – 3 days ISS/Corporal Punishment (Office Detention K-3)

4<sup>th</sup> – OSS (days to be determined)/Parent Conference

5<sup>th</sup> – Maximum – Possibility of expulsion

### ***Rule #3: Immorality***

A student shall not deliberately commit indecent exposure/indecent images in school or on school grounds, nor shall a student make improper sexual advances toward another person

1<sup>st</sup> - Warning

2<sup>nd</sup> – 1 day ISS/Corporal Punishment (Office Detention K-3)

3<sup>rd</sup> – 3 days ISS/Corporal Punishment (Office Detention K-3)

4<sup>th</sup> – OSS (days to be determined)/Parent Conference

5<sup>th</sup> – Maximum – Possibility of expulsion

## ***Rule #4: Fireworks***

The possession or use of any form of fireworks at school is prohibited.

1<sup>st</sup> - Warning

2<sup>nd</sup> – 1 day ISS/Corporal Punishment (Office Detention K-3)

3<sup>rd</sup> – 3 days ISS/Corporal Punishment (Office Detention K-3)

4<sup>th</sup> – OSS (days to be determined)/Parent Conference

5<sup>th</sup> – Maximum – Possibility of expulsion

## ***Rule #5: Firearms or Other Weapons***

A student shall not possess, handle or transmit a knife (including any and all pocket knives), razor blade, box cutter, ice pick, explosives, pistol, rifle, shotgun, pellet gun, or any other object that might reasonably be considered a weapon or dangerous instrument. Act 1282 of 1999 prohibits firearms on school property, school buses or school bus stops.

Penalty: Act 567 of 1995 requires that students who bring firearms or weapons upon school campus shall be expelled from school for no less than one (1) calendar year. The superintendent shall have the discretion to modify such expulsion on a case by case basis.

Disciplinary action for voluntary reporting and surrendering items not considered weapons, brought on campus accidentally will be at the discretion of the building principal.

### ***PARENTAL RESPONSIBILITY FOR MINORS IN POSSESSION OF A FIREARM***

Act 1149 of 1999 – When a parent of a minor knows that the minor is in illegal possession of a firearm in or upon the premises of a public or private school, in or on the school’s athletic stadium or other facility or building where school sponsored events are conducted, or public park, playground or civic center, and the parent or guardian fails to prevent the possession or fails to report the possession to the appropriate school or law enforcement officials, the parent shall be guilty of a Class B misdemeanor.

Act 1150 of 1999 requires parents to sign a statement acknowledging that the parents have read and understand current laws regarding the possibility of parental responsibility for allowing a child to possess a weapon on school property. This statement will be signed when the student is readmitted in any school following the expiration of the expulsion. The principal shall report, within a week, to the Department of Education the name, current address and social security number of any student who is expelled for possessing a firearm or other prohibited weapon on school property or committing other acts of violence.

The expulsion shall be noted on the student’s permanent school record. A registry of these expelled students will be kept by the Department of Education and shall be available to any school principal in the state.

## **RULE #6: Hand-held Laser Pointers**

Act 1408 of 1999 prohibits the possession of hand-held laser pointers by minors. School personnel will deliver to local authority any hand-held laser confiscated from a student.

## **Rule #7: Gambling**

Students will refrain from games of chance such as dice, cards, coin pitching, etc., where the winner collects the loser's stake (money).

- 1<sup>st</sup> - Warning
- 2<sup>nd</sup> – 1 day ISS/Corporal Punishment (Office Detention K-3)
- 3<sup>rd</sup> – 3 days ISS/Corporal Punishment (Office Detention K-3)
- 4<sup>th</sup> – OSS (days to be determined)/Parent Conference
- 5<sup>th</sup> – Maximum – Possibility of expulsion

## **Rule #8: Physical Abuse or Assault of School Staff or Other Students**

A student shall not cause or attempt to cause physical injury or behave in such a way as could reasonably cause physical injury to a school employee, fellow student, or any other individuals. (Act 1243 of 1997)

- 1st – Corporal Punishment/ISS (2 days) (K-2 Corporal Punishment/ Sent Home)
- 2nd - Corporal Punishment/ ISS (3 days) (K-2 Corporal Punishment/ Sent Home)
- 3rd – OSS (3 days) and Parent Conference
- 4th - Maximum – Possible Expulsion

Act 1520 requires school principals to report all threats of violence or acts of violence on school property to the school superintendent and to the appropriate local law enforcement agency.

## **Rule #9: Using, Offering For Sale or Selling Beer, Alcoholic Beverages and/or Controlled Substances**

When and Where Applicable

This Policy applies to any student who is on school property, who is in attendance at school or at a school activity (including any student who has left the campus for any reason and who returns to the campus or school sponsored activity), or whose conduct at any time or in any place interferes with or obstructs the educational process or operation of the school district.

## **Prohibited Activities**

Upon verification by local law enforcement or school authorities, or admission by the student, or substantial evidence, any student possessing, or under the influence (legal intoxication not required) of alcohol or drugs as revealed by appropriate medical tests is in violation of this policy.

## **Prohibited Substances and Paraphernalia**

Prohibited substances shall include any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, huffing of any object or substance, or other controlled substance as defined in Act 590 of 1971 of the State of Arkansas (as amended), or any beverage containing alcohol or an intoxicant of any kind. ANY AMOUNT of alcohol or drugs consumed or in possession by a student will be in violation of the drug and alcohol policy. Any student who knowingly possesses or uses drugs, drug paraphernalia, (i.e. clips, pipes, containers, etc.) used in connection with drugs, will be in violation of this policy.

## **Penalties**

1. The student will be expelled for one semester with a provision to re-enter school after ten (10) days if enrolled in a counseling service. The counseling service will be at the student's own expense and must be approved by the school superintendent. Upon readmission, continued enrollment in school shall be contingent upon completion of the alcohol/drug counseling program. The student will be restricted from attending or participating in any extracurricular activities for ninety (90) school days or the remainder of the semester, whichever is longer.
2. The student will be expelled for one (1) semester.

## **Rule #10: Damage or Destruction of School Property**

A student shall not cause, or attempt to cause, damage to school property nor steal, or attempt to steal property. The Hoxie School District will recover damages of the destroyed property from the student. Parents of minor students (under 18) will be liable for damages caused by said minor.

1st – 1 day ISS/Corporal Punishment (Office Detention for K-3)

2nd – 3 days ISS/Corporal Punishment (Office Detention for K-3)

3rd – OSS (Days to be determined)/ Parent Conference      4<sup>th</sup> - Maximum – Possible  
expulsion

Restitution for damages will be made at all levels.

## **Rule #11: Theft and Extortion**

A student shall not cause, or attempt to cause, damage; steal, or attempt to steal, property of another; obtain, or attempt to obtain, something (of value) from another person either by physical force or threat (illegal acts). It is recommended that all items brought to school be marked for identification, names, etc.

Minimum Penalty:      Parental Contact/Restitution

Maximum Penalty:      Expulsion/Restitution

## ***Rule #12: Fighting***

The use of physical violence upon another student by a student will result in punishment.

## ***Rule #13: Profanity***

A student shall not use abusive, vulgar, or irreverent language on the school campus, at any time, nor make vulgar signs or gestures.

Minimum Penalty: Reprimand  
Maximum Penalty: Expulsion

## ***Rule #14: Smoking or Smokeless Tobacco***

Hoxie School students shall not use or possess smoking or smokeless tobacco in any school area (including the buses).

1st – Corporal Punishment/ISS (2 days) (K-2 Corporal Punishment/ Sent Home)  
2nd - Corporal Punishment/ ISS (3 days) (K-2 Corporal Punishment/ Sent Home)  
3rd – OSS (3 days) and Parent Conference  
4th - Maximum – Possible Expulsion

Act 1555 of 1999 states any person violating this rule shall be guilty of a misdemeanor and, upon conviction thereof, shall be punished by a fine of not less than ten dollars (\$10.00) nor more than one hundred dollars (\$100.00).

## ***Rule #15: Disorderly Conduct***

A student shall not engage in behavior which provides a situation in which instruction or activities of other students are adversely affected.

1<sup>st</sup> - Warning  
2<sup>nd</sup> – 1 day ISS/Corporal Punishment (Office Detention K-3)  
3<sup>rd</sup> – 3 days ISS/Corporal Punishment (Office Detention K-3)  
4<sup>th</sup> – OSS (days to be determined)/Parent Conference 5<sup>th</sup> – Maximum – Possibility of expulsion

## ***Rule #16: Electronic Communication***

Hoxie School prohibits students from being in visible possession of cell phones or other similar communication devices. Any student who has a cell phone or other electronic device turned on or in view of other students during school hours will have the phone confiscated. The parents will be notified and will have to pick up the phone in the office.

1<sup>st</sup> - Warning

- 2<sup>nd</sup> – 1 day ISS/Corporal Punishment (Office Detention K-3)
- 3<sup>rd</sup> – 3 days ISS/Corporal Punishment (Office Detention K-3)
- 4<sup>th</sup> – OSS (days to be determined)/Parent Conference
- 5<sup>th</sup> – Maximum – Possibility of expulsion

***Rule #17: Terroristic Threatening***

If a student threatens to cause death, serious injury, or substantial property damage with the intent to scare or intensely frighten another person, this will be considered terroristic threatening. Terroristic threatening is a Class D felony; but if the threat is to cause physical harm or property damage, then it is a Class A misdemeanor. ACA 5-13-301

Minimum Penalty: Parent Contact  
 Maximum Penalty: Expulsion

Act 1520 requires school principals to report all threats of violence or acts of violence on school property to the school superintendent and to the appropriate local law enforcement agency.

***Rule #18: Indecent Exposure and Sexual Advances***

A student will not deliberately commit indecent exposure in school or on school grounds, nor will a student make improper sexual advances toward another person, nor will a student make crude comments to another person.

- 1<sup>st</sup> - Warning
- 2<sup>nd</sup> – 1 day ISS/Corporal Punishment (Office Detention K-3)
- 3<sup>rd</sup> – 3 days ISS/Corporal Punishment (Office Detention K-3)
- 4<sup>th</sup> – OSS (days to be determined)/Parent Conference
- 5<sup>th</sup> – Maximum – Possibility of expulsion

***Rule #19: Conspirators or Persons Having Knowledge of Misconduct by Other Students***

Any student who had knowledge of, conspired with, or was an accomplice in the perpetration of any misconduct will be punished. Students will also be punished in the event they dare or encourage other students to violate any student code of conduct.

- 1<sup>st</sup> - Warning
- 2<sup>nd</sup> – 1 day ISS/Corporal Punishment (Office Detention K-3)
- 3<sup>rd</sup> – 3 days ISS/Corporal Punishment (Office Detention K-3)
- 4<sup>th</sup> – OSS (days to be determined)/Parent Conference
- 5<sup>th</sup> – Maximum – Possibility of expulsion

## ***Rule #20: Behavior Not Covered***

Hoxie School reserves 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 specific in the preceding written notes.

Penalties for Infraction of Student Discipline Policies:

1. Reprimand
2. Loss of Privileges (recess, activities, travel, etc.)
3. Student/Parent/Teacher/Principal conference and/or parental contact
4. Corporal Punishment
5. In-School Suspension
6. Suspension
7. Expulsion

## ***Disregard of Directions or Commands (Insubordination)***

A student will comply with reasonable directions or commands of a teacher, substitute teacher, teacher aide, principal, administrative personnel, school bus driver, or any other authorized personnel.

- A. 1 day of ISS/Corporal Punishment
- B. 3 days I.S.S.
- C. 4 days I.S.S.
- D. 5 days O.S.S.

Recommended Expulsion (365 days)

## **Truancy**

A student will not be absent from school without parents' and/or school authorities' prior knowledge and consent. After arrival on campus, a student absent from his or her assigned learning station without proper permission (class cutting) will be considered truant.

- A. Choice of corporal punishment or 1 day of ISS
- B. 3 days of In School Suspension.
- C. 3 days Out of School Suspension
- D. Recommended expulsion for the remainder of the semester or 1 full year.

## **Threat of Physical Violence/Fighting**

The threat of physical violence and fighting of one student upon another or any terroristic threats toward one or more individuals will result in punishment ranging from:

- A. Detention to suspension
- B. 5 days suspension

If it can be proved to the satisfaction of the Principal/Assistant Principal that a student involved in a fight acted only in order to defend himself, his punishment will be determined at the discretion of the principal/assistant principal.

*NOTE: The student that starts a fight will be suspended.*

C. Recommended Expulsion

Any student, who instigates a fight by carrying messages, name-calling, threats, etc., whether verbal, written, or electronic, will be considered a participant and will be punished.

Any student who videos or possesses a video of a fight will be considered a participant and will be punished.

Whenever the principal or other person in charge has direct knowledge or has received information leading to a reasonable belief that a student has committed a felony on school property or while under school supervision or has committed any other crime involving an act of violence against a teacher, school employee, or student, the principal or the person in charge will immediately report the incident to the superintendent of the school district. The superintendent, or his designee, will report the incident to the appropriate local law enforcement agency for investigation.

Act 1520 requires school principals to report all threats of violence or acts of violence on school property to the school superintendent and to the appropriate local law enforcement agency.

## **Theft and Extortion**

A student will not cause or attempt to cause damage, steal or attempt to steal the property of another, obtain or attempt to obtain something (of value) from another person by either physical force or threat. (Illegal acts) It is recommended that all items brought to school be marked for identification; names, etc.

- A. Restitution and up to 3 days I.S.S.
- B. Restitution and up to 5 days of out of school suspension
- C. Recommended expulsion and restitution (one semester)

## **: Damage, Destruction or Theft of School Property**

A student will not cause or attempt to cause damage to school property nor steal or attempt to steal property. The Hoxie School District will recover damages for the student of destroyed school property. Parents of minor students less than 18 will be liable for damages caused by said minor.

- A. restitution, and up to 3 days out of school suspension
- B. 5 days out of school suspension and restitution
- C. Recommended expulsion and restitution

## **Disorderly Conduct**

A student will not engage in behavior which produces a situation in which instruction or activities of other students are adversely affected.



- A. Conference/warning
- B. 1 day of ISS/corporal punishment
- C. 3 days I.S.S.
- D. 3 days O.S.S.
- E. Recommended expulsion

### **Profanity**

A student will not use abusive, vulgar or irreverent language on the school campus at any time (nor make vulgar signs or gestures.)

- A. 1 day of ISS /corporal punishment
- B. 3 days I.S.S.
- C. 3 days O.S.S.
- D. Recommended expulsion (one semester)

### **Loitering in Bathroom**

Students will not loiter in bathrooms. There is no reason for students to remain in the bathroom unless they are using them.

- A. 1<sup>st</sup> offense 1 day ISS or corporal punishment
- B. 3 days I.S.S.
- C. 3 days out of school suspension
- D. Recommended expulsion for one semester

### **Setting Off Fireworks or Stink Bombs at School**

Students will not be allowed to bring or set off fireworks or stink bombs at school or activities that cause a disruption of the education process. (Nuisance items)

- A. 3 days I.S.S.
- B. 5 days suspension
- C. Recommended expulsion (365 days)

### **Forgery of Passes and/of Falsification of General Information (Failure to Have Proper Pass)**

A student will not forge another person's name to any pass, library card, or student scheduling information, nor falsify telephone numbers and addresses on general information forms and school passes; a student will have proper passes and admit slips.

- A. parent notification
- B. 1 day ISS/ corporal punishment
- C. 3 days suspension
- D. 5 days suspension
- E. Recommended expulsion (one semester)

## **Persistent Disregard for School Rules**

A student who persists in acts of misconduct after reasonable efforts have been made by the school to secure the student's adherence to the established rules will be recommended for expulsion. Efforts toward behavior modification will be made prior to this recommendation.

## **Cheating**

Cheating in any form is strongly discouraged. The following penalties will be enacted.

- A. 1 day of ISS – no credit on assignment or test
- B. 3 days I.S.S. – no credit on assignment
- C. 5 days out of school suspension – no credit on assignment
- D. Recommended expulsion (one semester)

## **Loitering by Suspended Student**

A student who has been suspended and has been provided a written notification that, because of an act of misbehavior, he or she is prohibited from being in a school building or on the school campus or at school activities for a specified period of time will not enter such buildings or school facilities.

- A. Warning
- B. Student will be arrested and charges in accordance with Arkansas Law (Act 75 of 1971).

## **Violation of Parking and Driving Regulations**

A student using any type of vehicle (motorcycle, auto, or truck) as means of transportation to and from school will not violate the rules and regulations set forth by Hoxie High School.

- A. Warning/probation
- B. 1 day Suspension of privilege
- C. 5 days suspension of privilege
- D. Recommended Expulsion (365 days)

## **Gambling**

Students will refrain from games of chance, such as dice, coin pitching, where the winner collects the loser's stake (money).

- A. 1 day of ISS
- B. 3 days ISS
- C. 3 days out of school suspension
- D. Recommended expulsion (365 days)

## **Non-Diligence of Study**

A student is expected to be diligent in his or her studies. To be diligent, a student will: (a) complete all assigned work on time; (b) pay attention as required by the teachers; (c) equip themselves with the necessary materials and/or equipment; (d) cooperate with teachers and other students.

- A. Conference with administrator and or counselor
- B. Morning Detention
- C. 1 day I.S.S. and conference with parent

- D. 3 days O.S.S.
- E. Recommended Expulsion (365 days)

### **Public Display of Affection (cuddling, kissing, etc.)**

Public display of affection is not appropriate behavior at school. Failure to comply with reasonable expectations of school staff will lead to disciplinary action. (Displays of affection beyond hand holding are not appropriate.)

- A. Morning detention
- B. 1 day I.S.S.
- C. 3 days O.S.S. Recommended expulsion (365 days)

### *Behavior Not Covered*

Hoxie High School reserves 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.

### **HALLWAYS**

1. Following direction of staff.
2. Do not run in the halls.
3. Always walk on the right side of the hallway.
4. Students must have a pass when in hallways during class hours.
5. Keep hands and feet to yourself.
6. Do not enter anyone else's locker.
7. No tussling allowed.

\*Violation of these rules will result in disciplinary action.

### **FOOD AND DRINK**

Students will not be allowed to take food out of the cafeteria unless given permission by the teacher on duty or administrator. Opened food and drinks are not allowed in the buildings until after 4:00 p.m. except in designated areas, which include: the student center, cafeteria, and outdoors. Open food or drink items in restricted areas will be confiscated. Students are to exit the cafeteria during lunch through the front doors only. Written permission from the teacher is required to go to Art, Choir, or Band. All trash is to be placed in proper containers. Food and drinks may be allowed in the building as a reward for good class performance but must be approved by the administration.

### **Consequences:**

- A. 1<sup>st</sup> offense – choice of corporal punishment, or 1 day of ISS.
- B. 2<sup>nd</sup> offense – 2 days of ISS
- C. 3<sup>rd</sup> offense – 3 days ISS
- D. 4<sup>th</sup> offense – 1 day out of school suspension
- E. 5<sup>th</sup> offense – 3 days out of school suspension

Exceptions: Club meetings, classroom activities with prior administrator approval, or medical problems with proper documentation.

Students will not be permitted to bring to school items such as playing cards, trading cards, traditional cameras, or other items that may distract from the learning environment, unless specifically needed for class related assignment or due to health problems. These exceptions must be pre-approved by the administration.

- A. Item(s) will be confiscated and warning will be issued.
- B. Item(s) will be confiscated and choice of 1 corporal punishment or 1 day of ISS.

The Board directs each school in the District to develop implementation regulations for prohibited student conduct consistent with applicable Board policy, State and Federal laws, and judicial decisions.

Cross References:      Prohibited Conduct #1—Policy # 3.17  
                                 Prohibited Conduct #2— Policy # 4.20  
                                 Prohibited Conduct #3— Policy # 4.21, 4.26  
                                 Prohibited Conduct #4— Policy # 4.22  
                                 Prohibited Conduct #5— Policy # 4.23  
                                 Prohibited Conduct #7—Policy 4.47  
                                 Prohibited Conduct #8— Policy # 4.24  
                                 Prohibited Conduct # 13— Policy # 4.25  
                                 Prohibited Conduct # 14— Policy # 4.21  
                                 Prohibited Conduct # 15— Policy # 4.7  
                                 Prohibited Conduct # 16 — Policy # 4.9  
                                 Prohibited Conduct # 17— Policy # 4.43  
                                 Prohibited Conduct # 19— Policy # 4.12  
                                 Prohibited Conduct # 20— Policy # 4.26  
                                 Prohibited Conduct # 21—Policy # 4.27  
                                 Prohibited Conduct # 22— Policy # 4.43  
                                 Prohibited Conduct # 23— Policy # 4.47

Legal References:      A.C.A. § 6-5-201  
                                 A.C.A. § 6-15-1005  
                                 A.C.A. § 6-18-222  
                                 A.C.A. § 6-18-502  
                                 A.C.A. § 6-18-506  
                                 A.C.A. § 6-18-514  
                                 A.C.A. § 6-18-707  
                                 A.C.A. § 6-21-609  
                                 A.C.A. § 27-51-1602  
                                 A.C.A. § 27-51-1603  
                                 A.C.A. § 27-51-1609

Date Adopted: Sept. 14, 2015  
Last Revised: Sept. 15, 2016

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

Students are subject to the same rules of conduct while traveling to and from school as they are while on school grounds. Appropriate disciplinary actions may be taken against commuting students who violate student code of conduct rules.

The preceding paragraph also applies to student conduct while on school buses. Students shall be instructed in safe riding practices.<sup>1</sup> The driver of a school bus shall not operate the school bus until every passenger is seated. Disciplinary measures for problems related to bus behavior shall include suspension or expulsion from school, or suspending or terminating the student's bus transportation privileges. Transporting students to and from school who have lost their bus transportation privileges shall become the responsibility of the student's parent or legal guardian.

### **ELEMENTARY:**

Students are eligible to receive district bus transportation if they meet the following requirements.

1. Riding a bus is a privilege and students should appreciate the service. If a child chooses not to follow bus rules, the penalty may range from a reprimand to suspension from the bus, depending on the severity of the situation.
2. Be at the bus stop at the scheduled time. Stand back about 10 feet from the stop and wait until the bus door is opened. Do not play on the highway.
3. While loading and unloading, enter or leave the bus orderly and quickly.
4. While riding the bus, students are under the supervision of the driver and must obey him/her.
5. Students are expected to conduct themselves in a manner that will not distract the driver's attention.
6. Do not change seats while the bus is in motion. No knives or sharp objects, firearms, balloons, pets, or other living animals are allowed on the bus.
7. You are not to tamper with any of the safety devices such as door latches and fire extinguisher.
8. Pupils are not to deface the bus or any school property. Keep the bus clean and neat. No eating or smoking on the bus.
9. Do not ask the driver to let you off up town, at the store, etc. Get off at the regular stop.
10. Pupils are not to put their hands, arms, head, or bodies out the window.
11. If you must cross the road or highway in front of the bus, always wait for the driver's signal before you cross in front of the bus.
12. Students will refrain from any harsh or abusive language or use of profanity at any time they are boarding, riding, or unloading from the bus.
13. Pupils cannot ride any bus except the one assigned, unless a signed note from the parent/guardian is sent to the office by 2:00 p.m.
14. This is not intended to cover all of the rules for riding a bus. Bus drivers and administration reserve the right to pursue disciplinary action for behavior not specifically mentioned in the preceding written rules which is not conducive to the safe operation of a school bus.
15. Due to the danger of balloons getting away from students while riding a school bus and getting in the driver's face we do not allow balloons on the bus.

## HIGH SCHOOL

If any student violates the district school bus policy on page 42, the following consequences will occur: The punishment and/or legal action will reflect the severity of the violation and is at the discretion of the administrator.

The administration may exercise more extreme action in severe situations where a student has been involved in other rule infractions. Corporal punishment and/or detention may be used for any of the following infractions in accordance with the corporal punishment policy. Also, the principal may offer a work program or inschool suspension in lieu of first suspension.

Any student who had knowledge of, conspired with, or was an accomplice in the perpetration of misconduct will also be punished. Students will be punished in the event they dare or encourage other students to violate any student code of conduct. Any suspected violation of state or federal laws will be reported to the local or federal authorities. Punishment will be given at the discretion of the Principal/Asst. Principal, and may range from a verbal warning to recommendation of expulsion.

Legal References:       A.C.A. § 6-19-119 (b)  
Ark. Division of Academic Facilities and Transportation Rules Governing  
Maintenance and Operations of Ark. Public School Buses and Physical Examinations  
of School Bus Drivers 4.0

Date Adopted: Sept. 14, 2015  
Last Revised: Sept. 15, 2016

## **4.20—DISRUPTION OF SCHOOL**

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.

Legal Reference:       A.C.A. § 6-18-511

Date Adopted: Sept. 14, 2015

Last Revised: Sept. 15, 2016

## **4.21—STUDENT ASSAULT OR BATTERY**

A student shall not threaten, physically abuse, or attempt to physically abuse, or behave in such a way as to be perceived to threaten bodily harm to any other person (student, school employee, or school visitor). Any gestures, vulgar, abusive or insulting language, taunting, threatening, harassing, or intimidating remarks by a student toward another person that threatens their well-being is strictly forbidden. This includes, but is not limited to, fighting, racial, ethnic, religious, or sexual slurs.

Furthermore, 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 understanding, is calculated to: a) cause a breach of the peace; b) materially and substantially interfere with the operation of the school; c) 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 student disciplinary measures.

A student who commits assault and/or battery upon a member of the faculty or staff of the Hoxie Schools will be recommended for:

A. Expulsion (365 days)

Act 1520 requires school principals to report all threats of violence or acts of violence on school property to the school superintendent and to the appropriate local law enforcement agency.

Legal Reference: A.C.A. § 6-17-106 (a)

Date Adopted:

Last Revised:



## **4.22—WEAPONS AND DANGEROUS INSTRUMENTS**

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, on 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. Military personnel, such as ROTC cadets, acting in the course of their official duties are exempted.

A weapon is defined as any firearm; knife; razor; ice pick; dirk; box cutter; numchucks; 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. For the purposes of this policy, "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, as defined in this policy, on the student's body or in an area under his/her control. 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 not less than one year. The superintendent shall have the discretion to modify such expulsion recommendation for a student on a case-by-case basis.<sup>1</sup> 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.<sup>2</sup> 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.

## **Weapons, Dangerous Instruments and Contraband**

A student shall not possess, handle or transmit a knife, including any and all pocket knives, razor blade, box cutter, ice pick, explosives, pistol, rifle, shotgun, pellet gun, or any other object that might reasonably be considered a weapon or dangerous instrument. Act 1282 of 1999 prohibits firearms on school property, school buses or school bus stops.

Penalty: Act 567 of 1995 requires that students who bring firearms or weapons upon school campus shall be expelled from school for no less than one (1) calendar year. The superintendent shall have the discretion to modify such expulsion on a case by case basis.

Disciplinary action for voluntary reporting and surrendering items not considered weapons, brought on campus accidentally will be at the discretion of the building principal.

### ***PARENTAL RESPONSIBILITY FOR MINORS IN POSSESSION OF A FIREARM***

Act 1149 of 1999 – When a parent of a minor knows that the minor is in illegal possession of a firearm in or upon the premises of a public or private school, in or on the school’s athletic stadium or other facility or building where school sponsored events are conducted, or public park, playground or civic center, and the parent of the guardian fails to prevent the possession or fails to report the possession to the appropriate school or law enforcement office, the parent shall be guilty of a Class B misdemeanor.

Act 1150 of 1999 requires parents to sign a statement acknowledging that the parents have read and understand current laws regarding the possibility of parental responsibility for allowing a child to possess a weapon on school property. This statement will be signed when the student is readmitted in any school following the expiration of the expulsion. The principal shall report, within a week, to the Department of Education the name, current address and social security number of any student who is expelled for possessing a firearm or other prohibited weapon on school property or committing other acts of violence. The expulsion shall be noted on the student’s permanent school record. A registry of these expelled students will be kept by the Department of Education and shall be available to any school principal in the state.

Notes: A.C.A. § 5-73-119 trumps the more lenient US DOE Guidelines relating to a student's accidental possession of a firearm on campus. Consequently, the leniency provisions of the policy for students who inadvertently bring a weapon to school cannot be extended to a firearm.

<sup>1</sup> The exemption is for IDEA purposes where the possession can reasonably be associated with the student's disability. To be eligible for ESEA funds, the federal Department of Education requires an assurance that the district:

- 1) is in compliance with the State law requiring the one-year expulsion; and
- 2) a description of the circumstances surrounding expulsions imposed under the one-year expulsion requirement, including:
  - A. the name of the school concerned;
  - B. the number of students expelled from the school; and
  - C. the type of firearms concerned.

This requirement applies even in the instances where the district exercised its option to modify the expulsion requirement on a case-by-case basis. The DOE Guidance on the Gun Free Schools Act prohibits the use of the case-by-case option to avoid “over-all compliance with the one-year expulsion requirement.

<sup>2</sup>The statute that specifies the parents’ penalties is A.C.A. § 5-27-210, but it is also helpful to have A.C.A. § 5-4-201 and A.C.A. § 5-4-401 available which spell out the fines and possible imprisonment for a class B misdemeanor offense.

Cross Reference: Policy 4.31—EXPULSION

Legal References: A.C.A. § 6-18-502 (c) (2)(A)(B)  
A.C.A. § 6-18-507 (e) (1)(2)  
A.C.A. § 6-21-608  
A.C.A. § 5-4-201  
A.C.A. § 5-4-401  
A.C.A. § 5-27-210  
A.C.A. § 5-73-119(b)(e)(8)(9)(10)  
A.C.A. § 5-73-133  
20 USC § 7151

Date Adopted: Sept. 14, 2015

Last Revised: Sept. 15, 2016

## **4.23—TOBACCO AND TOBACCO PRODUCTS**

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.

### **Tobacco Use or Possession of Tobacco Products**

Hoxie School feels the need to inform, educate and empower people about their health by having a tobacco free school environment. This tobacco policy is instituted for the safety of our school. Tobacco prevention programs are contained throughout our K-12 curriculum and parental encouragement is necessary for success.

Arkansas Law 61-21-609 prohibits all forms of tobacco, paraphernalia (lighters & matches will be considered paraphernalia) or clothing supporting tobacco use. Hoxie strictly enforces this law. An alternative to suspension for 1<sup>st</sup> offenders would be required attendance in a tobacco education and/or tobacco cessation program offered by the school counselor's office.

Procedures of this policy will be constant with state and federal laws. The tobacco policy will be communicated to all students and parents/guardians through the student handbook upon enrollment.

- A. 1<sup>st</sup> offense – 3 days Out of School Suspension & notification of law enforcement
- B. 2<sup>nd</sup> offense – 5 days Out of School Suspension and notification of law enforcement
- C. 3<sup>rd</sup> offense – Recommended expulsion for remainder of the semester or 1 full semester

Failure to comply with this policy will result in a misdemeanor conviction punishable by a fine or no more than \$100.00.

Note: The statute requires the statute's posting "...in a conspicuous location at every entrance to each building owned or leased by a public school district and every school bus used to transport students"

Legal Reference: A.C.A. § 6-21-609

Date Adopted: Sept. 14, 2015

Last Revised: Sept. 15, 2016

## 4.24—DRUGS AND ALCOHOL

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 Hoxie 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.

Selling, distributing, or attempting to sell or distribute, or using over-the-counter or prescription drugs not in accordance with the recommended dosage is prohibited.

### Prohibited Substances and Paraphernalia

#### ELEMENTARY

Prohibited substances shall include any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, huffing of any object or substance, or other controlled substance as defined in Act 590 of 1971 of the State of Arkansas (as amended), or any beverage containing alcohol or an intoxicant of any kind. ANY AMOUNT of alcohol or drugs consumed or in possession by a student will be in violation of the drug and alcohol policy. Any student who knowingly possesses or uses drugs, drug paraphernalia, (i.e. clips, pipes, containers, etc.) used in connection with drugs, will be in violation of this policy.

#### *Penalties*

2. The student will be expelled for one semester with a provision to re-enter school after ten (10) days if enrolled in a counseling service. The counseling service will be at the student's own expense and must be approved by the school superintendent. Upon readmission, continued enrollment in school shall be contingent upon completion of the alcohol/drug counseling program. The student will be restricted from attending or participating in any extracurricular activities for ninety (90) school days or the remainder of the semester, whichever is longer.
3. The student will be expelled for one (1) semester.

## HIGH SCHOOL

### Drug and Alcohol Policy

Because the use of drugs, alcohol, and other chemicals among young people has become a major problem in our country and because the use and availability of these substances to students interfere with the educational process, this policy was adopted. This policy is designed to help eliminate the influence of drugs, alcohol, and other chemicals within the school environment. It is designed to act as punishment and deterrent as well as protection for the students.

This policy applies to any student who is on school property, who is in attendance at school or at a school activity (including any student who has left the campus for any reason and who returns to the campus or school sponsored activity) or whose conduct at any time or in any place interferes with or obstructs the educational process or operation of the school district.

Possessing or being under the influence (legal intoxication not required) of any prohibited substance is a violation of this policy. Verification may be by local law enforcement or school authorities, admission by the student, substantial evidence, or medical tests.

#### PROHIBITED SUBSTANCE AND PARAPHERNALIA

Prohibited substance will include any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana or other controlled substance as defined in Act 590 of 1971 of the State of Arkansas, as amended, or any beverage containing alcohol or an intoxicant of any kind. ANY AMOUNT of alcohol or drugs consumed or in possession by a student will be a violation of the drug and alcohol policy. The possession or use of drug paraphernalia, i.e., clips, pipes, containers, etc., used in connection with drugs, will be a violation of this policy. Any item intended to be representative of a drug or any item designed as counterfeit and/or look-alike drugs will be considered an illegal drug, and any student using or possessing such substances will be in violation of the drug and alcohol policy.

#### PENALTIES

Any student engaging in any of the situations listed above will be subject to one of the following penalties dependent upon the circumstances and at the discretion of the administration:

1. The student will be suspended for 10 days, provided he/she enrolls in and completes a drug/alcohol abuse program. The counseling service will be at the student's own expense and must be approved by the school superintendent. Upon readmission, continued enrollment in school will be contingent upon completion of the alcohol/drug-counseling program. The student will be restricted from attending or participating in any extracurricular activities for the remainder of the year or one full year.
2. The student will be recommended for expulsion for the remainder of the year or for one full year.

Any student in violation of the alcohol/drug policy a second time during grades seven (7) through twelve (12) will be recommended for expulsion for the remainder of the year or for one full year.

## **USE OF THE DRUG DOG**

The primary purpose for using the dog is to serve as a deterrent against drugs being brought on the school campus. It is hoped that very few students will have to be subjected to suspensions, expulsion, or legal action.

The County Sheriff's Department will make unannounced visits to the secondary school. The school officials will be notified of the visit upon arrival at the school. A school official will accompany the handler during the sniffing search of the lockers and automobiles. The sniff search will take place while students are in class so that students will not be exposed to the dog and the instructional program will not be disrupted.

Should a suspicious locker or automobile be identified, the affected student will be notified before a search is conducted. The student will be advised of his rights. Every effort will be made to protect students from embarrassment. The search of a locker or automobile, if possible, will be conducted while other students are not present. The investigating interview will be conducted in the privacy of the school official's office with the school official present, and the parent or guardian of the student, if possible.

Any illegal substances secured during a search will be used as evidence in applying school district policies for suspension or expulsion. Students will be turned over to law enforcement officials.

The principals may call for a search when reasonable suspicion exists that a quantity of illegal substance is present in a specific location. In such cases, a warrant will normally be acquired and the student will be arrested and prosecuted in addition to being suspended or recommended for expulsion if any illegal substance is found.

Date Adopted: Sept. 14, 2015

Last Revised: Sept. 15, 2016

## 4.25—STUDENT DRESS AND GROOMING

The Hoxie 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, unsafe, could cause property damage, or are offensive to common standards of decency.

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 breast of a female. This prohibition does not apply, however to a costume or uniform worn by a student while participating in a school-sponsored activity or event.

The Superintendent shall establish student dress codes for the District's schools, to be included in the student handbook, and are consistent with the above criteria.

### ELEMENTARY

### STUDENT DRESS

Each student is expected to dress appropriately while attending school. The dress of a student shall in no way cause interruption of the proper pursuit of learning to himself/herself or others. We agree that there are physical differences between K – 3 students and 4 - 6 students. There is a separate dress code for K – 3 students and one for 4 – 6 students listed below.

Should it be determined a child is dressed inappropriately, the school will attempt to provide adequate clothing for the remainder of the school day. However, should the school not have appropriate clothing items on hand, the child may be sent home to change clothes.

#### K-3 Dress Code

The following items of appearance and wearing apparel will **not** be permitted:

- A. Bare feet
- B. Bare midriff, sides, or back.
- C. Unbuttoned shirts/blouses are not permitted unless a shirt is worn underneath
- D. Caps, hats, headdress in the building
- E. Indecent dress Clothes that display:
  1. Profanity
  2. Suggestive language
  3. Drugs, alcohol or tobacco advertisements
- F. Shorts and miniskirts will be permitted with the following guidelines:
  1. Shorts and miniskirts must be no more than 7 inches from the middle of the knee.
  2. Bike shorts and leggings can be worn but must be covered by legal length short, skirt, or dress. Teachers and Administration discretion.
  3. Students should be dressed in proper clothing that is dictated by the weather from Thanksgiving to Spring Break. Students will not be allowed to wear shorts or miniskirts from Thanksgiving to Spring Break.

**4 – 6 grade students will follow the same dress code as the High School Students follow. Pg. 56-57**



HIGH SCHOOL

Student Dress and Grooming

A student will not practice a mode of dress, style of hair, or standard of personal grooming extreme to the point of creating a disturbance of the educational atmosphere. Students who refuse to abide by reasonable guidelines and conform to the dress code will be subject to disciplinary action at the discretion of the administrator. Extreme dress code violations will be sent home. (Miniskirts fall in that category.)

The matter of personal grooming and attire, cleanliness, and safety fall within the public charge since the conduct pattern of any particular group reflects the inner maturity, training, ideals and, to some extent, the goals of the individuals involved. Grooming and attire of themselves would be of small consequence otherwise.

The following items of appearance and wearing apparel will **not** be permitted:

- A. Articles of clothing with spikes, chains, spiked jewelry, etc.
- B. Bare feet, house shoes, pajamas and blankets
- C. Bare midriff/side and back (This will be checked by student standing in a normal standing position with hands and arms held to the side.)
- D. Unbuttoned shirts, low-cut blouses, and no cleavage etc.
- E. No Sleeveless shirts, spaghetti straps and halter tops.
- F. Transparent/see through apparel, fishnet
- G. No head covering of any type is to be worn in the school buildings while school is in session. This includes but is not limited to hoods, bandanas and hats. Hats are not allowed in classrooms.
- H. Miniskirts, short shorts, leggings or jeggings; indecent dress
- I. Clothes that display: 1) Profanity, 2) Suggestive language, 3) Drugs, alcohol, or tobacco advertisements

Shorts will be permitted with the following guidelines:

- 1) Shorts must be no more than 6 inches from the top or the knee cap. No part of the shorts can be more than 6 inches from the top of the knee.
  - 2) Bike shorts, leggings, and capri leggings can be worn but must be covered by legal length shorts or skirts.
- J. Pants with holes more than 6 inches from the top of the knee cap.
  - K. Pants must be worn above the hips (no sagging).

**Students who violate the dress code must change or spend the day in ISS**

Legal References:       A.C.A. § 6-18-502(c)(1)  
                                  A.C.A. § 6-18-503(c)

Date Adopted: Sept. 14, 2015  
Last Revised: Sept. 15, 2016

## **4.26—GANGS AND GANG ACTIVITY**

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.

The following actions are prohibited by students on school property or at school functions:

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

Students found to be in violation of this policy shall be subject to disciplinary action up to and including expulsion.

Students arrested for gang related activities occurring off school grounds shall be subject to the same disciplinary actions as if they had occurred on school grounds.

Legal References:      A.C.A. § 6-15-1005(b)(2)  
                                  A.C.A. § 5-74-201

Date Adopted: Sept. 14, 2015

Last Revised: Sept. 15, 2016

## **4.27—STUDENT SEXUAL HARASSMENT**

The Hoxie School District is committed to having an academic environment in which all students are treated 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.

Believing that prevention is the best policy, the District will periodically inform students and employees about the nature of sexual harassment, the procedures for registering a complaint, and the possible redress that is available. The information will stress that the district does not tolerate sexual harassment and that students can report inappropriate behavior of a sexual nature without fear of adverse consequences. The information will take into account and be appropriate to the age of the students.

It shall be a violation of this policy for any student to be subjected to, or to subject another person to, sexual harassment as defined in this policy. Any student found, after an investigation, to have engaged in sexual harassment will be subject to disciplinary action up to, and including, expulsion.

Sexual harassment refers to unwelcome sexual advances, requests for sexual favors, or other personally offensive verbal, visual, or physical conduct of a sexual nature made by someone under any of the following conditions:

1. Submission to the conduct is made, either explicitly or implicitly, a term or condition of an individual's education;
2. Submission to, or rejection of, such conduct by an individual is used as the basis for academic decisions affecting that individual; and/or
3. Such conduct has the purpose or effect of substantially interfering with an individual's academic performance or creates an intimidating, hostile, or offensive academic environment.

The terms "intimidating," "hostile," and "offensive" include conduct of a sexual nature which has the effect of humiliation or embarrassment and is sufficiently severe, persistent, or pervasive that it limits the student's ability to participate in, or benefit from, an educational program or activity.

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. Depending upon such circumstances, examples of sexual harassment include, but are not limited to: unwelcome touching; crude jokes or pictures; discussions of sexual experiences; pressure for sexual activity; intimidation by words, actions, insults, or name calling; teasing 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 student self-identifies as homosexual; and spreading rumors related to a person's alleged sexual activities.

Students who believe they have been subjected to sexual harassment, or parents of a student who believes their child has been subjected to sexual harassment, are encouraged to file a complaint by contacting a counselor, teacher, Title IX coordinator, or administrator who will assist them in the complaint process. Under no circumstances shall a student be required to first report allegations of sexual harassment to a school contact person if that person is the individual who is accused of the harassment.

To the extent possible, complaints will be treated in a confidential manner. Limited disclosure may be necessary in order to complete a thorough investigation. Students who file a complaint of sexual harassment will not be subject to retaliation or reprisal in any form.

Students who knowingly fabricate allegations of sexual harassment shall be subject to disciplinary action up to and including expulsion.

Individuals who withhold information, purposely provide inaccurate facts, or otherwise hinder an investigation of sexual harassment shall be subject to disciplinary action up to and including expulsion.

ELEMENTARY:

### **Indecent Exposure and Sexual Advances**

A student will not deliberately commit indecent exposure in school or on school grounds, nor will a student make improper sexual advances toward another person.

A student will not have indecent images on electronic devices or in hard copy.

- A. 3 days of I.S.S.
- B. 5 days suspension up to recommended expulsion
- C. Recommendation for expulsion (365 days)

HIGH SCHOOL:

### **SEXUAL HARASSMENT POLICY**

It is the policy of the Hoxie School District that none of its students will be subjected to sexual harassment by any school employee, student, substitute, volunteer, or visitor.

Any person who alleges sexual harassment by any school employee, student, substitute, volunteer, or visitor in the district may register the complaint with the principal or the staff members immediate supervisor. If the complaint involves the principal, the complaint may be made to the superintendent of schools

Legal References: Title IX of the Education Amendments of 1972, 20 USC 1681, et seq.  
A.C.A. § 6-15-1005 (b) (1)

Date Adopted: Sept. 14, 2015

Last Revised: Sept. 15, 2016

## **4.28—LASER POINTERS**

Students shall not possess any hand held laser pointer while in school; on or about school property, before or after school; in attendance at school or any school-sponsored activity; on 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. School personnel shall seize any laser pointer from the student possessing it and the student may reclaim it at the close of the school year, or when the student is no longer enrolled in the District.

### **Hand-Held Laser Pointers**

Act 1408 of 1999 prohibits the possession of hand-held laser pointers by minors. School personnel will deliver to local authorities any hand- held laser confiscated from a student.

Legal References:     A.C.A. § 6-18-512  
                              A.C.A. § 5-60-122

Date Adopted: Sept. 14, 2015  
Last Revised: Sept. 15, 2016

## **4.29—INTERNET SAFETY and ELECTRONIC DEVICE USE POLICY**

### **COMPUTER, NETWORK AND INTERNET POLICIES**

The Hoxie School District owns and maintains a number of computers, most of which are interconnected by a local area network. The local network is connected to the Internet through the resources of the Arkansas Public School Computer Network.

Before any student may use any computer or network resource, her or she must read, sign, and turn in to the office an Acceptable Use and Internet Safety Policy form. Students who are under 18 years of age must also have his or her parent/guardian read and sign the form. The privileges and responsibilities granted by this form only apply to the current school year. Each year every student wanting to use computer and/or network resources must first read, sign, and turn in this form.

Rules for computer use at Hoxie Public Schools:

1. Student will respect and use with care all the computer technological resources.
2. Student will secure prior approval of the certified staff before joining a news group or before subscribing to a list serve.
3. Student will keep account password private, and will log off the network after having personally logged in. All activity using the personal Internet account is the student's responsibility.
4. Student will use the computer technology in a moral and ethical manner.
5. Student is not to insert any disk into any computer with Internet access without the express permission of the Internet Supervisor.

Activity on a student's account may be periodically monitored by certified staff. The failure to follow any of the above rules may result in the loss of computer privileges and the removal of the account from the computer network.

#### **Definition**

For the purposes of this policy, "electronic device" means anything that can be used to transmit or capture images, sound, or data.

The District makes electronic device(s) and/or electronic device Internet access available to students, to permit students to perform research and to allow students to learn how to use electronic device technology. Use of district electronic devices is for educational and/or instructional purposes only. Student use of electronic device(s) shall only be as directed or assigned by staff or teachers; students are advised that they enjoy no expectation of privacy in any aspect of their electronic device use, including email, and that monitoring of student electronic device use is continuous.

No student will be granted Internet access until and unless an Internet and electronic device -use agreement, signed by both the student and the parent or legal guardian (if the student is under the age of eighteen [18]) is on file. The current version of the Internet and Electronic Device use agreement is incorporated by reference into board policy and is considered part of the student handbook.

#### **Technology Protection Measures**

The District is dedicated to protecting students from materials on the Internet or world wide web that are inappropriate, obscene, or otherwise harmful to minors; therefore, it is the policy of the District to protect each electronic device with Internet filtering software that is designed to prevent students from accessing such

materials. For purposes of this policy, “harmful to minors” means any picture, image, graphic image file, or other visual depiction that:

- (A) taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
- (B) depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
- (C) taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

### **Internet Use and Safety**

The District is dedicated to ensuring that students are capable of using the Internet in a safe and responsible manner. The District uses technology protection measures to aid in student safety and shall also educate students on appropriate online behavior and Internet use including, but not limited to:

- interacting with other individuals on social networking websites and in chat rooms;
- Cyberbullying awareness; and
- Cyberbullying response.

### **Misuse of Internet**

The opportunity to use the District’s technology to access the Internet is a privilege and not a right. Students who misuse electronic devices or Internet access in any way will face disciplinary action, as specified in the student handbook and/or Internet safety and electronic device use agreement. Misuse of the Internet includes:

- The disabling or bypassing of security procedures, compromising, attempting to compromise, or defeating the district’s technology network security or Internet filtering software;
- The altering of data without authorization;
- Disclosing, using, or disseminating passwords, whether the passwords are the student’s own or those of another student/faculty/community member, to other students;
- Divulging personally identifying information about himself/herself or anyone else either on the Internet or in an email unless it is a necessary and integral part of the student's academic endeavor. Personally identifying information includes full names, addresses, and phone numbers.
- Using electronic devices for any illegal activity, including electronic device hacking and copyright or intellectual property law violations;
- Using electronic devices to access or create sexually explicit or pornographic text or graphics;
- Using electronic devices to violate any other policy or is contrary to the Internet safety and electronic device use agreement.

Notes: The Neighborhood Children’s Internet Protection Act (PL 106-554, 47 USC 254 (h) (l)) requires districts to hold at least one public hearing on its proposed technology safety measures and Internet safety policy as well as any changes to the policy with reasonable notice given to the community and the media. This notice requirement would be met by the regular notification requirements for a board meeting. The regulations do not require this to be a special meeting and it is allowable for it to be part of a regular school board meeting. The requirement also includes retaining the meeting's agenda and minutes as well as the Tech Plans, Acceptable Use Policy, and Internet Safety Policy for a period of five (5) years. This timeline isn't quite as straight forward as it sounds. To help clarify the retention requirements, the 8/11 Rules cited in the Legal References include the following note:

*We conclude that a school or library should be required to retain its Internet safety policy documentation for a period of five (5) years after the funding year in which the policy was relied upon to obtain E-rate funding. For example, if a school adopted an Internet safety policy in 2002 and used*

*that same policy to make its certification in funding year 2009, the school must retain its Internet safety policy documentation for five years after the last day of service for funding year 2009.*

## **Consequences for Abuse of Computer or Internet Privileges**

Students who abuse the computers and Internet privileges the following consequences will apply:

1. Warning
- 2 .1 day of ISS or corporal punishment
3. 3 days in school suspension

User rights revoked for the remainder of the semester and or year

Legal References: Children's Internet Protection Act; PL 106-554  
FCC Final Rules 11-125 August 11,2011  
20 USC 6777  
47 USC 254(h)(l)  
47 CFR 54.520  
47 CFR 520(c)(4)  
A.C.A. § 6-21-107  
A.C.A. § 6-21-111

Date Adopted: Sept. 14, 2015

Last Revised: Sept. 15, 2016



## 4.29F—STUDENT ELECTRONIC DEVICE and INTERNET USE AGREEMENT

Student's Name (Please Print) \_\_\_\_\_ Grade Level \_\_\_\_\_

School \_\_\_\_\_ Date \_\_\_\_\_

The Hoxie School District agrees to allow the student identified above ("Student") to use the district's technology to access the Internet under the following terms and conditions which apply whether the access is through a District or student owned electronic device (as used in this Agreement, "electronic device" means anything that can be used to transmit or capture images, sound, or data):

1. Conditional Privilege: The Student's use of the district's access to the Internet is a privilege conditioned on the Student's abiding to this agreement. No student may use the district's access to the Internet whether through a District or student owned electronic device unless the Student and his/her parent or guardian have read and signed this agreement.

2. Acceptable Use: The Student agrees that he/she will use the District's Internet access for educational purposes only. In using the Internet, the Student agrees to obey all federal and state laws and regulations. The Student also agrees to abide by any Internet use rules instituted at the Student's school or class, whether those rules are written or oral.

3. Penalties for Improper Use: If the Student violates this agreement and misuses the Internet, the Student shall be subject to disciplinary action. **[Note: A.C.A. § 6-21-107 requires the district to have "...provisions for administration of punishment of students for violations of the policy with stiffer penalties for repeat offenders, and the same shall be incorporated into the district's written student discipline policy." You may choose to tailor your punishments to be appropriate to the school's grade levels.]**

4. "Misuse of the District's access to the Internet" includes, but is not limited to, the following:

- a. using the Internet for other than educational purposes;
- b. gaining intentional access or maintaining access to materials which are "harmful to minors" as defined by Arkansas law;
- c. using the Internet for any illegal activity, including computer hacking and copyright or intellectual property law violations;
- d. making unauthorized copies of computer software;
- e. accessing "chat lines" unless authorized by the instructor for a class activity directly supervised by a staff member;
- f. using abusive or profane language in private messages on the system; or using the system to harass, insult, or verbally attack others;
- g. posting anonymous messages on the system;
- h. using encryption software;
- i. wasteful use of limited resources provided by the school including paper;
- j. causing congestion of the network through lengthy downloads of files;
- k. vandalizing data of another user;
- l. obtaining or sending information which could be used to make destructive devices such as guns, weapons, bombs, explosives, or fireworks;
- m. gaining or attempting to gain unauthorized access to resources or files;

- n. identifying oneself with another person's name or password or using an account or password of another user without proper authorization;
- o. invading the privacy of individuals;
- p. divulging personally identifying information about himself/herself or anyone else either on the Internet or in an email unless it is a necessary and integral part of the student's academic endeavor. Personally identifying information includes full names, address, and phone number.
- q. using the network for financial or commercial gain without district permission;
- r. theft or vandalism of data, equipment, or intellectual property;
- s. attempting to gain access or gaining access to student records, grades, or files;
- t. introducing a virus to, or otherwise improperly tampering with the system;
- u. degrading or disrupting equipment or system performance;
- v. creating a web page or associating a web page with the school or school district without proper authorization;
- w. providing access to the District's Internet Access to unauthorized individuals;
- x. failing to obey school or classroom Internet use rules; or
- y. taking part in any activity related to Internet use which creates a clear and present danger of the substantial disruption of the orderly operation of the district or any of its schools.
- z. Installing or downloading software on district computers without prior approval of the technology director or his/her designee.

5. Liability for debts: Students and their cosigners shall be liable for any and all costs (debts) incurred through the student's use of the computers or access to the Internet including penalties for copyright violations.

6. No Expectation of Privacy: The Student and parent/guardian signing below agree that if the Student uses the Internet through the District's access, that the Student waives any right to privacy the Student may have for such use. The Student and the parent/guardian agree that the district may monitor the Student's use of the District's Internet Access and may also examine all system activities the Student participates in, including but not limited to e-mail, voice, and video transmissions, to ensure proper use of the system. The District may share such transmissions with the Student's parents/guardians.

7. No Guarantees: The District will make good faith efforts to protect children from improper or harmful matter which may be on the Internet. At the same time, in signing this agreement, the parent and Student recognize that the District makes no guarantees about preventing improper access to such materials on the part of the Student.

8. Signatures: We, the persons who have signed below, have read this agreement and agree to be bound by the terms and conditions of this agreement.

Student's Signature: \_\_\_\_\_ Date \_\_\_\_\_

Parent/Legal Guardian Signature: \_\_\_\_\_ Date \_\_\_\_\_

## 4.30—SUSPENSION FROM SCHOOL

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 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.

Out-of-school suspension 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:

1. the student shall be given written notice or advised orally of the charges against him/her;
2. 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
3. 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 readmittance to class will be given to the parent(s), legal guardian(s), 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), 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 parents' or legal guardians' responsibility to provide current contact information to the district, which the school shall use to immediately notify the parent or legal guardian upon the suspension of a student. The notification shall be by one of the following means, listed in order of priority:<sup>1</sup>

- 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.

During the period of their suspension, students serving out-of-school suspensions are not permitted on campus except to attend a student/parent/administrator conference.

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.

Notes:

<sup>1</sup>A.C.A. § 6-18-507(f)(3) requires attempts at contacting parents be made first by phone. If such contact fails, then contact may be by email, and if that is unsuccessful, contact may be by regular first class mail.

Cross Reference: 4.7—ABSENCES

Legal References: A.C.A. § 6-18-507  
*Goss v Lopez*, 419 U.S. 565 (1975)

Date Adopted: Sept. 14, 2015  
Last Revised: Sept. 15, 2016

## **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, or 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.

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 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.

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.

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.

Notes:

The current law governing parental responsibility is A.C.A. § 5-27-210

Cross Reference: Policy 4.22—WEAPONS AND DANGEROUS INSTRUMENTS

Legal Reference: A.C.A. § 6-18-507

Date Adopted: Sept. 14, 2015  
Last Revised: Sept. 15, 2016

## **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 Department 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 by court order, or person acting in loco parentis 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, guardian, custodian, 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 Department 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, or other person having lawful control by court order, or person acting 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.

### **SEARCH AND SEIZURE**

Personal Search- A search of a student's person should be limited to a situation in which the administration has probable cause to suspect that the student is concealing evidence of an illegal act, contraband, or has violated a school rule. Dangerous items (such as firearms, weapons, knives, etc.), controlled substances as defined by Act 590 of 1971 (as amended) and other items which may be used to substantially disrupt the educational process will be reported and transmitted to the proper authorities.

The following procedure will be observed in a search and seizure:

1. A search must be based on a reasonable suspicion that the student has violated the law or school rules, and the scope of the search must be "reasonably related to the objective of the search and not excessively intrusive in the light of the age or sex of the student and the nature of the infraction".
2. An adult witness will be present when a personal search is conducted.
3. The student shall be asked for his/her consent prior to a personal search. A search warrant should be obtained if a student objects to a personal search unless there is a probable cause to believe that a dangerous weapon (gun, knife, etc.) is being concealed.
4. AUTOMOBILES- Warrantless searches of student's automobiles are generally valid upon a showing of a probable cause.
5. A pat down search of a student's person should be done by a school official, of the same sex, with at least one adult witness present.

Legal References:      A.C.A. § 6-18-513  
                                  A.C.A. § 9-13-104  
                                  A.C.A. § 12-18-609, 610, 613  
                                  A.C.A. § 12-18-1001, 1005

Date Adopted: Sept. 14, 2015

Last Revised: Sept. 15, 2016



### **4.33—STUDENTS’ VEHICLES**

A student who has presented a valid driver’s license and proof of insurance to the appropriate office personnel, may drive his/her vehicle to school. Vehicles driven to school shall be parked in the area designated for student parking. Parking on school property is a privilege which may be denied to a student for any disciplinary violation, at the discretion of the student's building principal.

Students are not permitted to loiter in parking areas and are not to return to their vehicles during the school day for any reason unless given permission to do so by school personnel.

It is understood that there is no expectation of privacy in vehicles in parking areas. Drivers of vehicles parked on a school campus will be held accountable for illegal substances or any other item prohibited by District policy found in their vehicle. The act of a student parking a vehicle on campus is a grant of permission for school or law enforcement authorities to search that vehicle.

#### **STUDENT DRIVING AND PARKING**

Since it is a privilege to park on the school grounds, regulations will be strictly enforced. Violations of the motor vehicle rules and regulations will result in the loss of driving privileges and/or suspension from school. Students must obey the following regulations:

1. Student must have a valid driver’s license.
2. The speed limit in the parking area and streets around school is 5-15 MPH.
3. Reckless driving is prohibited. All state and local driving rules will be enforced.
4. Students will park in the parking lot in an acceptable space.
5. School buses and pedestrians have the right-of-way around school grounds.
6. The parking lot is off limits during school hours.
7. Student vehicles may be subject to search if there are reasonable reasons to suspect illegal items inside.
8. Students are not to sit in cars once they arrive on campus.

Date Adopted: Sept. 14, 2015

Last Revised: Sept. 15, 2016

## **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: Varicella (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 (100.4 F when taken orally).<sup>1</sup> 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 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.

### **HEALTH RECORDS**

Act 244 and 633 of Arkansas Law requires all students to have complete immunization (shot) records in order to register or enroll for the current school year.

Students transferring to Hoxie must have all records up to date.

Cross References: 4.2—ENTRANCE REQUIREMENTS  
4.7—ABSENCES  
4.13—PRIVACY OF STUDENTS’ RECORDS/ DIRECTORY INFORMATION  
4.57—IMMUNIZATIONS

Legal References: A.C.A. § 6-18-702  
Arkansas State Board of Health Rules And Regulations Pertaining To Immunization Requirements  
Arkansas Department of Education Rules Governing Kindergarten Through 12<sup>th</sup> Grade Immunization Requirements

Date Adopted: Sept. 14, 2015

Last Revised: Sept. 15, 2016

## 4.35—STUDENT MEDICATIONS

Prior to the administration of any medication 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, students are not allowed to carry any medications, including over-the-counter medications or any 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 over-the-counter medications to the extent giving such medications are included in the student's IHP.

All medications will be given according to labeling directions on the container. Deviations from label will require a written physician order.

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).<sup>1</sup>

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.<sup>2</sup>

The district's supervising registered nurse shall be responsible for creating both on campus and off campus procedures for administering medications.

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

- 1) Self-administer either a rescue inhaler or auto-injectable epinephrine;
- 2) Perform his/her own blood glucose checks;
- 3) Administer insulin through the insulin delivery system the student uses;

- 4) Treat the student's own hypoglycemia and hyperglycemia; or
- 5) Possess on his or her person:
  - a) A rescue inhaler or auto-injectable epinephrine; or
  - b) the necessary supplies and equipment to perform his/her own diabetes monitoring and treatment functions.

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, or combination does not require him/her to have such on his/her person. The parent or guardian of a student who qualifies under this policy to self-carry a rescue inhaler, auto-injectable epinephrine, diabetes medication, or any combination on his/her person shall provide the school with the appropriate medication, which shall be immediately available to the student in an emergency.

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:

1. an IHP that provides for the administration of Glucagon, insulin, or both in emergency situations; and
2. 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:

- A. The time scheduled for a dose of insulin in the student's IHP; and
- B. 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 developed under Section 504 of the Rehabilitation Act of 1973 which 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 certified 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 and 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<sup>1</sup> 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.

Any controlled meds, such as prescribed for ADHD/ADD must be brought to school by the parent and a medication administration release form must be signed.

Students may bring short-term medication to the nurse's office, before the school day begins, but it must be in the original container, and they must have a written authorization from the parent/guardian, stating when the medication is to be given and a phone number that they can be reached.

A Medication Administration Log will be kept with the student's name, name of prescription with dosage, and time to be given. The log will also include date and initials of designated personnel dispensing medication.

Medication for a student on a school day off campus event will be given to the accompanying teacher who will try to ensure that the medication is taken at the appropriate time. Students need to be responsible and help remind the teacher since a lot of activity may be going on and the teacher is not accustomed to giving medication.

Any medication ordered to be given three times daily or less is to be given at home, unless the doctor prescribes it for a specific time during the school day which needs to be indicated on the prescription label.

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 regulations.

Notes: A.C.A. § 17-87-103(11), as amended by Act 833 of 2015, provides for the administration of Glucagon, insulin, or both to students suffering from diabetes.

Districts are not under any obligation to "recruit" volunteers and 4.11 of the Rules explicitly states that no employee shall be pressured into volunteering.

Arkansas Children's Hospital, The University of Arkansas Medical System, the Department of Health, and ADE have developed a training that would meet the statute's and this policy's certification requirements.

Here is a helpful, but not all-inclusive, list of prohibited Schedule II medications: Opium, morphine, codeine, hydromorphone (Dilaudid), methadone, meperidine (Demerol), cocaine, oxycodone (Percodan), amobarbital, pentobarbital, sufentanil, etorphine hydrochloride, phenylactone, dronabinol, secobarbital, and fentanyl.

If a student has surgery or is in an accident resulting in the student needing to take Schedule II medication, a 504 plan can be developed to cover the duration of the student's recovery. The plan could include homebound instruction.

## **MEDICATION POLICY**

1. The medication must be in the original container with the child's name on the prescription.
2. No over-the-counter drugs will be given at school by a teacher, as school personnel are not trained to determine when medications are needed, and this is a form or prescribing.
3. Permission for long term medication must be renewed at the beginning of each semester.

## **COMMUNICABLE DISEASES**

If a child develops a disease or condition that is apparently going unchecked or may be contagious, the school may send that child home until it has been resolved or a doctor states his belief that it is of no danger to the other children. In order to prevent any communicable diseases, the school encourages daily cleanliness. (Parents will be contacted if their child has head lice and further action may be taken by administration if the child is repeatedly having head lice.) Students who are out of school because of a contagious condition are not allowed to attend school related activities after school hours.

## **AUTHORIZED USE**

All medications, prescription and/or non-prescription are to be checked into the principal's office before school. All prescription medications must have a written doctor's statement specifying the type of medication and instructions for usage or be contained in the original container. Any student found to possess any medications whether prescription or non-prescription in their possession without having checked them through the principal or nurses office will be subject to the following penalties.

- A. 1<sup>st</sup> offence – 3 days In School Suspension
- B. 2<sup>nd</sup> offence – 5 days Out of School Suspension
- C. 3<sup>rd</sup> offence – 10 days Out of Suspension
- D. 4<sup>th</sup> offence – Recommended Expulsion (365 days)

Legal References: Ark. State Board of Nursing: School Nurse Roles and Responsibilities

Arkansas Department of Education and Arkansas State Board of Nursing Rules  
Governing the Administration of Insulin and Glucagon to Arkansas Public School  
Students With Diabetes

A.C.A. § 6-18-707

A.C.A. § 6-18-711

A.C.A. § 6-18-1005(a)(6)

A.C.A. § 17-87-103 (11)

A.C.A. § 20-13-405

Date Adopted: Sept. 14, 2015

Last Revised: Sept. 15, 2016



**4.35F—MEDICATION ADMINISTRATION CONSENT FORM**

Student’s Name (Please Print) \_\_\_\_\_

This form is good for school year \_\_\_\_\_. This consent form must be updated anytime the student's medication order changes and renewed each year and/or anytime a student changes schools.

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.

I hereby authorize the school nurse or his/her designee to administer the following medications to my child.

Name(s) of medication(s) \_\_\_\_\_

Name of physician or dentist (if applicable) \_\_\_\_\_

Dosage \_\_\_\_\_

Instructions for administering the medication \_\_\_\_\_

\_\_\_\_\_

Other instructions \_\_\_\_\_

\_\_\_\_\_

I acknowledge that the District, its Board of Directors, and its employees shall be immune from civil liability for damages resulting from the administration of medications in accordance with this consent form.

Parent or legal guardian signature \_\_\_\_\_

Date \_\_\_\_\_

Date Adopted: Sept. 14, 2015  
Last Revised: Sept. 15, 2016

## 4.35F2—MEDICATION SELF-ADMINISTRATION CONSENT FORM

Student's Name (Please Print) \_\_\_\_\_

This form is good for school year 2016-2017. This consent form must be updated anytime the student's medication order changes and renewed each year and/or anytime a student changes schools.

The following must be provided for the student to be eligible to self-administer rescue inhalers and/or auto-injectable epinephrine. Eligibility is **only** valid for this school for the current academic year.

- a written statement from a licensed health-care provider who has prescriptive privileges that he//she has prescribed the rescue inhaler and/or auto-injectable epinephrine for the student and that the student needs to carry the medication on his/her person due to a medical condition;
- the specific medications prescribed for the student;
- an individualized health care plan developed by the prescribing health-care provider containing the treatment plan for managing asthma and/or anaphylaxis episodes of the student and for medication use by the student during school hours; and
- a statement from the prescribing health-care provider that the student possesses the skill and responsibility necessary to use and administer the asthma inhaler and/or auto-injectable epinephrine.

If the school nurse is available, the student shall demonstrate his/her skill level in using the rescue inhalers and/or auto-injectable epinephrine to the nurse.

Rescue inhalers and/or auto-injectable epinephrine for a student's self-administration shall be supplied by the student's parent or guardian and be in the original container 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.

Students who self-carry a rescue inhaler or an epinephrine auto-injector shall also provide the school nurse with a rescue inhaler or an epinephrine auto-injector to be used in emergency situations.

My signature below is an acknowledgment that I understand that the District, its Board of Directors, and its employees shall be immune from civil liability for injury resulting from the self-administration of medications by the student named above.

Parent or legal guardian signature \_\_\_\_\_

Date \_\_\_\_\_

Date Adopted: Sept. 14, 2015

Last Revised: Sept. 15, 2016

**4.35F3—GLUCAGON AND/OR INSULIN ADMINISTRATION CONSENT FORM**

Student’s Name (Please Print) \_\_\_\_\_

This form is good for school year \_\_\_\_\_. This consent form must be updated anytime the student's medication order changes and renewed each year and/or anytime a student changes schools.

The school has developed an individual health plan (IHP) acknowledging that my child has been diagnosed as suffering from diabetes. The IHP authorizes the school nurse to administer Glucagon or insulin to my child in an emergency situation.

In the absence of the nurse, trained volunteer district personnel may administer to my child in an emergency situation:

Glucagon \_\_\_\_\_

Insulin \_\_\_\_\_

I hereby authorize the school nurse to administer Glucagon and insulin to my child, or, in the absence of the nurse, trained volunteer district personnel designated as care providers, to administer the medication(s) I selected above to my child in an emergency situation. I will supply the medication(s) I selected above to the school nurse in the original container 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, possible side effects, and any other pertinent instructions (such as special storage requirements) or warnings.

I acknowledge that the District, its Board of Directors, its employees, or an agent of the District, including a healthcare professional who trained volunteer school personnel designated as care providers shall not be liable for any damages resulting from his/her actions or inactions in the administration of Glucagon or insulin in accordance with this consent form and the IHP.

Parent or legal guardian signature \_\_\_\_\_

Date \_\_\_\_\_

Date Adopted: Sept. 14, 2015

Last Revised: Sept. 15, 2016

**4.35F4—EPINEPHRINE EMERGENCY ADMINISTRATION CONSENT FORM**

Student’s Name (Please Print) \_\_\_\_\_

This form is good for school year \_\_\_\_\_. This consent form must be updated anytime the student's medication order changes and renewed each year and/or anytime a student changes schools.

My child has an IHP developed under Section 504 of the Rehabilitation Act of 1973 which provides for the administration of epinephrine in emergency situations. I hereby authorize the school nurse or other school employee certified to administer auto-injectable epinephrine in emergency situations when he/she believes my child is having a life-threatening anaphylactic reaction.

The medication 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.

Date of physician's order \_\_\_\_\_

Circumstances under which Epinephrine may be administered \_\_\_\_\_

\_\_\_\_\_

Other instructions \_\_\_\_\_

\_\_\_\_\_

I acknowledge that the District, its Board of Directors, and its employees shall be immune from civil liability for damages resulting from the administration of auto-injector epinephrine in accordance with this consent form, District policy, and Arkansas law.

Parent or legal guardian signature \_\_\_\_\_

Date \_\_\_\_\_

Date Adopted: Sept. 14, 2015  
Last Revised: Sept. 15, 2016

#### **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.

Date Adopted: Sept. 14, 2015

Last Revised: Sept. 15, 2016

## 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 with at least one each in the months of September, January, and February. Students who ride school buses, including those who only ride occasionally, such as field trips, shall also participate in emergency evacuation drills at least twice each school year.

The District shall annually conduct an active shooter drill and school safety assessment for all District schools in collaboration with local law enforcement and emergency management personnel. The training will include a lockdown exercise with panic button alert system training.<sup>2,3</sup> 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.<sup>4</sup>

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 the District's Panic Button Alert System. Students shall be included in the drills to the extent practicable.<sup>4</sup>

Notes:

A.C.A. § 6-15-1302 requires that the district's Panic Button Alert System meet the following requirements:

- a) Connect the caller with 911 while simultaneously notifying designated on-site personnel;
- b) Directly integrate into the existing statewide Smart911 system.
- c) Be available for use as a smartphone application and have a mechanism for panic notifications to be triggered by non-smartphone wireless callers and landline callers; and
- d) Be limited to users designated, approved, and confirmed by school administrators.

Smart911 is required to provide a way for schools to geo-fence the school campus and provide and manage floor plans and other documents to assist emergency responders when they automatically display during a 911 call. Districts are responsible for keeping the floor plans and pertinent emergency contact information for the statewide Smart911 system up to date.

A description of the Foundation's recommended protocol and the materials can be found at <http://iloveguys.org/srp.html>. Some of this site's information could also be applied to the emergency plans required by statute and this policy.

### ELEMENTARY

### EMERGENCY PROCEDURES

In the event of an emergency (tornado, flood, chemical spill, earthquake, etc.) the following procedures will be followed:

1. No student will be dismissed from school unless a parent/guardian comes for him/her.
2. No child will be allowed to leave with another person, even a relative or babysitter, unless we have prior written permission to that effect.
3. All parents/guardians or designated parties who come for students must have them signed out at the office or at the temporary Student Release Station. Signs will be posted at the entrance to the school if this alternate location is required.
4. Please do not call the school; we must have the line open for emergency calls.

5. Following the emergency, do not immediately drive to school. The school access route and street entrance areas must remain clear for emergency vehicles. Do turn your radio to KRLW (1320 AM or 106.3 FM) or KOZY (105.3 FM) or KAIT 8.

We are prepared to care for your child in times of critical situations. If you are not able to reach the school, we will care for your child here. We have a number of people with first aid certificates, and we will be in communication with various local emergency services.

## **FIRE, TORNADO, EARTHQUAKE, AND EMERGENCY EVACUATION DRILLS**

Fire drills and tornado drills are required by law and are held periodically so orderly evacuation of buildings may be accomplished.

As Hoxie is located in an area frequented by tornadoes, and violent storms, a plan has been developed to minimize the possibility of students being injured during a storm. Students will be moved to one of the safe rooms and emergency procedures will be followed.

Hoxie is located near the New Madrid Fault. A plan has been developed to minimize the possibility of students being injured during an earthquake. Earthquake drills will be held periodically to familiarize students with safety procedures to take during and after an earthquake. In the event it becomes necessary to evacuate the school, plans have been developed and drills will be conducted periodically. Instructions for each drill are posted in every room.

### **HIGH SCHOOL**

## **FIRE DRILLS & TORNADO EXERCISES**

Fire and tornado drills are required by law and are held periodically so orderly evacuation of buildings may be accomplished without panic. Instructions are posted in each room. The fire alarm consists of the ringing of the special fire alarm BUZZER or a series of short rings over the bell system. When the alarm is sounded, move immediately into your designated area. Walk quickly out of the building without your books. No talking or visiting is allowed. Students are to remain together by class so the instructor may account for all students.

Legal References:      A.C.A. § 12-13-109  
                                  A.C.A. § 6-10-110  
                                  A.C.A. § 6-10-121  
                                  A.C.A. § 6-15-1302  
                                  A.C.A. § 6-15-1303  
                                  Ark. Division of Academic Facilities and Transportation Rules Governing  
                                  Maintenance and Operations of Ark. Public School Buses and Physical Examinations  
                                  of School Bus Drivers 4.03.1

Date Adopted: Sept. 14, 2015  
Last Revised: Sept. 15, 2016

## **4.38—PERMANENT RECORDS**

Permanent school records, as required by the Arkansas Department of Education (ADE), 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. Hoxie School will retain the records of graduates indefinitely. 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.

### **STUDENT SCHOOL RECORDS AND EDUCATION RECORDS**

Parents (or students over 18 years of age) have the right to inspect his/her child's educational records (Provisions of the Family Educational Rights and Priority Act of 1974 shall apply) (Public Law 93-380).

### **TRANSCRIPTS**

Parents (or students more than 18 years of age) have the right to inspect his or her children's educational records. (Provision of the Family Educational Rights and Priority Act of 1974) will apply.

Legal References:      A.C.A. § 6-18-901  
                                 ADE Rule *Student Permanent Records*

Date Adopted: Sept. 14, 2015  
Last Revised: Sept. 15, 2016



## **4.39—CORPORAL PUNISHMENT**

The Hoxie School Board authorizes the use of corporal punishment to be administered in accordance with this policy by the Superintendent or his/her designated staff members who are required to have a state-issued license as a condition of their employment.

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.

### **HOXIE SCHOOL POLICY ON CORPORAL PUNISHMENT**

The Board of Education of the Hoxie School District #46, after meeting in regular session August 8, 1977, at 8:00 p.m., adopted the following policy on Corporal Punishment.

The Board recognizes the need for firmness in disciplinary action to deal with problems which occur in the classrooms and during other school activities, whether on or off school premises. Accordingly, the Board authorizes the administration of corporal punishment as a part of the disciplinary process.

Corporal punishment may be administered by any certified employee of the school district to any pupil for disruptive or unmanageable conduct; insubordination; profane, violent, vulgar, or insulting language, or other conduct that would tend to disrupt the educational process.

The Board directs that corporal punishment be administered according to the following requirements:

1. It will be administered by an administrator or designee and witnessed by certified employee who shall be present when the student is advised of the reason for the punishment.
2. It will not be administered in the presence of other students, nor will it be excessive.
3. Refusal to take corporal punishment may result in suspension.
4. The employee administering the corporal punishment shall prepare a written report stating the reason for the punishment and the name of the witness.

On request, the parent shall be informed in writing of the reasons for the punishment and the name of the witness.

Legal Reference:       A.C.A. § 6-18-503 (b)  
                              A.C.A. § 6-18-505 (c) (1)

Date Adopted: Sept. 14, 2015  
Last Revised: Sept. 15, 2016

#### 4.40—HOMELESS STUDENTS

The Hoxie 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.<sup>1</sup>

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:

1. 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

2. 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.<sup>2</sup>

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

- A. Are:
  - Sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason;
  - Living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations;
  - Living in emergency or transitional shelters;
  - Abandoned in hospitals; or
  - Awaiting foster care placement;
- B. 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;
- C. Are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
- D. 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.<sup>3</sup>

Notes: LEA liaisons who receive appropriate training may now affirm that a child or youth who is eligible for and participating in a program provided by the LEA, or the immediate family of such a child or youth, is eligible for homeless assistance programs administered under Title IV of the McKinney – Vento Homeless Education Assistance Improvements Act without further determinations from other governmental entities.

<sup>1</sup>42 U.S.C. § 11432(g)(1)(I) requires that SEAs and LEAs demonstrate they have developed policies to remove barriers to the identification, enrollment, and retention of homeless children and youths, including barriers to enrollment and retention due to outstanding fees or fines, or absences. The policy language is designed to provide as much flexibility as possible to allow a homeless student to succeed while still holding the homeless student responsible for circumstances that are unrelated to the student’s living situation.

<sup>2</sup>The District’s liability for transportation is more fully covered by 42 U.S.C. § 11432(g)(1)(J)(iii)(I) and (II), which read as follows:

*(I) If the child or youth continues to live in the area served by the local educational agency in which the school of origin is located, the child's or youth's transportation to and from the school of origin shall be provided or arranged by the local educational agency in which the school of origin is located.*

*(II) If the child's or youth's living arrangements in the area served by the local educational agency of origin terminate and the child or youth, though continuing the child's or youth's education in the school of origin, begins living in an area served by another local educational agency, the local educational agency of origin and the local educational agency in which the child or youth is living shall agree upon a method to apportion the responsibility and costs for providing the child or youth with transportation to and from the school of origin. If the local educational agencies are unable to agree upon such method, the responsibility and costs for transportation shall be shared equally.*

<sup>3</sup> The prohibition on the release of a student’s homeless status is from 42 U.S.C. § 11432(g)(3)(G).

Legal References: 42 U.S.C. § 11431 et seq.  
42 U.S.C. § 11431 (2)  
42 U.S.C. § 11432(g)(1)(H)(I)  
42 U.S.C. § 11432 (g)(1)(J)(i), (ii), (iii), (iii)(I), (iii)(II)  
42 U.S.C. § 11432 (g)(3)(A), (A)(i), (A)(i)(I), (A)(i)(II), (A)(ii)  
42 U.S.C. § 11432 (g)(3)(B)(i), (ii), (iii)  
42 U.S.C. § 11432 (g)(3)(C)(i), (ii), (iii)  
42 U.S.C. § 11432 (g)(3)(E)(i), (ii), (iii)  
42 U.S.C. § 11432 (g)(3)(G)  
42 U.S.C. § 11432 (g)(4) (A), (B), (C), (D), (E)  
42 U.S.C. § 11434a

Date Adopted: Sept. 14, 2015  
Last Revised: Sept. 15, 2016

## 4.41—PHYSICAL EXAMINATIONS OR SCREENINGS

The Hoxie School district conducts routine health screenings such as hearing, vision, and scoliosis due to the importance 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 to his/her full potential.

We encourage all students to participate in these screenings. However; parents shall have the right to opt their child out of the screenings by using the form below (next page).

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.

Note: This policy is not intended to and does not cover invasive physical examinations. "Invasive Physical Examinations" is defined in federal law as any medical examination that involves the exposure of private body parts, or any act during such examination that includes incision, insertion, or injection into the body. Scoliosis Screenings may be considered invasive by some. The procedure for screening is a simple one in which the child's back is observed as he/she stands upright and as he/she bends forward. To observe this condition, each child will be asked to remove their shirts or blouse. Screening for the girls will be very private and they are asked to wear a bra or bathing suit top with an open back. Boys are screened in groups but can request for the screening to be conducted privately. It is our understanding that most students who would receive an invasive physical examination would do so as part of the student's individual health plan (IHP) or while at a school based health clinic; neither situation is intended to be covered by this policy.

In the event a student did not fall under one of the above situations, districts should be aware that an invasive physical examination requires that the student's parent/legal guardian be "directly" notified of the specific or approximate dates (to the extent known) during the school year when the invasive physical examination is scheduled within a reasonable period of time that would provide the parent and opportunity to object. Parents of a student whose IHP covers an invasive physical examination have granted permission for that specific type of exam as part of the establishment of the IHP. "Directly notified" means by mail or email; inclusion in the student handbook does not meet the law's requirements.

Students who participate as athletes in the Arkansas Special Olympics programs should be aware that the student's physical examination for participation in the program must be signed by either an advanced practice nurse or a licensed physician. Many of the participating students often have multiple health challenges, which can sometimes be deadly in the right circumstances (These are often referred to as "co-morbidities".) As a result, it is important that the Special Olympics athlete medical form be completed by the parent and the qualified health care provider. A copy of the medical form needed will be provided by the resource director.

Legal References: A.C.A. § 6-18-701 (b), (c), (f)

Date Adopted: Sept. 14, 2015

Last Revised: Sept. 15, 2016

**4.41F—OBJECTION TO PHYSICAL EXAMINATIONS OR SCREENINGS**

I, the undersigned, being a parent or guardian of a student, or a student eighteen (18) years of age or older, hereby note my objection to the physical examination or screening of the student named below.

Physical examination or screening being objected to:

\_\_\_ Vision test

\_\_\_ Hearing test

\_\_\_ Scoliosis test

\_\_\_ BMI Test

\_\_\_ Other, please specify \_\_\_\_\_

Comments:

---

---

---

---

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

\_\_\_\_\_  
Signature of parent (or student, if 18 or older)

\_\_\_\_\_  
Date form was filed (To be filled in by office personnel)

## 4.42—STUDENT HANDBOOK

It shall be the policy of the Hoxie 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.

Principals shall review all changes to student policies and ensure that such changes are provided to students and parents, either in the Handbook or, if changes are made after the handbook is printed, as an addendum to the handbook.

Some policies are to be placed under STUDENT HANDBOOK for there are no Specific place for them. Such policies include:

### FUND RAISING PROJECTS

No solicitations of funds, sale of tickets, charity drives, and class projects may be made without the approval of the superintendent and principal.

- (a) Schools must provide written notification of the following to parents of all elementary school students who participate in fund-raising programs:
  - (1) Student participation in fund-raising programs is voluntary;
  - (2) Students who do not participate will not forfeit any school privileges;
  - (3) Students may not participate in fund-raising programs without written parental permission returned to school authorities.
  - (4) An elementary school student who sells fund-raising merchandise door to door must be accompanied by a parent or an adult; and
  - (5) Unless the school provides supervision, parents must accept responsibility for appropriate adult supervision.
- (b) A one-page form for parental notification and permission shall be developed by the Department of Education in cooperation with school administrators and the Arkansas Congress of Parents and Teachers Associations.
- (c) (1) Fund-raising companies shall incorporate a safety instructional component as part of all fund-raising programs used by school.
  - (2) A fund-raising company shall have discretion in selecting the methods used to communicate safety.

### INCLEMENT WEATHER

The School Board has ruled that the Superintendent of Schools must make the decision if school is to be changed from a normal school day due to bad weather. In case of severe weather, the official announcement for school closings and schedule changes will be made on local stations KRLW (1320 AM and 106.3 FM) and KOZY (105.3 FM) and KAIT 8 as well as through our rapid response calling system. Announcements will be made as soon as the decision can be made. Please do not call the radio stations or the school, but listen to the radio.

## **HOMWORK POLICY**

The Board of Education recognizes that a reasonable amount of study and preparation is essential for the scholastic growth of the child. It is also aware, because of the individual differences and needs of pupils, that it is unsound to require or expect all pupils to be assigned the same kind of homework in connection with the school instruction. Purposeful homework varies from day to day with each pupil, depending upon his/her educational capacity, potential, and need. Homework should supplement, complement, and reinforce classroom teaching and learning, and is not to be used as punishment of a student. Consideration should be given to the time involved in completing the assignment.

Failure to complete homework may jeopardize the effectiveness of the educational process. Students should vigorously attempt to complete all homework assignments in a timely manner. Failure to do so may affect the student's grade and disciplinary action may be taken based on specific grade level policies.

Assignments should commensurate with resources available.

## **GRADING SYSTEM**

The evaluation of student achievement is one of the important functions of the teacher. Consideration may be given to attendance, daily work, weekly tests and unit tests. All grades will reflect the student's performance in relationship to course objectives as outlined by each teacher.

A= 90-100 Excellent	I- Incomplete
B= 80- 89 Above Average	S- Satisfactory
C= 70-79 Average	U- Unsatisfactory
D= 60-69 Below Average	
F= 0- 59 Failure	

## **TITLE IX**

The Hoxie School District shall be in compliance with provisions of Title IX of the Education Amendments.

## **PARENT CONFERENCES**

The Board of Education encourages parent-teacher conferences to be held at all schools on a regular bases to insure the understanding and cooperation between the parents/guardian and the respective school officials necessary for students to profit fully from all school experiences.

The Board shall require teachers to communicate personally with the parent/guardian of each student during the school year to discuss the student's academic progress. In cases where students are not performing at the level expected for their grade, teachers shall be required to communicate with the student's parent/guardian at least once per nine week period or more often if circumstances warrant. Elementary teachers shall meet with the parents/guardians of each student in their class at least once per semester through a parent/teacher



conference, a telephone conference, or a home visit. If a student is to be retained at any grade level, notice of retention and the reasons for the retention shall be communicated promptly in a personal conference.

All conferences required or otherwise shall be documented by the teacher, including parental/guardian participation or non-participation.

**Begin Day with Period of Silence**

All public schools in the state shall observe a one (1) minute period of silence at the beginning of each school day. During the period of silence a student may, without interfering with or distracting other students: reflect, pray or engage in a silent activity. A teacher or school employee in charge of a public school classroom shall ensure that all students remain silent and do not interfere with or distract another student during the period of silence. *Act 576 of 2013*

***Dyslexia Screening***

A school district shall screen each student in grades K – 2 and others required by the Department of Education rules using the Dynamic Indicators of Basic Early Literacy Skills (DIBELS). This will be done to determine if there are any indicators that a child may need further testing, or interventions do to the possibility of a condition called Dyslexia. *Act 1294 of 2013*

**ELEMENTARY GRADING SCALE**

***KINDERGARTEN, FIRST, SECOND AND THIRD GRADES***

These grades will use the State Standard Grading Scale as listed below. Each Report Card will reflect the Reading level that the student has achieved as well as the Reading Level that the student is expected to have achieved at that time period. DIBELS testing results will be given on the report cards per parent request.

\* Dynamic Indicators of Basic Literacy Skills

**STATE STANDARD GRADING SCALE**

- A.....90 – 100**
- B.....80 – 89**
- C.....70 – 79**
- D.....60 – 69**
- F.....59 – BELOW**

**FOURTH AND FIFTH GRADES**

These grades follow the State Standard Grading Scale listed below.

## STATE STANDARD GRADING SCALE

A.....	90 – 100
B.....	80 – 89
C.....	70 – 79
D.....	60 – 69
F.....	59 – BELOW

### **HOMEWORK POLICY**

The Board of Education recognizes that a reasonable amount of study and preparation is essential for the scholastic growth of the child. It is also aware, because of the individual differences and needs of pupils, that it is unsound to require or expect all pupils to be assigned the same kind of homework in connection with the school instruction. Purposeful homework varies from day to day with each pupil, depending upon his/her educational capacity, potential, and need. Homework should supplement, complement, and reinforce classroom teaching and learning, and is not to be used as punishment of a student. Consideration should be given to the time involved in completing the assignment.

Failure to complete homework may jeopardize the effectiveness of the educational process. Students should vigorously attempt to complete all homework assignments in a timely manner. Failure to do so may affect the student's grade based on specific grade level policies and disciplinary action may be taken.

### **DROP-OFF AND PICK-UP**

Parent: Please drop your child off no earlier than 7:30 a.m. Kindergarten, First, Second, and Third Grade students should be dropped off at the crosswalk by the playground and should enter the building using the door to the Kindergarten and First Grade wing. Please drop off your Fourth, Fifth and Sixth grade students at the end of the football field by the corner of Alice and Gibson Streets. Children will be in the Safe Room (after 7:30) and have the option of eating breakfast until 7:50 a.m. The purpose of this procedure is to improve the supervision of our students who may arrive before 7:45 a.m., the time our faculty is required to be in their classrooms. School begins at 7:55 a.m.

Parents picking up children at the end of the day need to remain outside the building until 3:15 p.m. This allows instruction to continue until the end of the day. Please do not check your child out early unless it is absolutely necessary as instruction continues until the end of the day.

### **WITHDRAWAL FROM SCHOOL**

Students who are dropping from school, for any reason, must pick up a withdrawal sheet from the principal's office. This withdrawal sheet will be presented to the teacher involved, as well as the librarian. When completed, it must be returned to the principal's office for a signature and taken with the child to his/her new school.

## **PLAYGROUND**

A student's physical growth is an important aspect of their overall development. Students participate in weekly physical activity classes and daily recess. Proper behavior is essential for safe play during recess time. Rules for playground are as follows:

- 1.) No fighting or initiating a fight.
- 2.) No play fighting, wrestling or karate.
- 3.) No contact games that involve excessive roughness.
- 4.) No abusive or vulgar language on the playground or elsewhere at school.
- 5.) Rock or dirt throwing is prohibited.
- 6.) No skateboards or skates are allowed at school.
- 7.) No playing near water or in ditches.
- 8.) Sitting on top of monkey bars or other playground equipment and climbing on fences is prohibited.
- 9.) No standing or jumping from swings and no going down slides head first.

Other regulations may be implemented due to extenuating circumstances or that may be specific to certain grade levels.

Children will go outside to the playground at recess time providing the wind-chill factor is above 32°F and will remain inside if it is below. If the heat is above 98°F or the index is over 103°F then the student's will remain inside Parents should monitor the weather forecasts and send their children to school dressed appropriately for weather conditions.

## **FIELD TRIPS**

Off campus field trips are an integral part of a child's education. All possible steps are taken to ensure students safety while on field trips. Permission slips are sent home before a field trip and should be signed and return with their

Parent's Signature or the student will not be permitted to attend the field trip. All school trips will be governed by the same rules and regulations as if the students were at school. Students may be denied privilege of attending field trips if their past behavior indicates they may post a safety concern to themselves or other students.

Participation will be at the discretion of the faculty and administration of Hoxie Elementary School.

## **TEXTBOOKS**

Textbooks are furnished by the state of Arkansas for the use of students attending the public schools of Arkansas. Proper care of these books is the responsibility of the students to whom they are issued. A charge will be made for all textbooks lost or damaged beyond the normal wear during the school year.

## **LIBRARY MEDIA CENTER POLICIES**

It is the function of the school library media center to provide books, periodicals, audiovisuals and other resource materials that are necessary to implement the educational programs of the school. The materials are selected from all forms of media available for the interest, vocabulary, maturity, and ability levels of all students within the school served.

At the current time, students may only check out books. The remainder of the collection is utilized by the teaching staff to enhance the curriculum. Parents are encouraged to be informed of what books their students are checking out. The Confidentiality Law (Act 903) passed in 1989, prohibits the library media specialist from giving out specific titles to anyone without the student's permission. Parental involvement with library books will eliminate potential problems in this area. If the parent or legal guardian signs page 66 of handbook then that person is releasing their child's picture to the media.

Students in First through Sixth Grade are allowed to check out library books weekly. Kindergarten students utilize library books in their classroom only; however, they do have weekly scheduled class periods where they are instructed in book handling and taught to appreciate the value of books. Exceptions are made for the case of natural disasters (fires, flood, tornadoes, etc.)

The library media specialist must sign the check out form before records can be mailed to the new school district. The form will not be signed unless all books checked out by a student have been returned.

Hoxie Elementary School Library Media Center has on file a form that is to be filled out by any parent or community member with an objection to any book or other audiovisual. A committee of school personnel will be formed if an objection is recorded with a school. All parents are encouraged to remember that it is the responsibility of the library media center to provide a wide range of materials to meet the needs of all groups represented in the school district. Parents have the right to request their children not check out those materials found objectionable by the parent. The library media specialist makes every attempt to be informed of the materials checked out by the students, but parents need to keep in mind the large population of students served by the media center. It would be impossible for the media specialist to know what book each student checks out. Final responsibility must rest with the parent. Parents should make their beliefs known to their children so that the student can make a selection that the parent finds appropriate.

## **PERSONAL ITEMS**

Students are encouraged to use school provided equipment for their own safety and the protection of their personal property. Students are not allowed to bring any item to school that will distract their attention from the daily educational program. These items include radios, toys, knives, and cap guns, playing cards, baseball cards, video games, and other personal items of this type. The school is not responsible for the loss or destruction of personal items. Students may bring electronic reading devices on specific days designated. (BYOD Policy)

## **GUIDANCE AND COUNSELING**

The school counselor will meet with students for individual interviews and to help them with problems concerning personal, educational and vocational needs. Students should begin considering career choices and post-high school educational training early in their high school careers. Information about colleges, vocational technical schools, and special interest schools is available in the counselor's office.

Financial aid information is available for those planning to seek additional training. Students who are interested in Federal Grant Programs, Scholarship Programs, Work Study Programs, and Arkansas sponsored State Scholarships should contact the guidance counselor.

---

The counselor is responsible for the testing program in the school. PARCC and E.O.C. tests are given to students as required by law. P-ACT+ and P-SAT registration forms are available as most colleges require that students seeking admission take these tests.

Developmental guidance is offered as time permits.

### **HONOR ROLL**

Each quarter the Hoxie School is proud to post a list of students who have earned all “A’s” or “A’s & B’s”). These students need congratulations and special recognition for this academic success.

### **LIBRARY MEDIA CENTER**

It is the function of the school library media center to provide books, periodicals, audiovisuals and other resources necessary to implement the educational programs of the school. The materials are selected from all forms of media available for the interest, vocabulary, maturity and ability levels of all students within the population served. Parents are encouraged to be informed of what books their students are checking out.

Parental involvement with library books will eliminate potential problems in this area.

High school students are allowed to check out books at any time. Books are checked out for a one-week period unless prior arrangements have been made. It is the policy of the school that all books must be returned or paid for before the final report card will be issued. Exceptions are made for in the case of natural disasters (fire, floods, tornadoes, etc.).

Hoxie School has a form on file that is to be completed and signed by any parent or community member with an objection to any book or other audiovisual material. A Committee of school personnel will be formed if an objection is recorded with the school. All parents are encouraged to remember that it is the responsibility of the library media center to provide a wide range of materials to meet the needs of all groups represented in the school district. Parents have the right to request their children not check out those materials found objectionable by the parent. The library media specialist makes every attempt to be informed of the materials checked out by the students, but parents need to keep in mind the large population of students served by each media center. It would be impossible for the media specialist to know what book each student checks out. Final responsibility must rest with the parent. Parents should make the beliefs known to their children so that the student can make a selection that the parents consider appropriate.

The library should be regarded as a place for study, research, and leisure time for reading. It is the responsibility of each student to help make it a suitable place to work and study. The following rules apply:

1. Study hall privilege: Students come to the library by choice. Students who cause problems by loud talking, etc., will be sent out.
2. No food or drink is allowed in the library.
3. All students must clear with the library before receiving his or her final report card. This means all fines, books, and magazines must be accounted for.
4. Students are allowed to check out books at any time. Books can only be checked out for a two week period unless prior arrangements have been made.

## **SCHEDULE CHANGES**

The only schedule changes that will be considered are the following situations.

1. Courses needed for graduation
2. Balancing classes
3. Ability grouping (teacher recommendation)
4. Scheduling error on the part of the school
5. Duplication courses
6. Medical reasons (substantiated by doctor's note)
7. Courses needed for entrance into college
8. Failure of a course

A student may change class schedules without receiving an F up to the 5<sup>th</sup> day after the start of the semester.

## **TEXTBOOKS**

Textbooks are furnished by the State of Arkansas for use by students attending the public schools in Arkansas. Proper care of these books is the responsibility of the student to whom they are issued. A charge will be made for all textbooks lost or damaged, beyond normal wear during the school year.

### ***DROPPING/TRANSFERRING SPORTS -MISSED CLASSES***

1.) If an athlete decides to quit one sport, he/she cannot start another sport until the end of the season of the sport he/she has quit. An athlete has until the first scheduled game to decide whether to or not to stay in the sport without penalty.

2.) Students must attend school one half of the school day in order to be eligible to participate in an athletic event on the same evening, unless the building principal excuses the absence for emergency situations.

## **CORRESPONDENCE COURSES**

Correspondence credit will be allowed for graduation at HHS, provided the courses have previously been taken and failed. Courses must be approved by the counselor and principal prior to enrollment.

## **DUTIES OF THE HOXIE HIGH SCHOOL STUDENT**

Public school attendance is a privilege dependent upon compliance with laws of the state of Arkansas, rules and regulations of the Arkansas Board of Education, and the rules and regulations of the Hoxie Board of Education.

1. Comply with rules and regulations of the Hoxie School District
2. Submit to the authority of the teachers of the school.
3. Display proper conduct to and from school, on school grounds, and on school buses.
4. Abstain from gambling, immorality and profanity, and the use of alcoholic beverages and narcotics on the school grounds or off campus, and at school sponsored events.

5. Refrain from damaging, defacing, or destroying school property.
6. Be diligent in study. To be diligent in study, a student will:
  - a. Complete all assigned work on time
  - b. Pay attention as required by the teachers
  - c. Exhibit good citizenship
  - d. Do that caliber of work consistent with his individual ability and grade level
  - e. Cooperates with teachers and other students
  - f. Be regular and punctual in attendance
7. The students must, upon request, identify himself to proper school authorities in the school building, on school grounds, or at school sponsored events.
8. Dress in accordance with the school rules (See Dress & Grooming).

## **LOCKERS**

Locker assignments are made through each homeroom teacher. Locker rental will be \$2.00 per school year. Locks may be rented for \$3.00 per school year. Locks must be returned at the end of the school year or student will be charged the price of the lock. Students must use a school lock for their locker. Books and other articles are not to be left on the floor in front of the lockers or on top. Large amounts of money or items of personal value should not be brought to school. Students may not share lockers. Student lockers are a part of the school building and, as such, are under the supervision and jurisdiction of the school. Student lockers may be searched by school officials at any time whenever there is reason to believe that something of illegal nature is contained inside. Lockers will also be inspected at the close of school for possible damage. A fee will be charged if any damage is found.

## **ALTERNATIVE SCHOOL POLICY**

Alternative school is available to Hoxie High School Students. Admittance into the alternative school is dependent upon approval by the A.L.E. committee.

## **SENIOR PRIVILEGES**

1. Off campus lunch: Seniors may go off campus for lunch with the following conditions – ONLY on the second Thursday of the month unless finals are on that day. Must not have 10 or more unexcused absences for the semester.
2. Exemption from semester tests – Seniors with an A or B in a class may be exempt from the semester test if they desire to be AND miss less than 10 days in that class. A senior may also be exempt with a C

average if they miss 3 or fewer days. Any senior who qualifies for exemption must also have no more than 2 disciplinary referrals for the semester.

3. Seniors are released for lunch 5 minutes early every day by a senior bell at 12:00 pm.
4. Prom: Gets out at 11:30 a.m. the day of prom – seniors with 10 or more absences will not qualify for this privilege. They must attend 4 periods of classes that day.

Seniors are NOT allowed to check out for lunch. For their safety we have a closed campus policy for all students. All seniors must realize these privileges are not a right and can be taken away at the discretion of the administration.

## **PARENTIAL INVOLVEMENT**

**SUPERINTENDENT FACILITATOR CONTACT INFO: JENNIFER HUFF (870)886-2401 EXT 191**

**ELEMENTARY SCHOOL FACILITATOR CONTACT INFO: JEFF BLAKE (870)886-2401 EXT. 265**

**HIGH SCHOOL FACILITATOR CONTACT INFO: LAURA WRIGHT  
(870)886-2401 EXT. 136**

### **MISSION STATEMENT:**

**The Hoxie School District will provide a quality education, providing the basis for students to become life-long learners as well as moral, ethical, and compassionate people. A partnership of staff, students, parents, and the community will prepare students to become responsible citizens and productive member of the communities in which they live in.**

### **Goal 1: How will the LEA foster effective parental involvement strategies and support partnerships among school, parents, and the community to improve student achievement?**

- Develop and disseminate the district parental involvement policy. Katie French- School Counselor will be responsible for developing and disseminating this report.
- Coordinate parental involvement activities with those of other programs such as Head Start program, Reading First program, Early Reading First program, Even Start program, Parents as Teachers program and Home Instruction Program for Preschool Youngsters and State-run preschool programs. Linda Bartlett will be responsible for parental involvement activities for preschool.
- Establish parental involvement contact person at each of the Title I, Part A schools.
- High School Building parent facilitator/contact person Laura Wright High School English Teacher. Elem. school building parent facilitator/contact person is Jeff Blake Dean of Student.
- The Hoxie district will conduct an annual public meeting to review the effectiveness of the parental involvement policy. This meeting will be held in October, 2016. The meeting will be consist of parent volunteers, and we will go over resources for parents, parent interest survey, and how we will work with parents to create a updated school parent compact. The survey will also be available at parent teacher conferences. The meeting will start at 3:45 and end when completed.



- A parental involvement committee will be created to write a policy and develop ways to implement parent activities as well as disseminate information to the community to promote parental involvement in the Title I, Part A schools.
- Ensure that parents of children with disabilities or limited English proficiency have the same access as other parents including information in a language and form they can understand.
- Involve parents in the process of school review and improvement under Section 1116 of ESEA.

**Goal 2: How will the district provide coordination, technical assistance, and other support necessary to assist participating schools in planning and implementing effective parental involvement?**

- Committee members and administrators will conduct ongoing site visits to each school periodically to observe parental involvement practices.
- Provide materials and training not otherwise available to assist parents in supporting their child's academic achievement.
- Provide training the help the parents better understand the Common Core standards that their child is being taught.
- The committee will work on ways to enhance the awareness and skills of teachers, pupil service personnel, principals, and staff in reaching out to, communicating with, and working with parents as equal partners.
- It will be the responsibility of the parent involvement liaison for each school to ensure, to the extent possible, that information is sent home in a language and form parents can understand.
- Provide information on adult literacy training available in the community.
- Provide a copy of the school policy at each school for parents to view as well as provide a copy to each parent.

Each school's parent involvement liaison will be responsible for the monitoring of each Title I, Part A school to ensure that each school performs the following tasks: Developing parental involvement policy, offer flexible meeting times, provide information to parents about the school's program, include parent information guide, and develop and use the School-Parent Compact

- Provide training for parents in working with their child to improve academic achievement, to include training on the phone notification system in order to have real-time access to their child's attendance and achievement.

Reinforce parenting skills to support the acquisition of academic skills and their application in real-life situations for parent use.

Encourage parents to visit/volunteer at school by assisting staff in developing volunteer opportunities as well as training staff to encourage and build volunteer efforts.

Encourage parent participation through innovative scheduling of activities through strategies such as holding meetings at a variety of times, such as morning and evening, in order to maximize the opportunities for parents to participate in school-related activities.

- Coordinate and integrate parental involvement strategies and staff training with the Readiness Coalition Committee.
- Convene annual school meeting to inform parents of their school's participation in the development of the parental involvement policy and their right to be involved.

**Goal 3: How will the district build the school's capacity for strong parental involvement?**

- Information will be provided via the district website, local newspaper, and newsletters to participating parents in such areas as national, state, and local education goals, including parents' rights as defined in Title I, Part A.

- The parent involvement committee will assist in the development of parent engagement groups at each school.
- Encourage the formation of partnerships between schools and local businesses that includes roles for parents.
- Provide resources for parents to learn about child development, child rearing practices, and academic strategies that are designed to help parents become full partners in the education of their child.
- Annually the committee will send parent surveys relating to the improving of school effectiveness.
- Approve reasonable and necessary expenses associated with parental involvement activities.
- The committee will provide any reasonable support for parental involvement at the request of participating Title I, Part A schools.

**Goal 4: How will the district conduct, with the involvement of parents, ongoing evaluation of the content and effectiveness of the parental involvement policy as it relates to strategies for increasing parental participation and identifying barriers to greater participation?**

- Surveys will be mailed annually to parents which will include questions that help to identify barriers to parental involvement. Surveys will also be conducted during parent teacher conferences in the computer lab. The Superintendent will be responsible for send surveys and collecting data.  
The committee will provide an opportunity for the parents to assist in the development of the evaluation procedures, including analysis of data collected.  
Develop procedures for collecting parent participation documentation through sign-in lists for workshops, meetings, and conferences; schedules; brochures; meeting notes; and other means as appropriate throughout the school year.  
The district will use finding and recommendations from the committee based on the evaluation process to:
  - Make recommendations to each participating school for parental involvement policy revision. Committee members Jeff Blake and Jennifer Huff will be responsible for making recommendations.
  - Provide suggestions for designing school improvement policies, as they relate to parental involvement.

**Goal 5: How will the district involve parents in the joint development of the district Title I Application under section 1112 (ACSIP)?**

- Recruit parents to serve on district ACSIP committee to develop the Title I Application. The committee will question faculty to obtain names of parents that seem to be very involved with their child's education. Letters will be sent home to also ask for parents to volunteer to serve on the parent involvement committee.
- Recruit parents for a district Parent Advisory Committee
- Encourage the formation of partnerships between the district and local businesses that includes roles for parents.
- Involve parents through an annual survey to improve district effectiveness.

Principals and counselors shall also review Policies 4.45—SMART CORE CURRICULUM AND GRADUATION REQUIREMENTS and the current ADE Standards for Accreditation Rules to ensure that there is no conflict. If a conflict exists, the Principal and/or Counselor shall notify the Superintendent and Curriculum Coordinator immediately, so that corrections may be made and notice of the requirements given to students and parents.

Date Adopted: Sept. 14, 2015

Last Revised: Sept. 15, 2016

## 4.43—BULLYING

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.

A school principal or his or her designee who receives a credible report or complaint of bullying shall promptly investigate the complaint or report and make a record of the investigation and any action taken as a result of the investigation.

### **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;

“Electronic act” means without limitation a communication or image transmitted by means of an electronic device, including without limitation a telephone, wireless phone or other wireless communications device, computer, or pager that results in the substantial disruption of the orderly operation of the school or educational environment.

Electronic acts of bullying are prohibited whether or not the electronic act originated on school property or with school equipment, if the electronic act 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.

**Cyberbullying of School Employees** is expressly prohibited and includes, but is not limited to:

- a. Building a fake profile or website of the employee;
- b. Posting or encouraging others to post on the Internet private, personal, or sexual information pertaining to a school employee;
- c. Posting an original or edited image of the school employee on the Internet;
- d. 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;
- e. 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;
- f. Signing up a school employee for a pornographic Internet site; or
- g. Without authorization of the school employee, signing up a school employee for electronic mailing lists or to receive junk electronic messages and instant messages.

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

1. Sarcastic comments "compliments" about another student's personal appearance or actual or perceived attributes,
2. Pointed questions intended to embarrass or humiliate,
3. Mocking, taunting or belittling,
4. Non-verbal threats and/or intimidation such as "fronting" or "chesting" a person,
5. Demeaning humor relating to a student's race, gender, ethnicity or actual or perceived attributes,
6. Blackmail, extortion, demands for protection money or other involuntary donations or loans,
7. Blocking access to school property or facilities,
8. Deliberate physical contact or injury to person or property,
9. Stealing or hiding books or belongings,
10. Threats of harm to student(s), possessions, or others,
11. Sexual harassment, as governed by policy 4.27, is also a form of bullying, and/or
12. Teasing or name-calling based on the belief or perception that an individual is not conforming to expected gender roles (Example: "Slut") or conduct or is homosexual, regardless of whether the student self-identifies as homosexual (Examples: "You are so gay." "Fag" "Queer").

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 principal. Parents or legal guardians may submit written reports of incidents they feel constitute bullying, or if allowed to continue would constitute

bullying, to the principal. The principal shall be responsible for investigating the incident(s) to determine if disciplinary action is warranted.

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

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.<sup>1</sup>

Notes: Different consequences are permitted depending on the age or grade of the bullying student.

<sup>1</sup>Example: a student might be disciplined both for bullying and sexual harassment, in an appropriate situation, or bullying and assault.

#### ELEMENTARY

### ANTI-BULLYING POLICY

Hoxie Elementary School in compliance to Arkansas State Law 681 will not tolerate “bullying” on school property, at school sponsored or sanctioned events whether at school or away from school, on school buses, at designated school bus stops, or by any electronic device (ex: cell phone, computer, etc.) that results in the substantial disruption of the orderly operation of the school or educational environment. Bullying is a term of harassment that includes physical, verbal, or psychological intimidation over time that creates an ongoing pattern of harassment and abuse. 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: stealing or hiding books or belongings, threats of harm to student(s), possessions, or others, sexual harassment, as governed by policy 3.26.

Any person witnessing acts that fit the above definition is to report those acts to any teacher, administrator, or counselor. Upon receipt of the report, an administrator will conduct an investigation to determine the parties involved and the validity of the report. Upon concluding that the report is warranted, the administrator will contact the parties involved and depending on the circumstances and severity of the problem, exercise appropriate disciplinary action. Measures will be taken to insure the person or persons who file a complaint are not subject to acts of retaliation or reprisal in any form by the offending parties. Any student who attempts to retaliate in any way against another student who reported the offense will be subject to disciplinary actions.

Minimum Penalty: Verbal Warning  
Maximum Penalty: Expulsion

**HIGH SCHOOL**

**BULLYING POLICY**

Hoxie High School in compliance to Arkansas State Law 681 and Act 115 of 2007 will not tolerate “bullying” or threat of physical violence while students are at school, on school equipment or property, in school vehicles, on school buses, at designated school bus stops, at school sponsored activities, at school sanctioned events, or by any electronic acts (whether or not it originated on school property or with school equipment) that results in the substantial disruption of the orderly operation of the school or educational environment. 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 causes or creates a clear and present danger of: physical harm, substantial interference, hostile environment, or substantial disruption.

Any person witnessing acts that fit the above definition is to report those acts to any teacher, administrator or counselor. Upon receipt of the report, an administrator will conduct an investigation to determine the parties involved and the validity of the report. Upon concluding that the report is warranted, the administrator will contact the parties involved, including parents, and depending on the circumstances and severity of the problem exercise minimum or maximum disciplinary action.

Any person who files a bullying complaint will not be subject to retaliation or reprisal in any form.

Anyone who retaliates will be subject to disciplinary action.

Minimum penalty	verbal warning	Maximum penalty	expulsion
-----------------	----------------	-----------------	-----------

Legal Reference:       A.C.A. § 6-18-514  
                                  A.C.A. § 5-71-217

Date Adopted: Sept. 14, 2015  
Last Revised: Sept. 15, 2016

#### **4.44— ATTENDANCE REQUIREMENTS FOR STUDENTS IN GRADES 9 - 12**

Students in grades nine through twelve (9-12) are required to schedule and attend at least 350 minutes of regularly scheduled class time daily. Part of this requirement may be met by students taking post-secondary courses. Eligible students' enrollment and attendance at a post-secondary institution shall count toward the required weekly time of school attendance. Each credit hour shall count as three (3) hours of attendance time. This means a three (3) hour course shall count as nine (9) hours of the weekly required time of attendance.

##### Study Halls

Students may be assigned to no more than one (1) class period each day for a study hall that the student shall be required to attend and participate in for the full period. Such study halls are to be used for the purposes of self-study or for organized tutoring which is to take place in the school building.

##### Extracurricular Classes

Students may be assigned to no more than one (1) class period each day for organized and scheduled student extracurricular classes that the student shall be required to attend and participate in for the full class period. Extracurricular classes related to a seasonal activity shall meet for an entire semester whether or not the season ends prior to the end of the semester. Students must attend and participate in the class for the entire semester in order to receive credit for the course. For the purpose of this policy, "extracurricular classes" is defined as school sponsored activities which are not an Arkansas Department of Education approved course counting toward graduation requirements or classes that have not been approved by the Arkansas Department of Education for academic credit. Such classes may include special interest, fine arts, technical, scholastic, intramural, and interscholastic opportunities.

##### Course Enrollment Outside of District

Enrollment and attendance in vocational-educational training courses, college courses, school work programs, and other department-sanctioned educational programs may be used to satisfy the student attendance requirement even if the programs are not located at the public schools. Attendance in such alternative programs must be pre-approved by the school's administration. The district shall strive to assign students who have been dropped from a course of study or removed from a school work program job during the semester into another placement or course of study. In the instances where a subsequent placement is unable to be made, the district may grant a waiver for the student for the duration of the semester in which the placement is unable to be made.

In rare instances, students may be granted waivers from the mandatory attendance requirement if they would experience a proven financial hardship if required to attend a full day of school. For the purpose of this policy, "proven financial hardship" is defined as harm or suffering caused by a student's inability to obtain or provide basic life necessities of food, clothing, and shelter for the student or the student's family. The superintendent shall have the authority to grant such a waiver, on a case-by-case basis, only when convinced the student meets the definition of proven financial hardship.

In any instance where a provision of a student's Individual Education Plan (IEP) conflicts with a portion(s) of this policy, the IEP shall prevail.

*ELEMENTARY*

#### ***REGULATIONS FOR COMPULSORY SCHOOL ATTENDANCE***

1. Any child, who reaches the age of 5 on or before August 1, may be enrolled in Kindergarten. No parent/guardian shall be required to enroll a child in Kindergarten.



2. Every parent, guardian, or other person residing within the State of Arkansas having custody or charge of any child age five (5) through seventeen (17) on or before August 1 of that year shall enroll and send the child to public, private, or parochial school, or provide a home school for the child as described in 6-15-501 et. Seq., with the following exceptions:  
(Act 1230 of 1997)
  - a. Any child, who has received a high school diploma or its equivalent as determined by the State Board of Education, is not subject to the attendance requirement.
  - b. Any parent, guardian, or other person residing within the state and having custody or charge of any child may elect for the child not to attend Kindergarten if the child or children will not be age six (6) on September 1 of that particular school year. If such an election is made, the parent, guardian or other person having custody or charge of the child must file a signed Kindergarten waiver form with the local district administrative office. Such form shall be prescribed by regulation of the Department of Education. On filing the Kindergarten waiver form, the child shall not be required to attend Kindergarten in that school year.
3. Any child who reaches the age of 6 on or before September 1, and who has not completed a Kindergarten program prior to school enrollment shall be evaluated by the school district to determine whether placement for the child shall be Kindergarten or First Grade.
4. Public schools in Arkansas shall be open and free through completion of the secondary program to all persons between the ages of five(5) and twentyone(21).

#### **HIGH SCHOOL**

The Area Vocational Technical High School at Jonesboro is designed for eleventh and twelfth grade students who have the interest and ability to benefit from courses in vocational-technical education. Students trained in this vocational-technical training program will be prepared for entry level employment in various business and industries. Enrolled students will spend a half day studying their selected subject in the Vo-Tech School while completing the academic courses required to graduate from their home school in the afternoons.

Because transportation to Jonesboro is costly, students are expected to ride the bus provided for them. The bus will leave the school parking lot at 8:45a.m. each day and return at approximately 12:05a.m. No student will be permitted to drive his or her car to Jonesboro. If you miss the bus, you have just missed a day at Vo-Tech.

#### **AREA VO-TECH**

The Area Vocational Technical High School at Jonesboro is designed for eleventh and twelfth grade students who have the interest and ability to benefit from courses in vocational-technical education. Students trained in this vocational-technical training program will be prepared for entry level employment in various business and industries. Enrolled students will spend a half day studying their selected subject in the Vo-Tech School while completing the academic courses required to graduate from their home school in the afternoons.

Because transportation to Jonesboro is costly, students are expected to ride the bus provided for them. The bus will leave the school parking lot at 8:45a.m. each day and return at approximately 12:05a.m. No student will be permitted to drive his or her car to Jonesboro. If you miss the bus, you have just missed a day at Vo-Tech.

Legal References:       A.C.A. § 6-18-210, 211  
                                   Arkansas Department of Education Rules Governing the Mandatory Attendance  
                                   Requirements for Students in Grades Nine through Twelve

Date Adopted: Sept. 14, 2015

Last Revised: Sept. 15, 2016

## **4.45—SMART CORE CURRICULUM AND GRADUATION REQUIREMENTS FOR THE CLASS OF 2017**

All students are required to participate in the Smart Core curriculum unless their parents or guardians, or the students if they are 18 years of age or older, sign a *Smart Core Waiver Form* to not participate. While Smart Core is the default option, both a *Smart Core Informed Consent Form* and a *Smart Core Waiver Form* will be sent home with students prior to their enrolling in seventh grade, or when a 7-12 grade student enrolls in the district for the first time and there is not a signed form in the student's permanent record. Parents must sign one of the forms and return it to the school so it can be placed in the students' permanent records.<sup>1</sup> This policy is to be included in student handbooks for grades 6-12 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 requirements of their IEP (when applicable) to be eligible for graduation. Counseling by trained personnel shall be available to students and their parents or legal guardians prior to the time they are required to sign the consent forms.

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 at least every other year 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 for all students who meet the definition of "eligible child" in Policy 4.2—ENROLLMENT.

### **GRADUATION REQUIREMENTS**

Credits: 17 required and 7 electives      24 Total

4 credits, ENGLISH  
3 credits, SOCIAL STUDIES: ½ of Civics or Gov't, 1 U.S. History and 1 World History  
4 credits, MATH  
3 credits, SCIENCE  
½ credit, PHYSICAL EDUCATION – No activity may be substituted  
½ credit, HEALTH EDUCATION  
½ credit, FINE ARTS  
1 credit, in any COMPUTER COURSE  
½ credit, ORAL COMMUNICATIONS  
Note: 24 credits will be required for graduation, 17 required and 7 electives.

1 credit may be an ACTIVITY CREDIT (office aide, teacher's aide, and athletics) used towards (24) credits for graduation, one time only.

In addition to fulfilling the requirements for graduation, each candidate must practice and attend Commencement exercises. STUDENTS NOT MEETING THE REQUIRED (or 24) credits or not completing the required remediation will not be allowed to take part in the commencement exercise.

Once a student has received an academic credit for a subject, he or she will not receive credit again for the subject as part of the 23, (or 24) required.

Note: A student may graduate early regardless of grade level, when the requisite number of credits is earned.

Note: A required course is any course that is required to fulfill the Standards of the State of Arkansas for graduation. Example: English, Math, Science, etc.

Note: An elective course is any course that the student chooses in an area of interest that also counts toward the graduation requirement. Example: Agri., Science & Tech., Desktop Management, Family Consumer Science.

Note: To be a completer a student must earn in at least 3 Carnegie units in a vocational department.

One elective credit will be given to students that participate in the mentorship program. Mentorship will be for one period only.

### ***HONOR GRADUATE / VALEDICTORIAN / SALUTATORIAN***

To be considered for Valedictorian or Salutatorian, a student must first meet the GPA and course requirements and must also have attended Hoxie High School for the last two years, or 3 out of 4 years, including the entire senior year. AP Language, AP Literature, Pre-Calculus, AP Calculus, AP US History, or AP Biology.

Note: Beginning with the class of 2018, Valedictorian, Salutatorian, High Honor, and Honor Graduates must take 9 of the following 22 classes: Pre-AP English 9, Pre-AP English 10, Pre-AP Chemistry, Pre-AP World History, Pre-AP Geometry, Pre-AP Pre-Cal/Trig, AP Literature, AP Language, AP Calculus, AP US History, and AP Biology. College/Concurrent Courses: Composition I, Composition II, World Literature I, World Literature II, College Algebra, Computer Business Applications, Psychology, Sociology, Accounting I

1. Mathematics – Four units of math including Algebra I & II, Geometry, AP Calculus, Pre-Calculus, or a higher level Math course.

Science – Three units including Physical Science & Biology and one of the following: Chemistry or Physics

English – Four units with emphasis on writing skills (not to include courses such as speech, drama, journalism, etc.)

Social Studies – Three units, including one of U.S. History, ½ of Civics, and one of World History (not to include courses in practical arts)

Foreign Language – One unit in one foreign language beginning with the graduating class of 2018

2. An Honor student must have a 3.33 G.P.A. or above; a High Honor student must have a 3.67 G.P.A. or above and meet other requirements as stipulated in the handbook.
3. A student enrolling at Hoxie School as a senior, due to a school closure, may be considered to be an honor graduate if all course and GPA requirements are met and he/she attends Hoxie School for the entire senior year.

### **ADVANCED PLACEMENT / WEIGHTED CLASSES**

All students taking an AP course must by law take the Advanced Placement test administered by the College Board and Educational Testing Service. AP classes will be on a 5-point grading scale if the student takes the appropriate test and the teacher is appropriately trained.

### **COLLEGE COURSE CONCURRENT CREDIT**

1. Students 9-12 may attend college classes during the school days 1<sup>st</sup> period or 8<sup>th</sup> period on Monday, Wednesday, & Friday. On Tuesday and Thursday they may take a college class 8<sup>th</sup> period only.
2. Any student who is enrolled in grades 9-12 in an Arkansas public school shall be eligible to enroll in a publicly supported community college, technical college or four-year college or university in accordance with the rules and regulations adopted by the college or university.

Any public school student in grades 9-12 who enrolls in and successfully completes a course(s) offered by such a college, technical college or university or private institution shall be entitled to receive both high school and college grades and credit (credit earned by CLEP examination may not be counted as high school credit) toward graduation, as outlined in these regulations.

Students must comply with applicable enrollment or graduation requirements of the public high school.

Three semester hours of college credit taken by a student in grades 9-12 at a publicly supported community college, technical college or four-year college or university or private institution shall be the equivalent of one unit of high school credit.

College credit earned at a publicly supported community college, technical college or four-year college or university or private institution by an eligible student shall be counted by the high school toward graduation, including credit earned during summer terms.

All costs of higher education courses taken for concurrent college credit are the student's responsibility.

1.

### EXEMPTION POLICY

Grades 9-11: Students are exempt if they have an A or B average with 3 or less absences in the course and no more than 2 disciplinary referrals to the office for the semester. With a C average they must have perfect attendance and no more than 2 disciplinary referrals for the semester.

Grade 12: Students are exempt if they have an A or B average with 10 or fewer absences in the course and no more the 2 disciplinary referrals to the office for the semester. With a C average they must have 3 or less absences, with no more than 2 disciplinary referrals for the semester.

Cases involving students with diagnosed chronic and/or life-long illnesses, or a death in the immediate family, may be considered for exemption on an individual basis. (Immediate family is father, mother, brother, sister, grandfather, and grandmother).

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 22 units is required for graduation for a student participating in either the Smart Core or Core curriculum. In addition to the 22 units required for graduation by the Arkansas Department of Education, the district requires an additional 2 units to graduate for a total of 24 units. The additional required units may be taken from any electives offered by the district. There are some distinctions made between Smart Core units and Graduation units. Not all units earned toward graduation necessarily apply to Smart Core requirements.

### SMART CORE: Sixteen (16) units

English: four (4) units – 9th, 10th, 11th, and 12th

Oral Communications: one-half (1/2) unit

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

- 1) Algebra I or Algebra A & B\* which may be taken in grades 7-8 or 8-9;
- 2) Geometry or Investigating 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.

- 3) Algebra II; and
- 4) The fourth unit may be either:
  - A math unit beyond Algebra II: this can include Pre-Calculus, Calculus, AP Statistics, Algebra III, Advanced Topic and Modeling in Mathematics, Mathematical Applications and Algorithms, Linear Systems and Statistics, or any of several IB or Advanced Placement math courses (Comparable concurrent credit college courses may be substituted where applicable);
  - or

- one unit of computer science chosen from ADE Essentials of Computer Programming, ADE Computer Science and Mathematics, AP Computer Science, AP Computer Science Principles, IB Computer Science, or other options approved by ADE.

Natural Science: a total of three (3) units with lab experience chosen from

One unit of Biology; and either:

Two units chosen from the following three categories (there are acceptable options listed by the ADE for each):

- Physical Science;
- Chemistry;
- Physics or Principles of Technology I & II or PIC Physics; or

One unit from the three categories above and one unit of computer science chosen from ADE Essentials of Computer Programming, ADE Computer Science and Mathematics, AP Computer Science, AP Computer Science Principles, IB Computer Science, or other options approved by ADE.

Social Studies: three (3) units

- Civics one-half (1/2) unit
- World History - one unit
- American History - one unit

Physical Education: one-half (1/2) unit

**Note:** While one-half (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 (1/2) unit

Economics – one half (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.<sup>7</sup>

Fine Arts: one-half (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.

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

English: four (4) units – 9, 10, 11, and 12

Oral Communications: one-half (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)
  - one unit of computer science chosen from ADE Essentials of Computer Programming, ADE Computer Science and Mathematics, AP Computer Science, AP Computer Science Principles, IB Computer Science, or other options approved by ADE may be substituted for 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

- at least one (1) unit of biology or its equivalent; and
- Two units chosen from the following three categories:

- Physical Science;
- Chemistry;
- Physics; or

One unit from the three categories above and one unit of computer science chosen from ADE Essentials of Computer Programming, ADE Computer Science and Mathematics, AP Computer Science, AP Computer Science Principles, IB Computer Science, or other options approved by ADE.

Social Studies: three (3) units

- Civics one-half (1/2) unit
- World history, one (1) unit
- American History, one (1) unit

Physical Education: one-half (1/2) unit

**Note:** While one-half (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 (1/2) unit

Economics – one half (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.<sup>7</sup>

Fine Arts: one-half (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.

### **SMART CORE AND CORE CURRICULUM**

Beginning with the 2004-2005 school year all 7<sup>th</sup> grade students will be placed in either the Smart Core or the Core curriculum. Parents will need to sign a form indicating which curriculum they want their child placed in.

You may switch the curriculum at any time by contacting the administration and counselor. Secondary counselors will meet with students and parents sometime in the spring of their 6<sup>th</sup> grade year.

Notes: <sup>1</sup>New Smart Core Consent and Smart Core Waiver Forms are available at <http://arsba.org/policy-resources> and on the ADE website.

Cross Reference: 4.55—STUDENT PROMOTION AND RETENTION

Legal References: Standards for Accreditation 9.03 – 9.03.1.9, 14.02  
ADE Guidelines for the Development of Smart Core Curriculum Policy  
Smart Core Informed Consent Form  
Smart Core Waiver Form  
A.C.A. § 6-4-302

Date Adopted: Sept. 14, 2015

Last Revised: Sept. 15, 2016



#### **4.45.1—SMART CORE CURRICULUM AND GRADUATION REQUIREMENTS FOR THE CLASS OF 2018 AND THEREAFTER**

All students are required to participate in the Smart Core curriculum unless their parents or guardians, or the students if they are 18 years of age or older, sign a *Smart Core Waiver Form* to not participate. While Smart Core is the default option, both a *Smart Core Informed Consent Form* and a *Smart Core Waiver Form* will be sent home with students prior to their enrolling in seventh grade, or when a 7-12 grade student enrolls in the district for the first time and there is not a signed form in the student's permanent record. Parents must sign one of the forms and return it to the school so it can be placed in the students' permanent record.<sup>1</sup> This policy is to be included in student handbooks for grades 6-12 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 requirements of their IEP (when applicable) to be eligible for graduation. Counseling by trained personnel shall be available to students and their parents or legal guardians prior to the time they are required to sign the consent forms.

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.<sup>2</sup> 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 at least every other year 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 for all students who meet the definition of "eligible child" in Policy 4.2—ENROLLMENT.

#### **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 22 units is required for graduation for a student participating in either the Smart Core or Core curriculum. In addition to the 22 units required for graduation by the Arkansas Department of Education, the district requires an additional 2 units to graduate for a total of 24 units. The additional required units may be taken from any electives offered by the district. There are some distinctions made between Smart Core units and Graduation units. Not all units earned toward graduation necessarily apply to Smart Core requirements.

### **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.

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

English: four (4) units – 9th, 10th, 11th, and 12th

Oral Communications: one-half (1/2) unit

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

- 1) Algebra I or Algebra A & B\* which may be taken in grades 7-8 or 8-9;
- 2) Geometry or Investigating 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.

- 3) Algebra II; and
- 4) The fourth unit may be either:
  - A math unit beyond Algebra II: this can include Pre-Calculus, Calculus, AP Statistics, Algebra III, Advanced Topic and Modeling in Mathematics, Mathematical Applications and Algorithms, Linear Systems and Statistics, or any of several IB or Advanced Placement math courses (Comparable concurrent credit college courses may be substituted where applicable); or
  - one unit of computer science chosen from ADE Essentials of Computer Programming, ADE Computer Science and Mathematics, AP Computer Science, AP Computer Science Principles, IB Computer Science, or other options approved by ADE.

Natural Science: a total of three (3) units with lab experience chosen from

One unit of Biology; and either:

Two units chosen from the following three categories (there are acceptable options listed by the ADE for each):

- Physical Science;
- Chemistry;
- Physics or Principles of Technology I & II or PIC Physics; or

One unit from the three categories above and one unit of computer science chosen from ADE Essentials of Computer Programming, ADE Computer Science and Mathematics, AP Computer Science, AP Computer Science Principles, IB Computer Science, or other options approved by ADE.

Social Studies: three (3) units

- Civics one-half (1/2) unit
- World History - one unit
- American History - one unit

Physical Education: one-half (1/2) unit

**Note:** While one-half (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 (1/2) unit

Economics – one half (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 (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.

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

English: four (4) units – 9, 10, 11, and 12

Oral Communications: one-half (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)
- one unit of computer science chosen from ADE Essentials of Computer Programming, ADE Computer Science and Mathematics, AP Computer Science, AP Computer Science Principles, IB Computer Science, or other options approved by ADE may be substituted for 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

- at least one (1) unit of biology or its equivalent; and

Two units chosen from the following three categories:

- Physical Science;
- Chemistry;
- Physics; or

One unit from the three categories above and one unit of computer science chosen from ADE Essentials of Computer Programming, ADE Computer Science and Mathematics, AP Computer Science, AP Computer Science Principles, IB Computer Science, or other options approved by ADE.

Social Studies: three (3) units

- Civics one-half (1/2) unit
- World history, one (1) unit
- American History, one (1) unit

Physical Education: one-half (1/2) unit

**Note:** While one-half (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 (1/2) unit

Economics – one half (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.<sup>8</sup>

Fine Arts: one-half (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.

Notes: <sup>1</sup> New Smart Core Consent and Smart Core Waiver Forms are available at <http://arsba.org/policy-resources> and on the ADE website.

Cross References: 4.55—STUDENT PROMOTION AND RETENTION  
5.11—DIGITAL LEARNING COURSES

Legal References: Standards For Accreditation 9.03 – 9.03.1.9, 14.02  
ADE Guidelines for the Development of Smart Core Curriculum Policy  
ADE Rules Governing the Digital Learning Act of 2013  
Smart Core Informed Consent Form 2016  
Smart Core Waiver Form 2016  
A.C.A. § 6-4-302  
A.C.A. § 6-16-1406

Date Adopted: Sept. 14, 2015

Last Revised: Sept. 15, 2016

#### **4.46—PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance shall be recited during the first class period of each school day. Those students choosing to participate 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 be quiet while either standing or sitting at their desks.

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 shall not be subject to any comments, retaliation, or disciplinary action.

Legal Reference:       A.C.A. § 6-16-108

Date Adopted: Sept. 14, 2015

Last Revised: Sept. 15, 2016

## **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.

### **CELL PHONES**

Students are to turn off cell phones between 8:00 a.m. and 3:15 p.m.

- A. 1<sup>st</sup> offense – Phone will be confiscated and returned at the end of the day. Student will receive a verbal warning.
- B. 2<sup>nd</sup> offense — Phone will be confiscated and parent must pick up the phone after school hours. 1 day of ISS or corporal punishment
- C. 3<sup>rd</sup> offense – Phone will be confiscated and parent conference must be held after school hours. 2 day I.S.S.
- D. 4<sup>th</sup> offense – Phone will be confiscated and phone kept until a parent conference can be held. 1 day O.S.S
- E. 5<sup>th</sup> offense --3 days O.S.S. and conference with parent.

Note: If continually cell phone violation occurs, the result could and may end up in an expulsion of the student.  
Note: Any student who videos or possesses a video of a fight will be considered a participant and will be punished.

Legal References:      A.C.A. § 6-18-515  
                                  A.C.A. § 27-51-1602  
                                  A.C.A. § 27-51-1603  
                                  A.C.A. § 27-51-1609  
                                  ADE Test Administration Manual

Date Adopted:  
Last Revised:

#### **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<sup>1</sup> 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 2 weeks 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;<sup>2</sup> 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.

#### **HOXIE SCHOOL DISTRICT ELECTRONIC SURVEILLANCE POLICY**

The Governing Board recognizes the responsibility to maintain security, order, and discipline on all district property, including but not limited to, the District office, school buildings, school grounds, and school vehicles. The students and staff of the District recognize that their security and safety depend upon the capacity of the District to maintain discipline and order and, consequently, supervision over and the ability to impose certain conditions on the activities of students is assumed and expected. Nevertheless, the District recognizes established privacy interests of its students and staff, and is committed to protect the confidentiality of students and staff's records maintained by the district to the extent authorized by law.

The District has determined that electronic surveillance systems are necessary for monitoring activity on district and school property, and in school vehicle in order to protect the health, welfare and safety of its students, staff, and other authorized occupants. Accordingly, the District authorizes the use of electronic surveillance in the form of video camera surveillance on the District office, District school grounds, and in its transportation vehicles as follows:

1. Video Cameras shall be placed in public locations deemed appropriate by the Superintendent or designee and shall not be placed in areas where there is a reasonable expectation of privacy.
2. The District shall notify its students, their parents/guardians and District staff that electronic surveillance may occur on any District or District school property, or on any transportation vehicle, and that video recordings may be used in disciplinary actions or sanctions. The District shall incorporate said notice in handbooks, post notice at the main entrance of the District office, school buildings, and classrooms and at the entry door of any bus that may have electronic surveillance equipment in operation.
3. The use and maintenance of electronic surveillance equipment on school grounds, District property, or in transportation vehicles shall be supervised and controlled by the Superintendent, Principal, Vice Principal, Dean of Students, Preschool Director and Transportation Director. Students and staff shall not tamper or interfere with the video camera equipment.
4. The use of video recordings from surveillance equipment shall be subject to other policies of the District including policies concerning the confidentiality of student and personnel records. The District shall comply with all applicable state and federal laws related to record maintenance, retention, and disclosure including the Family Educational Rights and Privacy Act ("FERPA"), and applicable student records and personnel files sections of the Arkansas Education Code.
5. Electronic surveillance shall only be used to promote the order, safety, and security of students, staff, property, and other authorized individuals. The District may rely on the images obtained by video surveillance cameras in connection with the enforcement of Board policy, administrative regulations, building rules, and other applicable laws.
6. In addition to any surveillance that might otherwise be permitted by law, video or audio recording in the classrooms will be permitted to promote educational purposes upon the consent of the school principal and classroom teacher.
7. Surveillance systems and all resulting recordings shall be located in a secured area and access to the system and recordings shall be strictly limited. Recordings may be reviewed as authorized by the Superintendent or designee.



8. All media viewed or listed to by law enforcement, parents or any person outside of authorized school personnel will be documented in a log with the date, time, reason and names of individual reviewing the media.
9. Employees shall be responsible for the appropriate use of technology and shall not use any district resources for unethical practices or any activity prohibited by law or district policy.

## **Administrative Regulation**

### **1. Purpose**

To protect the safety and security of students, employees, and authorized visitors to school and safeguard district facilities and equipment.

### **2. Monitoring By Video Cameras:**

#### **a. Locations Subject to Monitoring**

Video cameras may be used to monitor buildings, exterior areas, including by not limited to parking lots, perimeters, and entrance and exit doors.

#### **b. Notice and authorization to Monitor**

Whenever and wherever video cameras are installed, signs will be posed at conspicuous locations informing persons that the buildings and grounds may be under video monitoring. These signs will inform all persons that the video monitoring is either continuous or random and whether it is monitored or not monitored.

### **3. Systems Operation**

- a. Video recording equipment will be installed on outside grounds and within buildings including classrooms. No concealed cameras will be installed. Equipment shall not monitor areas where public and employees have a reasonable expectation of privacy, such as locker rooms and adult and student restrooms.
- b. The use of video monitoring equipment on school property shall be supervised and controlled by administrators (listed above).
- c. Video recording should be reviewed where there is a need to do so, either because an incident has been reported or is suspected to have occurred. Examples of such include, but are not limited to: Incidences of property damage, theft, trespassing, personal injury, etc.

- d. Administrative staff (listed above) assigned to the video monitoring system will be required to review and apply these regulations in performing their duties and functions related to operation of the system.
- e. Audio will be part of the video recording made, reviewed or stored.
- f. Staff and students are prohibited from unauthorized use, tampering with, or otherwise interfering with video recording and/or video camera equipment and will be subject to appropriate disciplinary action.
- g. The district shall provide reasonable safeguards, including but not limited to, password protection, well-managed fire walls, and control of physical access to protect the monitoring system from hackers, unauthorized users, and unauthorized use.
- h. The regulations shall be incorporated into training and orientation programs. The regulations should be reviewed and updated periodically.
- i. Video monitoring equipment shall be used in accordance with all school district board policies, including the district's non-discrimination policy and its corresponding regulations relating to privacy and safety.

#### **4. Storage and Security**

- a. Video recordings will be stored for the maximum number of available data storage days after initial recording, whereupon, if the principal or designee knows of no reason for continued storage, such recordings will be released for erasure. Storage of video recordings will be dependent upon the type of system installed, which could vary from school to school and with the introduction of new technology.
- b. Video recordings held for review of property or student incidences will be maintained in their original form pending resolutions. Tapes then will be released for erasure, copied for authorized law enforcement agencies, or retained as necessary as part of the student's behavioral record in accordance with established district procedures and applicable law.
- c. All storage devices that are not in use should be stored securely and in a locked receptacle located in a controlled access area. All storage devices that have been used should be numbered and dated. Access to the storage devices should be possible only by authorized personnel. Logs shall be kept of all instances of access to and use of recorded materials.

## **5. Student Records**

- a. Requests to review video recordings shall comply with all applicable State and Federal laws and Board policies relating to student records, employment records and public's right to know, and guidelines for responding to public requests for information.

## **6. Viewing Requests**

- a. All request for review of video recordings will be as follows:
  - (1) All viewing requests other than administrators (as listed above) or Superintendent must be submitted in writing. Requests for viewing will be limited to those parents/guardians, students and/or district officials with a direct interest in the proceedings as authorized by the principal and only the portion of the video recording concerning the related specific incident will be made available for viewing.
  - (2) Camera monitors will be off, with the exception of hallways and outside perimeters, unless an incident has been reported or is suspected to have occurred. In the event building level administration has cause to review a recording of a classroom that involves a complaint against the teacher, the administrator will view the alleged incident on camera to assess the situation. If it can be resolved by the administrator contacting the parent, with no parental viewing of the cameras involved, then the administrator will notify the teacher of the complaint and deem it unnecessary for a formal viewing session to be scheduled. If the administrator's initial viewing of the incident indicates that there is a need for a formal viewing session, the administrator will set up a session first with the teacher to review the incident and then with both parent and teacher.
- b. Written requests for viewing may be made to the principal within the maximum number of available storage days.
- c. Approval/denial for viewing will be made within 10 school days of receipts of the request and so communicated to the requesting individual.
- d. Video recordings will be made available for viewing within three days of the requested approval.
- e. Actual viewing will be permitted only at school-related sites, including the school buildings or essential administrative offices.
- f. All viewing will include an administrator.

- g. A written log will be maintained for those viewing video recordings, including the date of viewing, reason for viewing, date the recording was made, location at school or district office, and signature of the viewer.
- h. A written log will be maintained for those viewing recordings.
- i. Video recordings will remain the property of the school district and may be reproduced only in accordance with law, including applicable Board policy and regulations.

Legal References:      20 USC 1232g  
                              20 U.S.C. 7115  
                              34 CFR 99.3, 4, 5, 7, 8, 10, 12, 31

Date Adopted: Sept. 14, 2015  
Last Revised: Sept. 15, 2016

## 4.49—SPECIAL EDUCATION

The district shall provide a free appropriate public education and necessary related services to all children with disabilities residing within the district, required under the Individuals With Disabilities Education Act (“IDEA”), Section 504 of the Rehabilitation Act of 1973, the Americans With Disabilities Act, and Arkansas Statutes.

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 state and federal statutes which govern 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 handicapped students.<sup>1</sup> Among the coordinator’s responsibilities shall be ensuring district enforcement of the due process rights of handicapped students and their parents.

Note: Name of the Special Education coordinator – Brenda Brady 1-870-886-2401 Ext. 121

Legal References: 34 C.F.R. 300 et seq.  
42 U.S.C. §12101 et seq. American with Disabilities Act  
29 U.S.C. § 794 Rehabilitation Act of 1973, Section 504,  
20 U.S.C. §1400 et seq. Individuals with Disabilities Education Act,  
P.L. 108-446 The 2004 Reauthorization of the Individuals with Disabilities Act  
A.C.A. § 6-41-201 et seq.

Date Adopted: Sept. 14, 2015

Last Revised: Sept. 15, 2016

## **4.50—SCHOOL LUNCH SUBSTITUTIONS**

The district only provides substitute meal components on menus to accommodate students with handicapping conditions meeting the definition of a disability as defined in USDA regulations. A parent/guardian wishing to request such a dietary accommodation must submit to the district's Director of Food Services the Certification of Disability for Special Dietary Needs Form completed by a:

- 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 district will not prepare meals outside the normal menu to accommodate a family's religious or personal health beliefs.

### **CAFETERIA**

The Hoxie cafeteria serves well balanced meals each day, and is in compliance with guidelines for the provision of free and reduced meals. A salad line is in operation for students not wishing to eat the regular menu. All students are expected to conduct themselves properly in the cafeteria or will lose the privilege of going to the cafeteria. Running to the cafeteria or breaking in line may result in the student being served last for the remainder of the semester and/or other disciplinary action. A duty teacher will expect the following conduct:

1. All lunch litter to be deposited in waste basket.
2. Food trays are not to be taken from the cafeteria.
3. Trays and utensils are to be returned to the deposit window.
4. Tables and floors should be left clean for others.
5. When finished, students should exit through designed doors and may not reenter.
6. Students can charge up to \$5.00 in lunch and cafeteria charges. When this amount has been reached, students will no longer be allowed to purchase snack milk and/or extra foods.

Students may not have vendor food delivered for lunch. The high school cafeteria is closed to visitors during junior high and senior high lunch other than parents, legal guardians, and grandparents.

The Hoxie Cafeteria serves well-balanced meals each day, and is in compliance with the guidelines for the provision of free and reduced meals. For those who prefer, a salad line is in operation for students in grades five and six not wishing to eat the regular menu. All students are expected to conduct themselves properly in the cafeteria.

### **PROGRESS REPORTS**

At each five weeks grading period, parents are notified (by a report) of their child's progress-to-date in each subject.

Note : A Registered Dietitian Nutritionist may make recommendations for alternate foods for children whose disability restricts their diet, but the medical statement must be signed by one of the professionals listed in this policy.

Legal References:       Commissioner's Memo FIN-09-044  
                                  Commissioner's Memo FIN-15-122  
                                  7 CFR 210.10(g)

Date Adopted: Sept. 14, 2015

Last Revised: Sept. 15, 2016

#### **4.51— FOOD SERVICE PREPAYMENT**

The district does not offer credit for food items purchased in the school cafeteria; payment for such items is due at the time the food items are received. Parents or students choosing to do so may pay weekly or monthly in advance for students' meals.

Date Adopted: Sept. 14, 2015

Last Revised: Sept. 15, 2016



## **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 Arkansas Department of Education (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.<sup>1</sup>

The District, working with other individuals and agencies shall, unless the presiding court rules otherwise, ensure that the foster child remains in his/her school of origin, 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 with DHS to arrange for transportation to and from school for the foster child to the extent it is reasonable and practical.<sup>2</sup>

Upon notification to the District’s foster care liaison by a foster child’s caseworker 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.<sup>3</sup>

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.<sup>4</sup>

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.

Cross References:     4.1—RESIDENCE REQUIREMENTS  
                           4.2—ENTRANCE REQUIREMENTS  
                           4.7—ABSENCES

Legal Reference: A.C.A. § 9-28-113

Date Adopted: Sept. 14, 2015  
Last Revised: Sept. 15, 2016

#### **4.53— PLACEMENT OF MULTIPLE BIRTH SIBLINGS**

The parent, guardian or other person having charge or custody of multiple birth siblings in grades pre-K through 6 may request that the multiple birth siblings are placed in either the same or separate classrooms. The request shall be in writing not later than the 14<sup>th</sup> calendar day prior to the first day of classes at the beginning of the academic year. The school shall honor the request unless it would require the school to add an additional class to the sibling's grade level. If one parent of multiple birth siblings requests a placement that differs from that of the other parent of the same multiple birth siblings, the school shall determine the appropriate placement of the siblings.

The school may change the classroom placement of one or more of the multiple birth siblings if:

- There have been a minimum of 30 instructional days since the start of the school year; and
  - After consulting with each classroom teacher in which the siblings were placed, the school determines the parent's classroom placement request is:
    - Detrimental to the educational achievement of one or more of the siblings;
    - Disruptive to the siblings' assigned classroom learning environment; or
    - Disruptive to the school's educational or disciplinary environment.

If a parent believes the school has not followed the requirements of this policy, the parent may appeal the multiple birth siblings' classroom placement to the Superintendent. The Superintendent's decision regarding the appeal shall be final.

Legal Reference:       A.C.A. § 6-18-106

Date Adopted: Sept. 14, 2015  
Last Revised: Sept. 15, 2016

## **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 either 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 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 (GT) 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 either 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.

Legal Reference:        ADE Gifted and Talented Rules

Date adopted:    Sept. 14, 2015

Last Revised:    Sept. 15, 2016

## 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.

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. 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:

- a) The building principal or designee;
- b) The student's teacher(s);
- c) School counselor
- d) A 504/special education representative (if applicable); and
- e) The student's parents.

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.

Regardless of the student having earned passing grades, a student who falls under one of the following categories shall be considered for retention or shall not receive credit for the course associated with the applicable assessment. The student:

- does not take the State mandated assessment for the student's grade level or course within the time frame specified by the State;
- takes the State mandated assessment but does not put forth a good faith effort on the assessment as determined by the assessment administrator/proctor.

The Superintendent or designee may wave this provision when the student's failure was due to exceptional or extraordinary circumstances.

Students who do not score proficient or above on their grade level State assessments shall be required to participate in an Academic Improvement Plan (AIP). Each AIP shall be developed by school personnel and the student's parents and shall be designed to assist the student in attaining the expected achievement level. The AIP shall also state the parent's role as well as the consequences for the student's failure to participate in the plan, which shall include the student's retention in their present grade.

All students must successfully pass all end-of-course (EOC) assessments they are required to take unless exempted by the student's individualized education program (IEP). To receive academic credit on his/her transcript in a course requiring a student to take a EOC assessment, the student must either receive a passing score on the initial assessment or successfully participate in the remediation program identified in his/her

individualized Academic Improvement Plan (AIP), which shall focus on the areas in which the student failed to meet the necessary passing score. Additionally, the lack of credit could jeopardize the student's grade promotion or classification.

To the extent required by the State Board of Education, students in grade eleven (11) and below who do not meet the required score on a college and career readiness measurement shall participate in the remediation activities prescribed in his/her AIP which may include additional opportunities to retake the measurement. Such remediation shall not require the student to pass a subsequent college and career readiness measurement in order to graduate from high school.

Promotion/retention or graduation of students with an IEP shall be based on their successful attainment of the goals set forth in their IEP.

In addition to the possibility of retention or withholding of course credit, students who either refuse to sit for a State assessment or attempt to boycott a State 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 State mandated assessment, as applicable, or completes the required remediation for the assessment the student failed to put forth a good faith effort on. 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.

#### ELEMENTARY

#### PROMOTION – RETENTION POLICY

The Hoxie Public School District will use the following guidelines when considering promotion and retention in the elementary school.

A. Factors contributing to promotion are:

1. Achievement: Students must master basic grade level skills and demonstrate acceptable performance on required course work.
2. Special Students: Students identified as slow learners and/or students who have qualified to receive special services (any special education and/or additional reading/math services) should be given consideration for promotion.

3. Tardiness: Students who have an excess number of tardies miss instruction. This could be a factor in determining promotion. B. Factors contributing to retention are:

1. Achievement: Students may need to be retained if they do not master basic grade level skills and demonstrate acceptable performance of required course work.
2. Absenteeism: Students may need to be retained if they are absent and excessive number of days during the school year.

3. Principal/teacher/parent/counselor judgment: Consideration must be made for individual cases pertaining to the student’s best interest.
4. Special Promotion/Retention: School records will reflect when promotion/retention is the result of a special consideration.
5. The school will make the final decision for promotion and retention as each individual case is in need of review.

## HIGH SCHOOL

### REMEDIATION POLICY

Act 35 of 2003 requires that any student grades 1-6 who does not meet satisfactory proficiency levels on the state standardized testing program will be entered into a mandatory remediation program. Any student who qualifies for the program but does not participate shall be retained.

### *RETENTION POLICY / CLASSIFICATION OF STUDENTS*

For a student to pass from one grade to the next, the following credits must be obtained:

Beginning with class of 2013-2014

9 <sup>th</sup> to 10 <sup>th</sup> grade	5 credits	6 credits
10 <sup>th</sup> to 11 <sup>th</sup> grade	10 credits	12 credits
11 <sup>th</sup> to 12 <sup>th</sup> grade	15 credits	18 credits
Graduation	22 credits	24 credits

7<sup>th</sup> and 8<sup>th</sup> grade – Students must make a passing grade in 3 of the 4 following classes for the year: Math, English, Science, Social Studies

### **REMEDIATION POLICY**

Students in grades K-12 who do not demonstrate proficiency on the Arkansas Comprehensive Assessment Program exams (Benchmark and E.O.C. exams) shall participate in a remediation program specific to identified deficiencies. This is to be done to comply with Act 35 of 2003.

2. Students in grades three through eight (3-8) identified as not passing a benchmark assessment and who fail to participate in the subsequent academic improvement plan shall be retained and shall not be promoted to the next grade until

A) The student is deemed to have participated in an academic improvement plan.

Or

B) The student passes the benchmark assessment for the current grade level in which the student is retained.

Any student required to take an end-of-course assessment that is identified as not meeting the satisfactory pass levels for a particular assessment shall participate in his or her remediation activities as required in his or her individualized academic improvement plan in the school year the assessment results are reported in order to receive credit on his or her transcript for the course related to the end-of-course assessment.

Notes: Arkansas Department of Education (ADE) Standards for Accreditation requires a promotion and retention requirements policy be included in the student handbook.

A.C.A. § 6-15-2009(a) requires all students to take the State mandated assessments and A.C.A. § 6-15-2009(e)(2)(B) stipulates that the Superintendent shall be subject to discipline, up to and including license revocation, for failure to properly administer State mandated assessment requirements.

ASBA sees a parent's ability to opt out of assessments as the start of a very slippery slope that could evolve into parents believing they have the right to opt their child out of any and everything they choose. This could quite literally grind education to a halt. The U.S. Supreme Court has opined states have a wide range of power for limiting parental freedom and authority in things affecting the child's welfare and Arkansas law requires all students to take state administered assessments. Therefore, parents do not have the right to demand their child be exempted from state mandated assessments.

Cross References:       3.30—PARENT-TEACHER COMMUNICATION  
                                  4.56—EXTRACURRICULAR ACTIVITIES - SECONDARY SCHOOLS  
                                  4.56.1—EXTRACURRICULAR ACTIVITIES - ELEMENTARY

Legal References:       A.C.A. 6-15-433  
                                  A.C.A. § 6-15-2001  
                                  A.C.A. § 6-15-2005  
                                  A.C.A. § 6-15-2009  
                                  A.C.A. § 9-28-205  
                                  ADE Rules Governing the Arkansas Comprehensive Testing, Assessment, and  
                                  Accountability Program and the Academic Distress Program  
                                  ADE Rules Governing Public School End-Of-Course Assessments and Remediation  
                                  Murphy v. State of Ark., 852 F.2d 1039 (8<sup>th</sup> Cir. 1988)

Date Adopted: Sept. 14, 2015

Last Revised: Sept. 15, 2016

## **4.56—EXTRACURRICULAR ACTIVITIES – SECONDARY SCHOOLS**

### **Definitions:**

“Academic Courses” are those courses for which class time is scheduled, which can be credited to meet the minimum requirements for graduation, which is taught by a teacher required to have State licensure in the course or is otherwise qualified under Arkansas statute, and has a course content guide which has been approved by the Arkansas Department of Education (ADE). Any of the courses for which concurrent high school credit is earned may be from an institution of higher education recognized by ADE. If a student passes an academic course offered on a block schedule, the course can be counted twice toward meeting the requirement for students to pass four (4) academic courses per semester as required by this policy.

“Extracurricular activities” are defined as: any school sponsored program where students from one or more schools meet, work, perform, practice under supervision outside of regular class time, or are competing for the purpose of receiving an award, rating, recognition, or criticism, or qualification for additional competition. Examples include, but are not limited to, inter/intra-scholastic athletics, cheerleading, band, choral, math, or science competitions, field trips, and club activities.

“Field Trips” are when individual students or groups of students are invited to programs or events when there is no competition and the students are not interacting with each other for the purpose of planning, qualifying, or arranging for future programs or for the purpose of receiving recognition.

“Interscholastic Activities” means athletic or non-athletic/academic activities where students compete on a school vs. school basis.

“Intra-scholastic Activities” means athletic or non-athletic/academic activities where students compete with students from within the same school.

“Supplemental Improvement Program (SIP)” is an additional instructional opportunity for identified students outside of their regular classroom and meets the criteria outlined in the current Arkansas Activities Association (AAA) Handbook.

### **Extracurricular Eligibility**

The Board believes in providing opportunities for students to participate in extracurricular activities that can help enrich the student’s educational experience. At the same time, the Board believes that a student’s participation in extracurricular activities cannot come at the expense of his/her classroom academic achievement. Interruptions of instructional time in the classroom are to be minimal and absences from class to participate in extracurricular activities shall not exceed one per week per extracurricular activity (tournaments excepted). Additionally, a student’s participation in, and the District’s operation of, extracurricular activities shall be subject to the following policy. All students are eligible for extracurricular activities unless specifically denied eligibility on the basis of criteria outlined in this policy.

Any student who refuses to sit for a State assessment or attempts to boycott a State 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 administered or scheduled as make-up days shall not be permitted to participate in any non-curriculum related extracurricular activity. The student



shall remain ineligible to participate until the student takes the same or a following state mandated assessment, as applicable, or completes the required remediation for the assessment the student failed to put forth a good faith effort on. 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.

A student who enrolls in the district and meets the definition of "eligible child" in Policy 4.2—ENTRANCE REQUIREMENTS shall be eligible to try out for an extracurricular activity regardless of the date the student enrolls in the District so long as the student meets all other eligibility requirements and the extracurricular activity is still ongoing.

### **Interscholastic Activities**

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.

#### **ACADEMIC REQUIREMENTS: Junior High**

A student promoted from the sixth to the seventh grade automatically meets scholarship requirements. A student promoted from the seventh to the eighth grade automatically meets scholarship requirements for the first semester. The second semester eighth-grade student meets the scholarship requirements for junior high if he/she has successfully passed four (4) academic courses the previous semester.

The first semester ninth-grade student meets the scholarship requirements for junior high if he/she has successfully passed four (4) academic courses the previous semester.

The second semester ninth-grade student meets the scholarship requirements for junior high if he/she has successfully passed (4) academic courses the previous semester which count toward his/her high school graduation requirements.

Ninth-grade students must meet the requirements of the senior high scholarship rule by the end of the second semester in the ninth grade in order to be eligible to participate the fall semester of their tenth-grade year.

#### **ACADEMIC REQUIREMENTS: Senior High**

In order to remain eligible for competitive interscholastic activity, a student must have passed (4) academic courses the previous semester and either:

1. Have earned a minimum Grade Point Average (GPA) of 2.0 from all academic courses the previous semester; or
2. If the student has passed four (4) academic courses the previous semester but does not have a 2.0 GPA the student must be enrolled and successfully participating in an SIP to maintain their competitive interscholastic extracurricular eligibility.

## **STUDENTS WITH AN INDIVIDUAL EDUCATION PROGRAM**

In order to be considered eligible to participate in competitive interscholastic activities, students with disabilities must pass at least four (4) courses per semester as required by their individual education program (IEP).

## **ARKANSAS ACTIVITIES ASSOCIATION**

In addition to the foregoing rules, the district shall abide by the rules and regulations of AAA governing interscholastic activities. AAA provides catastrophic insurance coverage for students participating in AAA governed extracurricular activities who are enrolled in school. As a matter of District policy, no student may participate in a AAA governed extracurricular activity unless he or she is enrolled in a district school, to ensure all students are eligible for AAA catastrophic insurance.

### **Intra-scholastic Activities**

#### **AAA Governed Activities**

Students participating in intra-scholastic extracurricular activities that would be governed by AAA if they were to occur between students of different schools shall meet all interscholastic activity eligibility requirements to be eligible to participate in the comparable intra-scholastic activity. The District will abide by the AAA Handbook for such activities to ensure District students are not disqualified from participating in interscholastic activities.

#### **Non-AAA Governed Activities**

Unless made ineligible by District policies, all students shall be eligible to participate in non-AAA governed intra-scholastic extracurricular activities. Intra-scholastic activities designed for a particular grade(s) or course(s) shall require the student to be enrolled in the grade(s) or course(s).

## **EXTRA-CURRICULAR ACTIVITES**

Hoxie High School is a member of the Arkansas Activities Association and has agreed to adhere to all its bylaws. Our teams compete in the District 3AAA Conference. Students will not be allowed to participate in any school activity (athletics, concerts, plays, dances, etc.) unless they are present for a minimum of 4 periods on the day of the activity. Unusual circumstances could occur in this case, which would allow the Superintendent to alter this rule as she/he see fit.

At the present time, the following extracurricular activities are offered at HHS: Science Club, Beta Club, Student Council, Library Club, FFA, FCCLA, Concert Choir, Band, Cheerleaders, Dance Team, Flag Corps, Girls and Boys Basketball, Junior and Senior Boys Football, Cross Country, Boys and Girls Track, FBLA, Girls Volleyball, Girls Softball, Boys Baseball, Boys and Girls Golf and Traveling Classroom.

Membership on these teams and clubs is an integral part of training and a learning experience. Through these activities, your will have an opportunity to develop your leadership abilities, compete in contests, and participate in social functions.

In addition to the AAA rules, your sponsors and coaches may prescribe additional regulations and rules that must be followed in order to be eligible for participation in any respective extracurricular activity. Parents will be notified (in writing) of these expectations before the season/events begin. Parents are to sign, giving permission for participation, and acknowledging the expectations. Violation of any of these standards may be cause to suspend the student from further participation and/or loss of any award earned.

**Requirements for representing school and/or field trips:**

1. All work is to be made up in accordance with school regulations. 40
  
2. If work is not made up:
  - a) Student is to be reported to the office, where a record will be kept.
  - b) 2<sup>nd</sup> reported offense during an 18 week period of time:  
Students may not miss any class to attend school functions off campus nor attend a field trip for a period of 12 weeks.
  
3. Students who are failing classes or students who are in violation of the attendance policy will not be allowed to attend extra-curricular activities during the school day.

**School Dances:**

Any date for a dance must be currently enrolled and in good standing at their high school. This rule could be waived for prom at the discretion of the administration.

**NOTES:**

Cross References: 4.55—STUDENT PROMOTION AND RETENTION  
4.56.1—EXTRACURRICULAR ACTIVITIES - ELEMENTARY

Legal References: State Board of Education Standards for Accreditation 10.05 and 10.06  
Arkansas Activities Association Handbook  
A.C.A. § 6-4-302

Date Adopted: Sept. 14, 2015

Last Revised: Sept. 15, 2016

## **4.56.1—EXTRACURRICULAR ACTIVITIES - ELEMENTARY**

### **Definitions**

“Extracurricular activities” are defined as: any school sponsored program where students from one or more schools meet, work, perform, practice under supervision outside of regular class time, or are competing for the purpose of receiving an award, rating, recognition, or criticism, or qualification for additional competition. Examples include, but are not limited to, inter/intrascholastic athletics, cheerleading, band, choral, math, or science competitions, field trips, and club activities.

“Field Trips” are when individual students or groups of students are invited to programs or events when there is no competition and the students are not interacting with each other for the purpose of planning, qualifying, or arranging for future programs or for the purpose of receiving recognition.

“Interscholastic Activities” means athletic or non-athletic/academic activities where students compete on a school vs. school basis.

“Intra-scholastic Activities” means athletic or non-athletic/academic activities where students compete with students from within the same school.

### **Extracurricular Eligibility**

The Board believes in providing opportunities for students to participate in extracurricular activities that can help enrich the student’s educational experience. At the same time, the Board believes that a student’s participation in extracurricular activities cannot come at the expense of his/her classroom academic achievement. Interruptions of instructional time in the classroom are to be minimal and absences from class to participate in extracurricular activities shall not exceed one per week per extracurricular activity (tournaments or other similar events excepted with approval of the Superintendent) All students are eligible for extracurricular activities unless specifically denied eligibility on the basis of criteria outlined in this policy.

A student may lose his/her eligibility to participate in extracurricular activities when, in the opinion of the school’s administration, the student’s participation in such an activity may adversely jeopardize his/her academic achievement. Students may also be denied permission to participate in extracurricular activities as a consequence of disciplinary action taken by the administration for inappropriate behavior.

Any student who refuses to sit for a State assessment or attempts to boycott a State 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 administered or scheduled as make-up days shall not be permitted to participate in any non-curriculum related extracurricular activity. The student shall remain ineligible to participate until the student takes the same or a following state mandated assessment, as applicable, or completes the required remediation for the assessment the student failed to put forth a good faith effort on. 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.

A student who enrolls in the district and meets the definition of “eligible child” in Policy 4.2— ENROLLMENT shall be eligible to try out for an extracurricular activity regardless of the date the student

enrolls in the District so long as the student meets all other eligibility requirements and the extracurricular activity is still ongoing.

## **ELEMENTARY                      EXTRA-CURRICULAR ACTIVITIES**

Students at Hoxie Elementary School are able to participate in extracurricular activities. These are optional and certain criteria are required for participation. Included in these activities are football, volleyball, and basketball for 5<sup>th</sup> and 6<sup>th</sup> grade students. These students must have a physical examination from a medical doctor prior to being allowed to participate. Students also must maintain a 2.0 grade point average. Science Club is an option for 5<sup>th</sup> and 6<sup>th</sup> grade boys and girls. Science Club members must maintain a “B” average in science and participate in the school science fair. A “Gifted and Talented” pull-out program is available to select students in grades 4-6. GT students must exhibit a high academic level of achievement and exemplary classroom behavior.

Notes: State Board of Education Standards for Accreditation 10.05 require a policy that "shall limit and control interruptions of instructional time in the classroom and the number of absences for such activities

Cross References:    4.55—STUDENT PROMOTION AND RETENTION  
                              4.56—EXTRACURRICULAR ACTIVITIES – SECONDARY SCHOOLS

Legal References:    State Board of Education Standards for Accreditation 10.05 and 10.06  
                              A.C.A. § 6-4-302

Date Adopted: Sept. 14, 2015

Last Revised: Sept. 15, 2016

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

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

Interscholastic activity means an activity between schools subject to regulations 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.

Home-schooled 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. Although not guaranteed participation in an interscholastic activity, home-school 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.

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 home-schooled 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.

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 home-schooled shall not participate in an interscholastic activity in the resident school district for a minimum of three hundred sixty-five days after the student withdraws from the member school.

Legal References:       A.C.A. § 6-15-509  
                                  Arkansas Activities Association Handbook

Date Adopted: Sept. 14, 2015  
Last Revised: Sept. 15, 2016

**4.56.2F— HOME SCHOOLED STUDENTS' LETTER OF INTENT TO PARTICIPATE IN AN EXTRACURRICULAR ACTIVITY**

Student's Name (Please Print) \_\_\_\_\_

Parent or Guardian's Resident Address

Street \_\_\_\_\_ Apartment \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Student's date of birth \_\_/\_\_/\_\_ Last grade level the student completed \_\_\_\_\_

Student has demonstrated academic eligibility by obtaining a verifiable 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, or another nationally recognized norm-referenced test approved by the State Board of Education. \_\_\_\_\_

Name of test, Date taken, and score achieved \_\_\_\_\_

Extracurricular activity(ies) the student requests to participate in

\_\_\_\_\_

Course(s) the student requests to take at the school \_\_\_\_\_

Proof of identity \_\_\_\_\_

Date Submitted \_\_/\_\_/\_\_

Parent's Signature \_\_\_\_\_

Date Adopted: Sept. 14, 2015

Last Revised: Sept. 15, 2016



## 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<sup>1</sup>:

- 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:

- A. Licensed physician;
- B. Health department;
- C. Military service; or
- D. Official record from another educational institution in 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. 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 the 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 twenty-one (21) days or 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.

Notes: <sup>1</sup> The table showing the age appropriate immunizations is referred to as "Table I" in the Arkansas Department of Education (ADE) rules and as "Table II" in ADH regulations.

Cross References:      4.2—ENTRANCE REQUIREMENTS  
                                 4.7—ABSENCES  
                                 4.8—MAKE-UP WORK

Legal References:      A.C.A. § 6-18-702  
                                 ADE Rules Governing Kindergarten Through 12<sup>th</sup> Grade Immunization Requirements  
                                 In Arkansas Public Schools  
                                 ADH Rules and Regulations Pertaining to Immunization Requirements

Date Adopted: Sept. 14, 2015  
Last Revised: Sept. 15, 2016

## **4.58—FOOD SHARING AND ITS REMOVAL FROM FOOD SERVICE AREA**

### **Food Sharing Table**

**Hoxie School District has no Food Sharing Table.**

Legal References:      Commissioner’s Memo FIN 08-076  
                                 Commissioner’s Memo FIN 15-052

Date Adopted: Sept. 14, 2015

Last Revised: Sept. 15, 2016