Parent-Student Handbook

Smackover-Norphlet School District

2018-2019

112 East 8th Street, Smackover, AR 71762
(870) 725-3132

Website: http://smackover.net/
Blog: http://thebuckarooblog.wordpress.com/

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General Information

Smackover-Norphlet School District Administration

112 East 8th Street
Smackover, AR 71762
(870) 725-3132
Fax (870) 725-1250

Central Office

Superintendent	John Gross
Special Programs Director	Teri Philyaw
Curriculum Director	Jennifer Lee
Technology Administrator	Jana Reynolds
LEA/504 Supervisor	Jenny Ramsey
Administrative Assistant	Ginie Cameron

School Board

President	Joe Bates
Vice-President	Lynn Birchfield
Secretary-Treasurer	Don Thomas
	Damon Goodwin
	Chris Long
	Cliff Preston
	Kim Key

Norphlet Elementary School

Principal – Bernadette O'Guinn
Administrative Assistant – Cathy Sims
301 MacMillan Street
Norphlet, AR
(870) 546–1011
Fax (870) 546-1050

Smackover Elementary School

Principal – Holly Strickland
Administrative Assistant – TBD
701 Magnolia
Smackover, AR 71762
(870) 725-3601
Fax (870) 725-1260

Norphlet Middle School

Principal – Keith Coleman
Administrative Assistant – Amanda Arnold
600 School Street
Norphlet, AR 71759
(870) 546-1003
Fax (870) 546-1060

Smackover High School

Principal – Jan Henderson
Administrative Assistant – Lois Nutter
#1 Buckaroo Lane
Smackover, AR 71762
(870) 725-3101
Fax (870) 725-1270

Introduction

This handbook is printed and distributed to help the students of the Smackover-Norphlet School District perform their assigned duties with better understanding of the rules and policies that have been established by the administration and approved by the Board of Education. We hope that the policies and regulations contained in this guide will assist us in setting the pattern for the program of education in our district.

Some items in this book, due to their nature, cannot be changed. Others will be revised from time to time as the need arises. This handbook will be an important tool in helping you to become a better student and citizen.

We encourage all students and parents to study the handbook carefully and keep it available for reference.

This book is printed and distributed with the approval of the superintendent and was adopted by the Smackover-Norphlet School District Board of Education.

Preface

This handbook, incorporating a number of model policies established by the Arkansas Commission on Public Discipline in Public Schools, is published for the purpose of helping new students make quicker and better adjustments to the school and to help students already enrolled to become better acquainted with the policies and regulations of the Smackover School District.

We strongly recommend that you familiarize yourself with the guidelines stated in this book. You will be held accountable for them. These guidelines are not designed to be arbitrary or unreasonable. It is imperative that all students be fully aware of their rights and responsibilities. Any organization must have explicit principles and regulations to guide its activities if it is to achieve its goals.

It is our policy to encourage communication between students, parents, and the administration. Through the use of effective school discipline, we can create an orderly environment that is preventative in nature and conductive to learning. Act 104 of the 1983 Special Session, and Acts 6-18-502 and 6-18-503 of the School Laws of Arkansas, state that student discipline policies provide that parents and students be advised of the rules and regulations by which the school is governed and be made aware of the behavior that will call for disciplinary action and the types of corrective action that may be imposed. School districts shall develop procedures for written policies and documentation of the receipt of such policies by all parents and students.

John Gross
Superintendent of Smackover-Norphlet Schools

School Law

You will find a statement of notification in the back of this book. This statement is to be signed by parents and students and returned to the principal's office within one week of its receipt by the student. Students who fail to return the notification will be sent home until such time that the form is returned.

Student Handbook 4.42

It shall be the policy of the Smackover-Norphlet 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.

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 immediately, so that corrections may be made and notice of the requirements given to students and parents.

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First Day of School	August 15, 2018 (Wednesday)
Labor Day Holiday	September 3, 2018 (Monday)
1st Quarter Marking Period Ends	October 12, 2018 (Friday)
Fall Day (No School)	October 22, 2018 (Monday)
Thanksgiving Holidays	November 19-23, 2018
2nd Quarter Marking Period Ends	December 19, 2018 (Wed.)
Christmas/New Year Holidays	December 20 – January 2, 2019
Spring Semester Begins	January 3, 2019 (Thursday)
MLK Holiday	January 21, 2019 (Monday)
Presidents' Day Holiday	February 18, 2019 (Monday)
3rd Quarter Marking Period Ends	March 8, 2019 (Friday)
Spring Break	March 18-22, 2019
Good Friday Holiday	April 19, 2019 (Friday)
4th Quarter Marking Period Ends	May 24, 2019 (Friday)
Make-Up Days (if needed)	May 28, 29, 30, 31, and June 3, 2019

Parents are strongly encouraged not to make vacation or travel plans on scheduled make-up days as school may be in session.

SECTION 1: ENROLLMENT AND ATTENDANCE

Residence Requirements 4.1

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 Smackover-Norphlet School 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.

Children whose parent or legal guardian relocates within the state due to a mobilization, deployment, or available military housing while on active duty in or serving in the reserve component of a branch of the United States Armed Forces or National Guard may continue attending school in the school district the children were attending prior to the relocation or attend school in the school district where the children have relocated. A child may complete all remaining school years at the enrolled school district regardless of mobilization, deployment, or military status of the parent or guardian.

Cross References: Policy 4.40—HOMELESS STUDENTS and 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, and A.C.A. § 9-28-113

To enroll in a school in the Smackover-Norphlet School 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. Private school students shall be evaluated by the District to determine their appropriate grade placement. Home school students enrolling or re-enrolling as a public school student shall be placed in accordance with policy 4.6—HOME SCHOOLING.

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.

Cross References: 4.1—RESIDENCE REQUIREMENTS, 4.4—STUDENT TRANSFERS, 4.5—SCHOOL CHOICE, 4.6—HOME SCHOOLING, 4.34—COMMUNICABLE DISEASES AND PARASITES, and 4.40—HOMELESS STUDENTS

Legal References: A.C.A. § 6-4-302, A.C.A. § 6-15-504, 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. § 9-28-113, and Plyler v Doe 457 US 202,221 (1982)

Compulsory Attendance Requirements 4.3

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 Smackover-Norphlet School 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 five (5) on or before August 1 of that particular 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 waiver 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.

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

Student Transfers 4.4

The Smackover-Norphlet School 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.

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. 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 a school that is not accredited by the Department of Education to a Smackover-Norphlet school shall be evaluated by District staff to determine the student's appropriate grade placement. A student transferring from home school will be placed in accordance with Policy 4.6—HOME SCHOOLING.

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, the responsibility for transportation of any nonresident student admitted to a school in the Smackover-Norphlet School District shall be borne by the student or the student's parents. The Smackover-Norphlet School 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.

Cross Reference: 4.6—HOME SCHOOLING

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

Procedure for Placing a Student Previously from a Home School or a Non-Accredited Private or Public School

Students entering the Smackover-Norphlet School from a home school or non-accredited private or public school will be evaluated for grade placement as follows:

> Grades K-8: The principal will use all available information about the student in making the grade placement decision. This decision may be changed later if the performance of the student does not meet grade level standards.
> Grades 9-12: Students in grades 9-12 attempting to transfer credits towards high school graduation will be required to take a comprehensive exam in each academic area for which credit is requested prior to enrolling in high school. Students may be exempt from these exams if they present evidence to the high school officials of grade level competence as evidenced by scores on the Iowa or equivalent exam. (This means that a student who scored at or above grade level on an achievement exam taken during the testing window immediately prior to the date of their request for enrollment in high school shall not be required to take the exams.)

These exams shall be constructed by the faculty of the appropriate department of the high school and shall include a broad range of items from the curriculum frameworks related to the specific course in question.

Credit for the course shall be allowed toward meeting graduation requirements if the student scores sixty percent (60%) or better on the test. The student shall be required to repeat the course if the score if fifty-nine percent (59%) or less.

Students who transfer credits from home schools will not qualify for graduate honors or rank in class because no cumulative grade point average can be computed for these students. This may also mean that these students will not qualify for certain scholarships which require minimum GPA.

The school reserves the right to refuse to accept transfer of credit of exotic or highly specialized classes which are beyond the generally accepted high school curriculum. Examples: naval navigation, auctioneering. The high school also reserves the right to refuse to accept multiple credits for the same course as meeting the total units for a diploma of graduation. Examples: More than one credit for physical education, or a course repeated for the purpose of raising the GPA. Students requesting placement in special education classes shall be evaluated in the same manner as students entering from accredited schools if appropriate and competent records can be forwarded from the other school. Otherwise these students will be subject to all requirements and procedures for initial placement into special education programs.

School Choice 4.5

Standard School Choice

Exemption

The District is under an enforceable desegregation court order/court-approved desegregation plan that explicitly limits the transfer of students between school districts and has submitted the appropriate documentation to the 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 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, but in no case later than March 1.

Application Process

The student's parent shall submit a school choice application on a form approved by 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 within ten (10) days of the District receiving the application. 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; or who enrolls in a home school or private school voids the transfer and must reapply if, in the future, the student seeks another school choice transfer. A subsequent transfer application will be subject to the capacity standards applicable to the year in which the application is considered by the District.

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

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

Rejected Applications

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

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

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 or classified as in need of Level 5 Intensive Support under A.C.A. § 6-18-227;
Facilities Distress under A.C.A. § 6-21-812; or
Foster Child School Choice under A.C.A. § 6-18-233.

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

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 or in a district classified by ADE as in need of Level 5 Intensive Support is eligible to transfer to the school closest to the student's legal residence that is not in academic distress or in a district classified as in need of Level 5 Intensive Support. 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 School Choice does not negate the student's right to apply for transfer to a district other than the student's assigned school or resident district under the Standard School Choice provisions of this policy.

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

Transfers out of, or within, the District

If a District school has been classified by the ADE as being in academic distress or the District has been classified by ADE as in need of Level 5 Intensive Support, 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 or in need of Level 5 Intensive Support designation is made of all options available under Opportunity School Choice. The District shall offer the parent or guardian, or the student if the student is over eighteen (18) years of age, an opportunity to enroll the student in any public school or school district that has not been classified by the ADE as a public school in academic distress or school district in need of Level 5 Intensive Support.

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

Unsafe School Choice Program

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

Legal References: A.C.A. § 6-1-106, A.C.A. § 6-13-113, A.C.A. § 6-15-2915, A.C.A. § 6-18-227, A.C.A. § 6-18-233, A.C.A. §6-18-320, A.C.A. § 6-18-510, A.C.A. § 6-18-1901 et seq., A.C.A. § 6-21-812, and ADE Rules Governing the Guidelines, Procedures and Enforcement of the Arkansas Opportunity Public School Choice Act

Home Schooling 4.6

Enrollment in Home School

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

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

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

Electronically, including without limitation by email; By mail; or

In person.

The notice shall include:

a. The name, sex, date of birth, grade level, and the name and address of the school last attended, if any;
b. The mailing address and telephone number of the home school;
c. The name of the parent or legal guardian providing the home school;
d. Indicate if the home-schooled student intends to participate in extracurricular activities during the school year;
e. A statement of whether the home-schooled student plans to seek a high school equivalency diploma during the current school year;
f. A statement if the home-school student plans to seek a driver's license during the current school year;
g. A statement that the parent or legal guardian agrees that the parent or legal guardian is responsible for the education of their children during the time the parents or legal guardians choose to home school; and
h. A signature of the parent or legal guardian, which must be notarized if the home-schooled student plans to seek a driver's license during the school year.

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

Enrollment or Re-Enrollment in Public School

A home-schooled student who wishes to enroll or re-enroll in a District school shall submit:
A transcript listing all courses taken and semester grades from the home school;
Score of at least the thirtieth percentile on a nationally recognized norm-referenced assessment taken in the past year; and
A portfolio of indicators of the home-schooled student's academic progress, including without limitation:

- Curricula used in the home school;
- Tests taken and lessons completed by the home-schooled student; and
- Other indicators of the home-schooled student's academic progress.

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

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

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

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

a. Award of course credits earned in the home school;
b. Placement in the proper grade level and promotion to the next grade level;
c. Participation in any academic or extracurricular activity;
d. Membership in school-sponsored clubs, associations, or organizations;

e. A diploma or graduation, so long as the student has enrolled or re-enrolled in the District to attend classes for at least the nine (9) months immediately prior to graduation; or
f. Scholarships.

Legal References: A.C.A. § 6-15-503, A.C.A. § 6-15-504, and A.C.A. § 6-41-103

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.

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 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 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 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.

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.

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, and Arkansas Department of Education Rules Governing Distance and Digital Learning

Parent/Guardian Responsibilities:

Students may be excused for the listed reasons when they present written statements from a parent/guardian or the parent/guardian makes a phone call to the office informing the office of the reason for the absence. Phone calls must be made the day of the absence.

Students may be excused with these written statements or phone calls five (5) times per semester. Outside of these five (5) days a semester, a doctor's excuse or excuse from a professional office will be required for an absence to be excused.

Elementary School Check Out Procedures

If a student must leave school during the school day for any reason, a parent/guardian must sign the "check out form" with the student's name and reason for leaving in the principal's office. Any individual signing students out of Smackover Elementary Office or Norphlet Elementary Office should be prepared to show their identification. Parents/Guardians should make sure that the office is aware of conflicts with custody of children. Warrants, divorce papers, custody papers MUST BE on file in the office. One-half (1/2) day of absence will be charged to the student when the student misses less than three and one-half hours (3 ½) of school. A full day absence will be charged after a student misses more than three and one-half (3 ½) hours of school.

Students who arrive between 7:55 a.m. and 8:15 a.m. will be considered tardy. Students who are checked out of school early between 2:30 p.m. and 3:26 p.m. will be given the same consequence as a tardy.

Parents will need to submit an excuse if the tardy or early check-out is for medical, dental, or counseling services by the following morning or the consequences listed below will apply:

Parent/guardians are reminded that during emergency situations school personnel will not release students to anyone other than the student's own parents, guardians, or other authorized persons. Phone calls during this time will not be honored by school personnel as authorization to release students. Parent, guardians, or authorized individuals must appear at the school in person and request the release of their child(ren).

Other Exceptions for High School Students

Students will be given two ½ days (1/2 day = 4 class periods) per semester to take the driver test. Seniors will be allowed one (1) college day during their senior year. This day must be approved through the counselor's office prior to the absence. This day does not count as an absence and students will be allowed to participate in extracurricular activities.

Exceptions for School Based Health Center

Students who receive services from the School Based Health Center will not be considered absent from class due to an appointment. Teachers and office personnel will record their time away from class as 'school business'.

Time away from class will be considered as the time it takes for transportation to and from the SBHC and the time in which services are provided.

If a students is check out from school following an appointment, that time will be considered an absence in accordance with school policy.

Tardies 4.9

Promptness is an important character trait that Smackover-Norphlet School District staff is 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.

Tardiness to school or to individual classes is subject to penalty as outlined in the student/parent handbook.

Elementary School Penalties

Students are to check in and out through the principal's office when arriving late or leaving early during the school day.

Tardies occur when a student is not in his/her assigned chair/desk when the bell sounds. Tardies will be considered a disciplinary issue and handled accordingly.

Middle and High School Penalties

Tardiness occurs when a student is not in his/her assigned or customary chair/desk when the bell begins to sound. A student tardy to class will report to detention hall the next day.

A student arriving to class twenty minutes or more late or leaving class twenty or more minutes early will not be counted tardy, but will be considered absent. No detention hall will be assigned in this instance.

Students are to check in and out through the principal's office when arriving late or leaving early during the school day.

Closed Campus 4.10

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

Privacy of Students' Records/Directory Information 4.13

Except when a court order regarding a student has been presented to the Smackover-Norphlet School 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[1] of the request. The district forwards education records, including disciplinary records, to schools that have requested them and in which the student seeks or intends to enroll, or is already enrolled so long as the disclosure is for purposes related to the student's enrollment or transfer.

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

it is in the sole possession of the individual who made it; it is used only as a personal memory aid; and

information contained in it has never been revealed or made available to any other person, except the maker's temporary substitute.

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

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

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

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

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

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

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

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

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

Unless the parent or guardian of a student (or student, if above the age of eighteen [18]) objects, "directory information" about a student may be made available to the public, military recruiters, post-secondary educational institutions, prospective employers of those students, as well as school publications such as annual yearbooks and graduation announcements. “Directory information” includes, but is not limited to, a student’s name, address, telephone number, electronic mail address, photograph, date and place of birth, dates of attendance,[5] his/her placement on the honor role (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

Legal References: A.C.A. § 9-28 -113(b)(6); 20 U.S.C. § 1232g; 20 U.S.C. § 7908; and 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

Permanent Records 4.38

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

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

ACCESS TO STUDENT RECORDS

Any parent of a student enrolled in Smackover-Norphlet Public Schools is entitled access to his/her child's school records and will be granted access to such records, upon making proper request to the officer in charge of the specific records requested. For purpose of this policy, "parent" shall include the child's parent (both custodial and non-custodial), guardians, or an individual acting as a parent of a student in the absence of the parent or guardian. All requests for access to student records shall be made in writing, specifying which records are being requested, and must be signed and dated. Said request will be made to the official responsible for the specific records requested. Parent/Guardian will be asked to sign a form stating that he/she has received the records requested.

The following individuals are custodian of student records:

Norphlet Elementary School Records	**Custodian**
Academic, transcript, attendance, discipline, special education, and standardized test results for active and inactive students	Bernadette O'Guinn, Principal Amber Holloway, Counselor 301 MacMillan Street Norphlet, AR 71759
Health Records	Traci Jeffers, Nurse 301 MacMillan Street Norphlet, AR 71759
Smackover Elementary School Records	**Custodian**
Academic, transcript, attendance, discipline, special education, and standardized test results for active and inactive students	Holly Strickland, Principal Jennifer Muckelrath, Counselor 701 Magnolia Street Smackover, AR 71762
Health Records	Michelle Martisek, Nurse 701 Magnolia Street Smackover, AR 71762
Norphlet Middle School Records	**Custodian**
Academic, transcript, attendance, discipline, special education, and standardized test results for active and inactive students	Keith Coleman, Principal Stacy Jerry, Counselor 600 School Street Norphlet, AR 71759
Health Records	Traci Jeffers, Nurse 301 MacMillan Street Norphlet, AR 71759
Smackover High School Records	**Custodian**
Academic, transcript, attendance, discipline, special education, and standardized test results for active and inactive students	Jan Henderson, Principal Cheryl Corley, Counselor #1 Buckaroo Lane Smackover, AR 71762
Health Records	Michelle Martisek, Nurse 701 Magnolia Street Smackover, AR 71762

Smackover-Norphlet Public Schools will NOT release student records to any individual or organization without prior written consent of the parent/guardian except as follows:

1. Smackover-Norphlet School District employees who have a need to know
2. Other schools to which a student is transferring

3. Certain government officials who need to know to carry out lawful functions
4. Individuals who have obtained a court order or subpoenas
5. Individuals who need to know in cases of health and safety emergencies

SECTION 2: PARENTS AND COMMUNITY

Parent-Teacher Communication 3.30

The Smackover-Norphlet School District recognizes the importance of communication between teachers and parents/legal guardians. To help promote positive communication, parent/teacher conferences shall be held once each semester. Parent-teacher conferences are encouraged and may be requested by parents or guardians when they feel they need to discuss their child's progress with his/her teacher.

Teachers are required to communicate during the school year with the parent(s), legal guardian(s), or care-giving adult or adults in a student's home the student's academic progress unless the student has been placed in the custody of the Department of Human Services and the school has received a court order prohibiting parent or legal guardian participation in parent/teacher conferences. More frequent communication is required with the parent(s) or legal guardian(s) of student who are performing below grade level.

All parent/teacher conferences shall be scheduled at a time and place to best accommodate those participating in the conference. Each teacher shall document the participation of non-participation of parent(s)/legal guardian(s) for each scheduled conference.

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

Legal Reference: State Board of Education Standards of Accreditation 12.04.01, 12.04.02, and 12.04.03; A.C.A. §6-15-1701(b)(3)(C)

Contact with Students While at School 4.15

CONTACT BY PARENTS

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

CONTACT BY NON-CUSTODIAL PARENTS

If there is any question concerning the legal custody of the student, the custodial parent shall present documentation to the principal or ~~his/her~~ 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.[1] 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; and A.C.A. § 12-18-1001, 1005

Student Visitors 4.16

Student visitors in the classroom can be disruptive to the educational proves; therefore, student visitation is prohibited on the Smackover-Norphlet School campuses. Exceptions to this may be made by the school's principal in unusual circumstances but such visitation must only occur during non-instructional times.

Relations with School Support Organizations 6.2

The Smackover-Norphlet School Board recognizes and values the many contributions support organizations make to the District's schools. Parent/teacher organizations and booster clubs work to augment and strengthen the District's educational and extracurricular objectives through the goods and services they provide.

Groups wishing to be recognized as a support organization must have open membership and have their by-laws approved by the school principal, the Superintendent, and the Board. School personnel shall assist approved booster organizations in their efforts to the extent practicable. Meetings of such organizations, cleared through the principal, shall not be subject to school use fees. School staff members are encouraged to attend and participate.

Fund-raising activities are to be approved in advance by the principal or his/her designee. Prior to the donation of equipment and/or supplies to the school, the organization should seek the advice of the principal to help ensure the compatibility of the donation with present school equipment. All equipment donated to the District becomes the property of the District.

Volunteers 6.4

Enlisting the support of volunteers is a way in which the District can expand the scope of resources and knowledge available to enrich the students' educational experiences, while strengthening the relationship between the school and the community. Volunteers can also perform non-instructional tasks that allow licensed personnel more time to devote to instruction.

The Superintendent shall be responsible for establishing and maintaining a program to coordinate the services volunteers are willing and able to contribute with the needs of District personnel. The program shall establish guidelines to ensure volunteers are aware of pertinent District policies and rules. Volunteers who violate school policies or rules, or knowingly allow students to violate school rules, may be asked to leave the school campus. The guidelines should also include provision for evaluation of the volunteer program and a method for soliciting suggestions from both the volunteers and staff for its improvement.

Legal References: A.C.A. §§ 6-17-410, 411, 414; A.C.A. §§ 12-12-1601 et seq.; and A.C.A. § 12-18-909(g)(21)

Visitors to the School 6.5

Parents, grandparents, legal guardians, business, and community members are welcome and encouraged to visit Smackover-Norphlet School District schools. To minimize the potential for disruption of the learning environment, visitors, for a purpose other than to attend an activity open to the general public, are required to first report to the school's main office. No one shall be exempt from this requirement. Visitors who are Level 3 or Level 4 sex offenders may only enter a school campus under the provisions listed in Policy 6.10.

Parents and legal guardians are encouraged to participate in regularly scheduled visitation events such as school open houses and parent/teacher conferences. Additional conferences are best when scheduled in advance. Conferences shall be scheduled at a time and place to accommodate those participating in the conference. Visits to individual classrooms during class time are permitted on a limited basis with the principal's prior approval and the teacher's knowledge.

Visitors, including parents wishing to speak with students during the school day shall register first with the office.

The District has the right to ask disruptive visitors to leave its school campuses. Principals are authorized to seek the assistance of law enforcement officers in removing any disruptive visitors who refuse to leave school property when requested to do so.

Legal References: A.C.A. § 6-21-606 and A.C.A. § 6-21-607

Fundraising 6.6

All fundraising activities held in the Smackover-Norphlet School District or in the name of the District must be pre-approved in writing by the Superintendent and affected school principal. Approval will be predicated on the potential for return relative to the time and energy to be invested in the fundraising. Fundraising that conflicts excessively with and/or distracts from student or teacher instructional time in either the planning or the execution of the activity will not be approved.

Neither an individual school nor the District shall be liable for any contract between clubs or organizations and third parties.

Student participation in any fund raising activity shall:

1) Be voluntary. Students who choose not to participate shall not forfeit any school privileges. It shall not be considered discriminatory to reward those who participate; and
2) Not influence or affect the student's grade.

Secondary Schools

Fundraising in the secondary school may only be done by officially sanctioned student clubs, spirit groups, school PTAs, or parent booster clubs. Student clubs and spirit groups must receive written approval from their sponsor and the school principal before submitting the fund raising proposal to the Superintendent.

Door to Door fundraising activities are generally discouraged. If approved, students wishing to participate who are under the age of eighteen (18) must return to their sponsor a signed parental notification and permission form.

Elementary Schools (K-6)

Fundraising in the elementary schools may only be done by the school or a school sponsored organization. Door to door fundraising activities are generally discouraged, but there shall be no more than one such activity per school per school year.

Schools must provide written notification of the following to parents or legal guardians of elementary students who participate in fundraising programs.

1) Student participation in fundraising programs is voluntary;
2) Students who do not participate will not forfeit any school privileges;
3) Students may not participate in fundraising programs without written parental permission returned to school authorities;
4) An elementary student who sells fundraising 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.

Legal Reference: A.C.A. §6-18-1104

Distribution of Printed Materials 6.8

The Smackover School District shall devise and maintain a system for distributing District communications and other printed materials between the Administration and the schools. Use of the system by employees or employee organizations shall be with prior approval of the Superintendent or his/her designee.

Distribution of printed materials, flyers, photographs, or other visual or auditory materials not originative within District schools to students or staff shall have prior approval of the Superintendent or his/her designee.

Sex Offenders on Campus (Megan's Law) 6.10

The Smackover-Norphlet School District shall work with area law enforcement in a manner consistent with applicable state law and Arkansas Department of Education Regulations to communicate the presence of a sexual offender. When necessary, law enforcement may contact building principals and give them information concerning registered sex offenders. The decision regarding which school principals to notify rests solely with law enforcement officials who use a rating system to determine those needing to be notified according to the offender's dangerousness to the community.

Building principals should, in turn, notify any person who in the course of their employment is regularly in a position to observe unauthorized persons on or near the school's property. Those notified could include employees such as aides, bus drivers, coaches, maintenance staff, professional support staff, school level administrative staff, security personnel, teachers' assistants, and teachers.

It is important that school personnel receiving notice understand that they are receiving sex offender notifications in the official school capacity and are **not** to disseminate information about an offender to anyone outside the school. If school personnel are asked about notification information by an organization using school facilities, they should be referred to the area law enforcement agency that issued the notice.

Persons **not** to be notified except at the specific discretion of area law enforcement officials include members of parent-teacher organizations, other schools, organizations using school facilities, students, parents or guardians of students, and the press. Personnel may inform the press about procedures which have been put in place and other general topics, but may not reveal the name or any other specifics regarding an offender.

A parent or guardian who is a Level 1 or Level 2 sex offender shall be allowed to enter the school campus to attend parent-teacher conferences or any other activity which is appropriate for a parent or guardian, or community member.

Level 3 and Level 4 sex offenders may only enter the school campus in the following instances.

1. The offender is a student attending school in the district;
2. To attend a graduation or baccalaureate ceremony, or a school-sponsored event for which an admission fee is charged or tickets are sold or distributed;
3. It is a non-student contact day according to the school calendar or no school-sponsored event is taking place on campus;
4. The offender is a parent or guardian of a student enrolled in the district and goes directly to the school office to have school personnel deliver medicine, food, or personal items for the student;
5. The offender is a parent or guardian of a student and enters the school campus where the student is enrolled to attend a scheduled parent-teacher conference **and** the offender is escorted to and from the conference by a designated school official or employee.

A Level 3 or Level 4 sex offender who is the parent or guardian of a child enrolled in the district and who wished to enter the school campus in which the student is enrolled for any other purpose than those listed above, must give reasonable notice to the school principal or his/her designee. The principal or designee may allow the sex offender to enter upon the campus provided there is a designated school official or employee to escort and supervise the sex offender while they remain on campus. The sex offender shall not enter upon the school campus until such time as a designated school official or employee is available.

Copies of the notification from law enforcement should be kept in a secure place accessible to teacher and staff, but should not be posted on school bulletin boards or made available to students or members of the community at large.

Legal References: A.C.A. §12-12-913 (g) (3), Arkansas Department of Education Guidelines for "Meagan's Law", A.C.A. §5-14-131

Parental Involvement 6.12

The schools in the Smackover-Norphlet School District understand the importance of involving parents and the community as a whole in promoting higher student achievement and general good will between the school and those it serves. Therefore, all school in the Smackover-Norphlet School District shall strive to develop and maintain the capacity for meaningful and productive parental and community involvement that will result in partnerships that are mutually beneficial to the school, students, parents, and the community. To achieve such ends, the school shall work to

1. Involve parents and the community in the development and improvement of Title I programs for the school;
2. Have a coordinated involvement program where the involvement activities of the school enhance the involvement strategies of other programs such as Head Start, HIPPY, Parents as Partners, Parents as Teachers, ABC, ABC for School Success, area Pre-K programs, and Even Start;
3. Explain to parents and the community the State's content and achievement standards, State and local student assessments and how the school's curriculum is aligned with the assessments and how parents can work with the school to improve their child's academic achievement;
4. Provide parents with the materials and training they need to be better able to help their child achieve. The school may use parent resource centers or other community based organizations to foster parental involvement and provide literacy and technology training to parents.
5. Educate school staff, with the assistance of parents, in ways to work and communicate with parents and to know how to implement parent involvement programs that will promote positive partnerships between the school and parents;
6. Keep parents informed about parental involvement programs, meetings, and other activities they could be involved in. Such communication shall be, to the extent practicable, in a language the parents can understand;
7. Find ways to eliminate barriers that work to keep parents from being involved in their child's education. This may include providing transportation and child care to enable parents to participate, arranging meetings at a variety of times, and being creative with parent/teacher conferences;
8. Find and modify other successful parent and community involvement programs to suit the needs of our school;
9. Train parents to enhance and promote the involvement of other parents;
10. Provide reasonable support for other parental involvement activities as parents may reasonably request.

To help promote an understanding of each party's role in improving student learning, all schools in the Smackover-Norphlet School District shall develop a compact that outlines the responsibilities of parents, students, and the school staff in raising student academic achievement and in building the partnerships that will enable students to meet the State's academic standards.

Each school shall convene an annual meeting, or several meetings at varying times if necessary to adequately reach parents of participating students, to inform parents of the school's participation in Title I, its requirements regarding parental involvement, and the parents right to be involved in the education of their child.

Each school shall, at least annually, involve parents in reviewing the school's Title I program and parental involvement policy in order to help ensure their continued improvement. This policy shall be part of the school's Title I plan and shall be distributed to parents of the district's students and provided, to the extent practicable, in a language the parents can understand.

Legal References: 20 U.S.C. § 6318 (b)(1) (NCLB Act of 2001, Section 1118), 20 U.S.C. § 6318 (c)(1),(2),(3),(4) (NCLB Act of 2001, Section

Norphlet Elementary School
Parent and Family Engagement Plan
2018-2019

Our school has developed a Parent and Family Engagement Plan that is designed to encourage strong partnerships between school personnel and parents. We seek parent involvement and support in every phase of their child's education. It is our school's mission to jointly work with parents in order to provide input in the process of school review and improvement and to engage families within our school community.

We will provide activities and events that will greatly increase the involvement of parents within our school. Such events will include, but are not limited to:

Family Fun Night

Parent Teacher Conferences
Fall Carnival

PTO Meetings

Santa's Workshop Store

Book Fairs
Open House

We will, on an annual basis, conduct a survey of the content and effectiveness of the Parent and Family Engagement Plan. This survey will be in conjunction with our parents and the community. We seek to confirm whether our plan is helping to improve the academic quality of our school. We are determined to use the results of this survey to help us design better strategies for parent involvement and revise our policies as needed.

Parent and Family Engagement Program Guidelines

The Parent and Family Engagement Program at Norphlet Elementary School shall:

Involve parents of all grade levels in a variety of
roles Be comprehensive and coordinated

Recognize that communication between school and home is imperative

Provide a welcoming environment in which parents and teachers work together to ensure their children are reaching their full potential

Parent Roles in Assisting Student Learning

Norphlet Elementary School will assist parents in helping their children during their learning process by providing the following information to parents:

What students will be learning throughout the school year How students will be assessed throughout the school year

What parents should expect concerning their child's education

How parents can assist in the education of their children

Parent Role in Decision Making

To encourage parents to participate as full partners in the decisions that affect their children and families, Norphlet Elementary school shall ensure that:

The school's process for resolving parental concerns includes how to define a problem, whom to approach first, and how to develop solutions will be included in the school's handbook
PTO meetings will be scheduled throughout the year in order for parents and teachers to come together on making decisions that will affect the students within our school

Forms of Parent Communication

To encourage communication with parents, Norphlet Elementary School shall provide information for the following:
A system to allow parents and teachers to communicate in a meaningful manner. (Remind 101, Monthly Updates, Classroom Folders and Weekly Newsletters, Parent/Teacher Conferences, Phone Calls)
Volunteer Surveys for parents to complete
School Calendar of events throughout the year
Parent Compact
Google forms (for students to use at school only) Medical forms

Informational Parent Materials

Norphlet Elementary School shall set up a Parent Center, offering pamphlets, books, magazines, and other informative materials in order to promote positive relationships among parents, students, and teachers. These materials will be available for check-out in the counselor's office.

Parent/Teacher Conferences

Norphlet Elementary School will schedule no less than two Parent/Teacher Conferences per school year. One will be held in September and another in February. The purpose of these conferences is to allow two way communication between parents and teachers about student academic achievement, behavior, and any other concerns that parents or teachers may have.

The district will also provide a report to the public that will be held in October of this year.

In order to reach all the goals set forth in this Parent and Family Plan, Amber Holloway has been designated to serve as the Parent Involvement Facilitator/Coordinator. A parent involvement committee has also been established and will review this plan annually.

Smackover Elementary School (SES) Parent and Family Engagement Plan 2018-2019

Smackover Elementary School recognizes that a child's education is a responsibility shared by the school and family during the entire time a child spends in school. To support the goal of Smackover Elementary School to educate all students effectively, the schools and parents must work as knowledgeable partners. Parents, who are diverse in culture, language, and needs, are important to provide for the educational success of their children. Engaging parents is essential to improve student achievements. Smackover Elementary School has developed this plan to foster and support active parental involvement.

Smackover Elementary School shall encourage communication with parents.

1. SES prepares an information packet which is given to parents each school year. This packet includes:

a. The SES Student Handbook which contains rules and regulations that govern student activities is available on the school website (www.smackover.net). Parents may have a paper copy if requested.
b. The SES Parent and Family Engagement Plan. The recommended role of the parent, student, teacher, and school. (Also, on website)
c. Ways for parents to become involved in his or her child's education.
d. A volunteer survey.
e. Activities planned to encourage parental involvement.
f. A system to allow parents and teachers to communicate in a regular, two-way, and meaningful way.
g. Curriculum Maps detailing what is taught at each grade level each month are on the district website. (On web-site)
h. A district calendar is provided to parents.

2. Activities to promote communication include:
   a. Smackover School District Annual Report to the Public
   b. Open House
   c. Parent/Teacher Conferences—two per year.
   d. School newsletters, notes, and monthly calendars are sent home with students.
   e. "Alert Now" phone calls on important events.
   f. Smackover School website www.smackover.net
   g. HAC (Home Access Center) for parents to use to check their child's grades online (Link on school website.)
   h. "Buckaroo Blog" on Smackover School website or http://thebuckarooblog.wordpress.com/
   i. Smackover Elementary Facebook page.

Smackover Elementary School shall promote and support responsible parenting.

1. SES has purchased parenting books and other materials and placed these materials in the SES library.
   a. Selections from the library are advertised in newsletters.
   b. Parents may borrow these materials.
   c. Curricula materials parents may use include textbooks, and library books.
2. Workshops from the Center for Effective Parenting are available for parents.

To help families in assisting their children, SES schedules regular parent involvement meetings at which parents are given a report on the state of the school. And an overview of the curriculum students will be learning, how students will be assessed (e.g. DIBELS, DRA, teacher made assessments, etc.) what a parent should expect for his or her child's education and how a parent can assist and make a difference in his or her child's education. These meetings include:

1. Smackover School District Annual Report to the Public
2. Open House before the school year begins.
3. One family involvement event during the school day per grade level.
4. One school wide parent involvement evening per year (example Christmas Family Night)
5. Parent/Teacher Conferences—two per year.
6. Music Programs/ with School update report
7. Updates, reminders, and notices of additional activities are sent home monthly on a school calendar.

Smackover Elementary School welcomes parents into the school.

1. SES shall not have any school policies or procedures that would discourage a parent from visiting the school or from visiting a child's classrooms.
2. SES compiles a volunteer resource book listing the interests and availability of volunteers. Volunteers are trained annually.
3. Parents are encouraged to volunteer at least one day per year at the school.

4. Activities to welcome parents and families to school include:
    a. Open House
    b. Music Programs
    c. Family Night

Smackover Elementary School recognizes that a parent is a full partner in the decisions that affect his or her child and family.

1. SES includes in the SES Student Handbook the process for resolving parental concerns including how to define a problem, whom to approach first, and how to develop solutions.
2. Parental participation is encouraged during parent/teacher conferences.
3. SES has a parental involvement advisory committee that includes parents, school alumni, and teachers, which provides advice for parental involvement and school improvement.
4. Smackover School District holds an annual Title 1 meeting to inform parents of the school's participation in Title 1, Part A. Parents are involved in the planning, review and improvement of the Title 1 program.

Smackover Elementary School recognizes that community resources strengthen school programs, family practices and school learning.

1. SES has a Parent/Teacher Organization (PTO).
2. SES staff is encouraged to use the Arkansas Museum of Natural Resources.
3. Each grade level is encouraged to partner with a local business to visit, for speakers, and career awareness.
4. A School and Community Calendar, which makes parent aware of opportunities in the community, is sent home at the beginning of the year

Smackover Elementary School has a certified faculty member as parent facilitator to help organize training for staff and parents, to promote and encourage a welcoming atmosphere and to ensure that parental participation is recognized as an asset to the school.

1. Jennifer Muckelrath is the SES parent facilitator.
2. SES has a volunteer training for parents who assist at school.

Norphlet Middle School Written Parent/Guardian Engagement Plan 2018-2019

Our Norphlet Middle School has developed a written parent/guardian policy that is designed to encourage our parents/guardians to form strong partnerships with our school, and in turn the school personnel will reach out to form strong relationships with our parents/guardians. We seek additional parent/guardian engagement in support of every phase of their child's education.

A. Involve our parents/guardians in the process of jointly working with school personnel in the creation/revision of our policy and providing input in the process of school review and improvement.
B. We are building our capacity and the parents/guardians' capacity to form strong partnerships with each other.
C. We are integrating engagement strategies including parent/teacher conferences and STEM Nights.
D. We will, on an annual basis, conduct an evaluation of the content and effectiveness of the parent/guardian engagement policy. This evaluation will be in conjunction with our parents/guardians

and community. We seek to confirm whether our policy is helping to improve the academic quality of our schools, including identifying any barriers to greater participation by parents/guardians. We are determined to use the results of this evaluation to help us design better strategies for parent/guardian engagement and revise our policies, as needed.

Parent/Guardian Engagement Program Guidelines

The Parent/Guardian Program at Norphlet Middle School will:

Involve parents/guardians of all grade level students in a variety of roles Be comprehensive and coordinated

Recognize that communication between school and home is imperative

Informational

To encourage communication with parents/guardians, Norphlet Middle School will do the following:

Send forms home with a list of places parent volunteers are needed

Options for the parents/guardians to become involved in their child's school and in their child's total education program

Activities planned throughout the year to encourage parent/guardian engagement

A system to permit parents/guardians and teachers to communicate in a regular, two-way and meaningful manner with their child's teachers.

Parent/Guardian Teacher Conferences

To encourage communication with parents/guardians, the Norphlet Middle School will schedule not less than two parent/guardian teacher conferences per school year.

Two parent/teacher conferences per school year (one in September and one in February)

Parent/Guardian Materials

To promote/support responsible parents/guardians, the Norphlet Middle School will set up a Parent/Guardian Center that offers pamphlets, books, magazines, and other informative materials available for the opportunity to read.

Welcoming Parents/Guardians in the School

A. To assist in welcoming parents/guardians in the school and to assist in seeking parents/guardians' support and assistance, the Norphlet Middle School will ensure that it will not implement any policies or procedures that will discourage a parents/guardian from visiting the school or their child's classroom during school events.
B. The Norphlet Middle School will engage in other activities determined by the school to be designed to welcome parents/guardians in the school.

Acknowledgement that Parents/Guardians Play an Integral Role in Assisting Student Learning

To help parents/guardians assist students during their learning processes, the Norphlet Middle School will ensure that the school will provide the following information to parents/guardians:

What students will be learning
How students will be assessed

What parents/guardians should expect concerning their child's education

How parents/guardians can assist and make a difference in the education of their children

Parents/Guardians as Full Partners in Decision Making

To encourage parents/guardians to participate as full partners in the decisions that affect their children and families, Norphlet Middle School will ensure that:

The school's process for resolving parental concerns, including how to define a problem, whom to approach first and how to develop solution will be included in the school's handbooks.

Inform parents/guardians of middle school students how to be involved in decision affecting course selections.

Engage in other activities which the school determines will encourage parents/guardians to participate as full partners in the decisions that affect their children and families.

Evaluation

Norphlet Middle School will support the development, implementation, and regular evaluation to involve parents in the decision and practices of the school.

Laura Greer has been designated to serve as parent facilitator/coordinator

Meaningful meetings for staff and parents promoting and encouraging a welcoming atmosphere to parental engagement in the school will be organized.

The parent engagement committee will review this plan annually.

SMACKOVER HIGH SCHOOL PARENT AND FAMILY ENGAGEMENT PLAN 2018-2019

Smackover High School recognizes that a child's education is a responsibility shared by the school and family during the entire time the child is in school. To support the goals of Smackover High School to educate all students effectively, the school and parents must work as knowledgeable partners. Although we recognize that are parents are diverse in culture, language, and needs, they are an integral component of our school's ability to provide for the educational success of our children. Smackover High School should foster and support active parental involvement.

I. Communicating. Communication between home and school is regular, two-way, and meaningful.

A. Smackover High School shall develop family kits appropriate for the age and grade of the student containing the following information:
   1. Smackover High School's Parent and Family Engagement Plan.
   2. Ways for parents to become involved in the school and in their child's education.
   3. Family involvement references and resources.
   4. A system to allow the parents and teachers to communicate in a regular, two-way, and meaningful manner with the student's teacher and school principal.
   5. Smart Core Consent Forms – to be completed by parent/guardians.

B. Smackover High School shall have two parent/teacher conferences per year.
   1. The first conference is scheduled for the last week of September, 2018.
   2. The second conference is scheduled for the 2nd week of February, 2019.

C. Smackover High School shall have one CAP conference per year.
   1. The CAP registration will be conducted Spring, 2019.

D. Smackover High School will schedule an Open House where parents are given an overview of assessments, learning environment, and expectations of classes.

1. Open House will be held on Thursday, August 9, 2018, 5:00 – 7:00 pm.

E. Parents will be given an opportunity to have their child's ACT Aspire test results interpreted for them individually with the school counselor.

F. Two hours of professional development designed to enhance understanding of effective parental involvement strategies will be provided for teachers.

G. Progress reports and report cards will be sent home regularly.

H. Teachers will be surveyed to determine methods currently used at each grade level to foster communication with parents.

II. Parent. Parenting skills are promoted and supported.

A. Smackover High School will provide parenting books, magazines, and other informative material regarding responsible parenting in the high school library.
1. Parents will be given an opportunity to check this material out for review.

III. Student Learning. Parents play an integral role in assisting student learning.

A. Smackover High School will schedule an Open House (See section I.D)

B. Teachers will be encouraged to regularly assign interactive homework.

C. Usernames/passwords will be mailed to parents encouraging weekly monitoring of student grades through the Home Access Center made available by Smackover High School.

IV. Volunteering. Parents are welcome in the school, and their support and assistance are sought.

A. The school policies of Smackover High School encourage parents to visit the school.
1. Parents may pick up their child inside the school building.
2. Parents may visit their child's classroom during school events and/or during regular class time.

B. Smackover High School will publish a volunteer resource book showing the interests and availability of volunteers for school staff use.
1. Parent will be surveyed regarding their interests.
2. It will be determined how frequently a volunteer would like to participate including the option of one time per year.
3. Options will be included for those who are available to help at home.
4. The resource book will be used to help match school needs with volunteer interests.

C. Smackover High School will print a statement attesting to the school district's commitment to parent involvement and distribute the statement to parents of students.

V. School Decision Making and Advocacy. Parents are full partners in the decision that affect children and families.

A. Smackover High school will frequently publish the school's process for resolving parental concerns, including how to define the problem, whom to approach first, and how to develop solutions.

B. Smackover High School will include parents on advisory committees of the school.
1. Handbook Committee
2. Career and Technical Advisory Committee
3. Parent and Family Engagement Committee
4. ACSIP Committee

VI. Collaborating with Community. Community resources are used to strengthen schools, families, and student learning.

A. Tips for how parents can foster their child's success will be developed each year and given out to parents at parent-teacher conferences.

B. Staff members will be encouraged to use the Arkansas Museum of Natural Resources and the Smackover Public Library.

C. Criteria for college financial aid to parents will be offered.

D. Smackover High School will foster student participation in community service.
   1. Life Shares Blood Drives
   2. Trash pickups
   3. Salvation Army's soup kitchen and bell ringing at Christmas
   4. Canned food drives
   5. Smackover Chamber of Commerce activities/programs

E. The community will be made aware of the Smackover High School website and the Buckaroo Blog.

VII. Evaluation. Smackover High School will support the development, implementation, and regular evaluation of the program to involve parents in the decisions and practices of the school.

A. Cheryl Corley, high school counselor, has been designated to serve as the parent facilitator.

The Parent and Family Engagement committee will review and update the Smackover High School Plan prior to October 1 of each year.

Rules for Attendees at Sporting Events 7.22

The District asks that attendees of all District sporting events abide by the following rules. Any attendee who fails to abide by these rules, is rude, profane, exhibits poor sportsmanship or does not obey the requests and direction of district administration may be required to leave for the remainder of the scheduled event with no refund of the cost of admission.

Attendees who are found to have brought in prohibited items shall be asked to leave and take the prohibited item(s) with them. An attendee who does so may return without the prohibited item but shall be required to pay admission or provide a current year Athletics Pass to reenter the event.

Below is a non-comprehensive list of prohibited conduct and items. A copy of the list shall be posted at the entrance to District sporting events.

1. Attendees must pay admission or provide a current year athletics pass.
2. Outside food and beverages are prohibited.
3. No attendee may be on the sidelines or playing area for any period of time unless the attendee's presence is specifically requested by District staff, permitted as part of a special event, or otherwise permitted in these rules.
4. Professional cameras, except as permitted below; personal cameras with lenses over three inches (3") in size; selfie sticks; Go Pros; tripods; or other photographic supports may not be brought into the event venue without prior authorization by district administration. Permission will not typically be given unless there is a special event such as Homecoming, and if permission is given, possessors of such photographic equipment agree to follow the directions of district administration concerning the use of such equipment so as not to interfere with the ability of other attendees to view and enjoy the event.
5. Employees and contractors of the print and broadcast media as well as student staff of school publications shall be provided District Press Passes upon verification of employment or enrollment. Individuals who provide a District Press Pass may being photographic equipment otherwise prohibited, and may be permitted

to position themselves on the sidelines or on the playing floor when this will not compromise player safety or interfere with the event.

6. Smoking tobacco; the use of tobacco or tobacco products; or the use of e-cigarettes, e-pipes, vaporizers, & all other electronic smoking devices is prohibited in school buildings and on school property. Attendees caught using tobacco products may be asked to leave school property entirely in addition to being asked to leave the event.
7. Attendees whose actions whether physical, verbal, or both, create a substantially disruptive environment for other attendees in their immediate area may result in their removal from the event if they fail to stop such actions after being requested to do so by District staff.
8. Laser pointers and similar items are not permitted at sporting events.

Date Adopted: June 20, 2016

SECTION 3: STUDENT SERVICES

Homeless Students 4.40

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

Receive appropriate time and training in order to carry out the duties required by law and this policy;

coordinate and collaborate with the State Coordinator, community, and school personnel responsible for education and related services to homeless children and youths;

Ensure that school personnel receive professional development and other support regarding their duties and responsibilities for homeless youths;

Ensure that unaccompanied homeless youths:

- Are enrolled in school;
- Have opportunities to meet the same challenging State academic standards as other children and youths; and
- Are informed of their status as independent students under the Higher Education Act of 1965 and that they may obtain assistance from the LEA liaison to receive verification of such status for purposes of the Free Application for Federal Student Aid;

Ensure that public notice of the educational rights of the homeless children and youths is disseminated in locations frequented by parents or guardians of such youth, and unaccompanied homeless youths, including schools, shelters, public libraries, and soup kitchens, in a manner and form that is easily understandable.

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

Notwithstanding Policy 4.1, homeless students living in the district are entitled to enroll in the district's school that non-homeless students who live in the same attendance area are eligible to attend. If there is a question concerning the enrollment of a homeless child due to a conflict with Policy 4.1 or 4.2, the child shall be immediately admitted to the school in which enrollment is sought pending resolution of the dispute, including all appeals. It is the responsibility of the District's LEA liaison for homeless children and youth to carry out the dispute resolution process.

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

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

The Smackover-Norphlet School 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 nonhomeless students who live in the attendance area in which the child or youth is actually living are eligible to attend.

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

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

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

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

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

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

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
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.

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); and 42 U.S.C. § 11434a, Commissioner's Memo COM-18-044

Special Education 4.49

The Smackover-Norphlet School District shall provide a free appropriate public education and necessary related services to all children with disabilities residing within the district, as 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 the state and federal statutes governing special education. Implementation of an Individualized Education Program (IEP) in accordance with the IDEA satisfies the district's obligation to provide a free and appropriate education under Section 504.

The Board directs the superintendent to ensure procedures are in place for the implementation of special education services and that programs are developed to conform to the requirements of state and federal legislation. The superintendent is responsible for appointing a district coordinator for overseeing district fulfillment of its responsibilities regarding students with disabilities. Among the coordinator's responsibilities shall be ensuring district enforcement of the due process rights of students with disabilities and their parents.

Legal References: 34 C.F.R. 300 et seq.; 42 U.S.C. §12101 et seq. Americans 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. § 6-41-102; A.C.A. § 6-41-103; and A.C.A. § 6-41-201 et seq.

Students who Are Foster Children 4.52

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 the foster child is able to maintain his/her continuity of educational services to the fullest extent that is practical and reasonable.

The Superintendent or his/her designee shall appoint an appropriate staff person to be the local educational liaison for foster children and youth whose responsibilities shall include ensuring the timely school enrollment of each foster child and assisting foster children who transfer between schools by expediting the transfer of relevant educational records.

The District, working with other individuals and agencies shall, unless the presiding court rules otherwise or DHS grants a request to transfer under Foster Child School Choice, ensure that the foster child remains in his/her 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.

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.

A foster child's grades shall not be lowered due to absence from school that is caused by a change in the child's school enrollment, the child's attendance at dependency-neglect court proceedings, or other court-ordered counseling or treatment.

Any course work completed by the foster child prior to a school enrollment change shall be accepted as academic credit so long as the child has satisfactorily completed the appropriate academic placement assessment.

If a foster child was enrolled in a District school immediately prior to completing his/her graduation requirements while detained in a juvenile detention facility or while committed to the Division of Youth Services of DHS, the District shall issue the child a diploma.

Foster Child School Choice

If DHS approves a request from a foster parent, or the foster child if the foster child is eighteen (18) years of age, to transfer to another school in the District or into the district as being in the best interest of the foster child, the District shall allow the foster child to transfer to another school in the District or into the District if the foster parent, or the foster child if the foster child is eighteen (18) years of age, submits a request to transfer on a form approved by ADE that is postmarked by no later than May 1 of the year the student seeks to begin the fall semester at another school in the District or in the District.

By July 1 of the school year in which the student seeks to transfer under this section, the superintendent shall notify the foster parent, or the foster child if the foster child is eighteen (18) years of age, in writing whether the application has been accepted or rejected. If the application is accepted, the superintendent shall state in the notification letter a reasonable deadline for the foster child to enroll in the new school or the District and that failure to enroll by the date shall void the school choice acceptance. If the application is rejected, the superintendent shall state in the notification letter the reason for the rejection and that the foster parent, or the foster child if the foster child is eighteen (18) years of age, may submit a written appeal of the rejection to the State board within ten (10) days of receiving the notification letter.

The District shall only reject a Foster Child School Choice application if:

1. The public school or District has reached the maximum student-to-teacher ratio allowed under federal law, state law, rules for standards of accreditation, or other applicable rule or regulation; or
2. Approving the transfer would conflict with a provision of an enforceable desegregation court order or a public school district's court-approved desegregation plan regarding the effects of past racial segregation in student assignment.

A foster child whose application is rejected by the District may submit a written request within ten (10) days following the receipt of the rejection letter from the superintendent to the State Board of Education for the State Board to reconsider the transfer.

A Foster Child School Choice transfer shall remain in effect until the foster child:
Graduates from high school; or

Transfers to another school or school district under:

- The Foster Child School Choice Act;
- Opportunity Public School Choice Act of 2004;
- The Public School Choice Act of 2015; or
- Any other law that allows a transfer.

The District shall accept credits toward graduation that were awarded by another public school district.

When a foster child transfers from the foster child's school of origin to another school in the District or into the District, the foster child or the foster parent is responsible for the foster child's transportation to and from the school the foster child transferred to. The District and the foster parent, or the foster child if the foster child is eighteen (18) years of age, may enter into a written agreement for the District to provide the transportation to and from the school the foster child transferred to.

Cross References: 4.1—RESIDENCE REQUIREMENTS, 4.2—ENTRANCE REQUIREMENTS, 4.5—SCHOOL CHOICE, and 4.7—ABSENCES

Legal References: A.C.A. § 6-18-233 and A.C.A. § 9-28-113

Placement of Multiple Birth Siblings 4.53

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 14th 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 siblings'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 of 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

Planning for Educational Improvement 5.2

Each school in the district, in collaboration with administrators, teachers, other school staff, parents, the community, and students, shall develop a school-level improvement plan (SLIP) to:
Establish goals or anticipated outcomes based on an analysis of students' needs;
Identify student supports and evidence-based interventions and practices to be implemented;
Describe the professional learning necessary for adults to deliver the supports or interventions;
Describe the implementation timeline for monitoring of the interventions and practices for effectiveness;
Describe the timeline and procedures for evaluation of the interventions and practices for effectiveness; and
Evaluate and modify a parent, family, and community engagement plan.

Some of the data that shall be considered when developing the SLIP includes, but is not limited to:

- Statewide assessment results;
- Interim assessment results;
- Similarly situated school's SLIPs; and
- Evaluation(s), including staff, student, and community feedback, of the existing SLIP.

The SLIP is to be reviewed on an ongoing basis with reports to the board on the implementation progress of the SLIP throughout the year of implementation. By May 1 of each year, the SLIP to be implemented in the upcoming school year shall be presented to the District Board of Directors for review and approval. The District will post the District's SLIP(s) to the District's website under State-Required Information by August 1 of each year.

The district shall develop, with appropriate staff; school board members; and community input, a school district support plan (SDSP). The SDSP, in coordination with the District's SLIPs, shall

- Specify the support the District will provide to the District's schools;
- Collaboratively establish priorities regarding goals or anticipated outcomes with the District's schools, including feeder schools;

- Identify resources to support the established priorities;
- Describe the time and pace of providing support and monitoring for the established priorities;
- Describe the measures for analyzing and evaluating that the District support was effective in improving the school performance; and

Establish, evaluate, and update a parent, family, and community engagement plan.

If the Districts data reflects a disproportionality in equitable access to qualified and effective teachers and administrators, the District shall develop and implement strategies to provide equitable access as part of the SDSP.

The District shall post the District's SDSP to the District's website under State-Required Information, including any updates to the District's SDSP.

The District's Board of Directors shall hold a meeting by October 15 of each year to provide a report that systematically explains the District's policies, programs, and goals to the community. The District's report shall detail the progress of the District and the District's schools toward accomplishing program goals, accreditation standards, and proposals to correct any deficiencies. The report shall be made available to the public, including by posting a copy on the District's website under State-Required Information no later than ten (10) days following the meeting. The meeting shall provide parents and other members of the community the opportunity to ask questions and make suggestions concerning the District's program.

Legal References: A.C.A. § 6-15-2914; ADE Rules Governing the Arkansas Educational Support and Accountability Act; ADE Rules Governing Parental Involvement Plans and Family and Community Engagement; Standards for Accreditation 1-B.4, 3-B.1, 3-B.2, 3-B.2.1, 5-A.1

Alternative Learning Environments 5.26

The Smackover-Norphlet School District shall provide an eligible alternative learning environment (ALE) for each eligible ALE student enrolled in a District school. The ALE shall be part of an intervention program designed to provide guidance, counseling, and academic support to students who are experiencing emotional, social, or academic problems. Placement of a student in an ALE shall not be punitive in nature.

The superintendent or designee shall appoint an Alternative Education Placement Team which shall have the responsibility of determining student placement in the ALE. A student may be enrolled in an ALE only on the referral of the Alternative Education Placement Team. The team's placement decision is final and may not be appealed except to the Superintendent or his/her designee.

The team is to be comprised of the following:

a school counselor from the referring school;
the ALE administrator and/or ALE teacher;
the building principal or assistant principal from the referring school; a parent or legal guardian (if they choose to participate);

- The District shall document its efforts to contact the student's parent or guardian to schedule a meeting or a phone call for a placement meeting at the parent or guardian's convenience, and maintain such documentation in the student's Student Action Plan (SAP).

LEA special education/504 representative (if applicable);
at least one (1) of the student's regular classroom teacher(s);
and if the District so chooses, the student.

Students who are placed in the ALE shall exhibit at least two of the following characteristics a through l:

a) Disruptive behavior;
b) Dropping out from school;
c) Personal or family problems or situations;

d) Recurring absenteeism;

For the purposes of the ALE, personal or family problems or situations are conditions that negatively affect the student's academic and social progress. These may include, but are not limited to:

a) Ongoing, persistent lack of attaining proficiency levels in literacy and mathematics
b) Abuse: physical, mental, or sexual;
c) Frequent relocation of residency;
d) Homelessness;
e) Inadequate emotional support;
f) Mental/physical health problems;
g) Pregnancy; or
h) Single parenting.

No later than five (5) school days after a student begins alternative education interventions, the Alternative Education Placement Team shall develop a signed agreement between the ALE, the parent or legal guardian (if they choose to participate), and the student, outlining the responsibility of the ALE, parent or legal guardian, and the student to provide assurance that the plan for each student is successful.

No later than one (1) week after a student begins alternative education interventions, the Alternative Education Placement Team shall assess the student's current functioning abilities and all relevant social, emotional, academic, career, and behavioral information and develop an SAP outlining the intervention services to be provided to the student that is in compliance with the Arkansas Department of Education (ADE) Rules. The SAP may be revised from time to time by the ALE placement team and a positive behavior or transitional plan shall be developed and added to the SAP prior to a student's return to the regular educational environment.

The district's ALE program shall follow class size, staffing, curriculum, and expenditure requirements identified in the ADE Rules.

Legal References: A.C.A. § 6-20-2305(b)(2), A.C.A. § 6-48-101 et seq., and ADE Rules Governing the Distribution of Student Special Needs Funding and the Determination of Allowable Expenditure of These Funds – 3.01, 4.00, and 8.0

SECTION 4: STUDENT CONDUCT AND DISCIPLINE

Student Discipline 4.17

The Smackover-Norphlet 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 minimum penalty for any offense by at student is a verbal warning. The maximum penalty for any offense by a student is expulsion from school. Between the minimum and maximum punishment is a spectrum of punishments depending upon the age of the child, and the severity and frequency of the offensive behavior.

The District's licensed personnel policy committee shall review the student discipline policies annually and may recommend changes in the policies to the Smackover 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.

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

Prohibited Conduct 4.18

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, 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;
8. Sharing, diverting, transferring, applying to others (such as needles or lancets), or in any way misusing medication or any medical supplies in their possession;
9. Inappropriate public displays of affection;
10. Cheating, copying, or claiming another person's work to be his/her own;
11. Gambling;
12. Inappropriate student dress;
13. Use of vulgar, profane, or obscene language or gestures;
14. Truancy;
15. Excessive tardiness;
16. Engaging in behavior designed to taunt, degrade, or ridicule another person on the basis of race, ethnicity, national origin, sex, or disability;
17. 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;
18. Hazing, or aiding in the hazing of another student;
19. 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;
20. Sexual harassment;
21. Bullying; and
23. Operating a vehicle on school grounds while using a wireless communication device.
24. Theft of another individual’s personal property.

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.

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, and A.C.A. § 27-51-1609

Teachers' Removal of Student from Classroom 3.49

A teacher may remove a student from class whose behavior the teacher has documented to be repeatedly interfering with the teacher's ability to teach the students in the class or whose behavior is so unruly, disruptive or abusive that it interferes with the ability of the student's other classmates to learn. Students who have been removed from their classroom by a teacher shall be sent to the principal's or principal's designee's office for appropriate discipline.

The teacher's principal or the principal's designee may:

1. Place the student into another appropriate classroom;
2. Place the student into in-school suspension;
3. Place the student into the District's alternative learning environment in accordance with Policy 5.26— ALTERNATIVE LEARNING ENVIRONMENTS;
4. Return the student to the class; or

5. Take other appropriate action consistent with the District's student discipline policies and state and federal law.

If a teacher removes a student from class two (2) times during any nine-week grading period, the principal or the principal's designee may not return the student to the teacher's class unless a conference has been held for the purpose of determining the cause of the problem and possible solutions. The conference is to be held with the following individuals present:

1. The principal or the principal's designee;
2. The teacher;
3. The school counselor;
4. The parents, guardians, or persons in loco parentis; and
5. The student, if appropriate.

However, the failure of the parents, guardians, or persons in loco parentis to attend the conference does not prevent any action from being taken as a result of the conference.

Legal References: A.C.A. § 6-18-511, Arkansas Department of Education Guidelines for the Development, and Review and Revision of School District Student Discipline and School Safety Policies

Conduct to and From School and Transportation Eligibility 4.19

Smackover-Norphlet School District 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. In Arkansas, there is not requirement that the school districts provide bus transportation for students; however, Smackover-Norphlet School District has elected to provide this service for its students who reside outside the environs of the cities of Smackover and Norphlet. Bus ridership should be viewed as a privilege, rather than a right, accorded by the District. The District determines the exact routes traveled by each of its buses on daily runs.

These routes shall be restricted to primary state and county maintained roadways and shall be routed to minimize 'turnarounds' and 'backtracking' as much as possible. (Any established route, at the time of the adoption of this policy, which utilizes secondary roadways and/or turnaround/backtracking shall continue as long as the current riders reside along the route and utilize bus transportation.)

The individuals empowered to determine bus routes for the District are the Director of Support Services and the transportation director, in consultation with the current route driver. All route decisions must be approved by the Superintendent of Schools. These same individuals are empowered to determine places along the route where safe, convenient, and economical stops can be made for the purpose of loading and unloading students. These routes shall be continually evaluated and may be changed or modified at any time it is deemed prudent or necessary to do so.

It is the responsibility of parents/guardian to insure that students are at the most convenient bus stop near their home before the bus arrives each morning and also their responsibility to insure the safe retrieval of their students from the bus stop each afternoon. Drivers are not authorized to unduly delay buses at bus stops waiting upon late arriving students or parents. Drivers shall not operate a school bus until each rider is seated, except in extreme emergency situations.

Any student who resides along an established bus route shall be entitle to ride District buses to and from school so long as their conduct on the bus warrants their being allowed to do so. Student shall be instructed in safe school

bus riding practices and in proper emergency evacuation procedures as outlined by the State Department of Facilities and Transportation. Disciplinary measures for problems related to bus behavior shall include any penalty as outlined in the school's code of student conduct including suspension or expulsion from school and/or suspending or terminating the student's bus transportation privileges.

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

School Rules

Rule 1: Disruption of School (4.20)

No Smackover-Norphlet School District 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

Violators are subject to:

1. Student/principal conference-warning
2. Detention
3. In-school suspension
4. Suspension not to exceed 10 days
5. Recommendation for expulsion

Rule 2: Student Assault or Battery (4.21)

A Smackover-Norphlet School District 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 gesture, 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.

Legal Reference: A.C.A. §6-17-106(a)

Violators are subject to:

1. In School Suspension not to exceed 10 days
2. Up to 10-day suspension
3. Recommendation for expulsion

Rule 3: Weapons and Dangerous Instruments (4.22)

No student shall possess a weapon, display what appears to be a weapon, or threaten to use a weapon while in school, on or about school property, before or after school, in attendance at school or any school sponsored activity, en route to or from school or any school sponsored activity, off the school grounds at any school bus stop, or at any school sponsored activity or event. 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. Parents or legal guardians of students expelled under this policy shall be given a copy of the current laws regarding the possibility of parental responsibility for allowing a child to possess a firearm on school property. Parents or legal guardians shall sign a statement acknowledging that they have read and understand said laws prior to readmitting the student. Parents or legal guardians of a student enrolling from another school after the expiration of an expulsion period for a firearm policy violation shall also be given a copy of the current laws regarding the possibility of parental responsibility for allowing a child to possess a firearm on school property. The parents or legal guardians shall sign a statement acknowledging that they have read and understand said laws prior to the student being enrolled in school.

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

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

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), and 20 USC § 7151

A student found to be in possession of a knife capable of causing bodily harm may be subject to suspension or expulsion.

Rule 4: Tobacco and Tobacco Products (4.23)

Smoking, possession, 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 Smackover-Norphlet School District, 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.

Legal Reference: A.C.A. § 6-21-609

Violators are subject to:

1. In School Suspension
2. Up to 10 day suspension
3. Recommendation for expulsion

Rule 5: Drugs and Alcohol (4.24)

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 Smackover-Norphlet 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; is en 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.

Legal Reference: A.C.A.§6-17-106(a)

Violators are subject to:

1. Up to 10 day suspension/reported to legal authorities
2. Recommendation for expulsion/reported to legal authorities

Rule 6: Student Dress and Grooming (4.25)

The Smackover-Norphlet Board of Education recognizes that dress can be a matter of personal taste and preference. At the same time, the Smackover-Norphlet School 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, that are consistent with the above criteria.

Elementary School Dress Code

1. Shoes must be worn at all times.
2. Sharp, cleated, or spiked shoes are not permissible.
3. From a kneeling position, shorts/skirts should measure six (6) inches from the knee. Bike shorts or similar styles are not permitted. Rules for the length of culottes, dresses, and other styles are the same as for shorts.
4. No students shall wear jeans or pants with holes that will expose their skin within 6 inches from the knee and up.
5. Tights/leggings are permissible provided that the shirt, top, or dress cover the buttocks.
6. Sleeveless tops must come to the edge of the shoulder.
7. No bare midriff shirts or low cut under arm shirts will be allowed. Shirts and blouses are to be of a length that when arms are raised in a normal way the flesh will not show. Spaghetti strap tops are not allowed for any grade level.
8. A student shall not wear or use emblems, badges, or other symbols which cause substantial disruption or interference with the operation of the school or classes. Articles of clothing which advertise alcoholic beverages and/or drug related material are not to be worn to school. This does include characters that are associated with these products.
9. Hats, caps, scarves, rags, or any other type of head coverings shall not be worn on the campus unless they are necessary for health or safety reasons.
10. Pants, shorts, skirts, trousers, jeans, or other such garments must be worn in such a way that they are not sagging around the hips of the individual wearing them. Oversized garments which are only held in place by the hips are not to be worn to school at any time.
11. Students may not wear clothing or hairstyles that can be hazardous to themselves in their educational activities such as science lab work, physical education, or art. Hair should be kept neat, clean, and combed; no curlers or rollers shall be permitted.
12. Dress and grooming should not substantially disrupt the educational process.
13. No garment designed as underwear shall be worn as outerwear to school.
14. The administration reserves the right to use its discretion in determining what type of dress not listed above is considered disruptive and detrimental to the purposes and conduct of the school and its students.

Violators are subject to:

1. Notify the parent for a change of clothing.
2. Notify the parent for a change of clothing and miss one day of recess (K-4) and or attend 1 day of d-hall (grades 4-5).
3. Notify the parent and be assigned one (1) day of ISS.

Middle and High School Dress Code

1. Shoes must be worn at all time. House shoes are not allowed.
2. See-through, off the shoulders, and fishnet tops may not be worn.

3. Clothing with suggestive, alcoholic, drug-related, weapons, or violent slogans may not be worn.
4. Tops that show midriffs when arms are down may not be worn.
5. Undergarments will not be visible.
6. Hats, caps, or visors are not allowed to be worn on campus. Sunglasses may be worn outside.
7. Any other clothing that is unreasonable or distasteful in appearance or condition may not be worn.
8. No sagging.
9. Pants with holes above the knee may not be worn unless the holes have been patched.
10. Pajamas may not be worn.
11. Toboggans may be worn outside when the temperature is below 45 degrees.
12. Dresses and skirts – With students on knees, measurement should be no shorter than six inches from the floor to the bottom of garment. Leggings may only be worn with appropriate dresses and skirts or long flowing shirts or Piko shirts that come ¼ of the way down the thighs.
13. Shorts – With students on knees, measurement should be no shorter than six inches from the floor to the bottom of the garment.
14. Sleeveless tops must come to the edge of the shoulder.
15. No bare midriff shirts or low cut under arm shirts will be allowed. Shirts and blouses are to be of a length that when arms are raised in a normal way the flesh will not show. Spaghetti strap tops are not allowed for any grade level.
16. Bandanas may not be worn.

Violators are subject to:
1. Verbal warning/sent home to change
2. Detention/sent home to change
3. In School Suspension/sent home to change

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

Rule 7: Gang and Gang Activity (4.26)

The Smackover-Norphlet School 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) and A.C.A. §5-74-201

Violators are subject to:
1. Conference with principal/warning

2. Detention Hall
3. In-School Suspension
4. Up to 10 day suspension
5. Recommendation for expulsion

Rule 8: Student Sexual Harassment (4.27)

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

The District believes the best policy to create an educational environment free from sexual harassment is prevention; therefore, the District shall provide informational materials and training to students, parents/legal guardians/other responsible adults, and employees on sexual harassment. The informational materials and training on sexual harassment shall be age appropriate and, when necessary, provided in a language other than English or in an accessible format. The informational materials and training shall include, but are not limited to: the nature of sexual harassment; the District's written grievance procedures for complaints of sexual harassment; that the district does not tolerate sexual harassment; that students can report inappropriate behavior of a sexual nature without fear of adverse consequences; the redress that is available to the victim of sexual harassment; and the potential discipline for perpetrating sexual harassment.

"Sexual harassment" means conduct that is:

1. Of a sexual nature, including, but not limited to:
    a. Sexual advances;
    b. Requests for sexual favors;
    c. Sexual violence; or
    d. Other personally offensive verbal, visual, or physical conduct of a sexual nature;

2. Unwelcome; and
3. denies or limits a student's ability to participate in or benefit from any of the District's educational programs or activities through any or all of the following methods:
    a. Submission to the conduct is made, either explicitly or implicitly, a term or condition of an individual's education;
    b. Submission to, or rejection of, such conduct by an individual is used as the basis for academic decisions affecting that individual; and/or
    c. 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 that 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.

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

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

Making sexual propositions or pressuring for sexual activities;

Unwelcome touching;
Writing graffiti of a sexual nature;
Displaying or distributing sexually explicit drawings, pictures, or written materials;
Performing sexual gestures or touching oneself sexually in front of others;
Telling sexual or crude jokes;
Spreading rumors related to a person's alleged sexual activities;
Discussions of sexual experiences;
Rating other students as to sexual activity or performance;
Circulating or showing e-mails or Web sites of a sexual nature;
Intimidation by words, actions, insults, or name calling; and
Teasing or name-calling related to sexual characteristics or the belief or perception that an individual is not conforming to expected gender roles or conduct or is homosexual, regardless of whether or not the student self-identifies as homosexual or transgender.

Students who believe they have been subjected to sexual harassment, or the parent/legal guardian/other responsible adult of a student who believes their student has been subjected to sexual harassment, are encouraged to file a complaint by contacting a counselor, teacher, Title IX coordinator, or administrator who will provide assistance on 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.

Complaints will be treated in a confidential manner to the extent possible. Limited disclosure may be provided to: individuals who are responsible for handling the District's investigation to the extent necessary to complete a thorough investigation; the extent necessary to submit a report to the child maltreatment hotline; the Professional Licensure Standards Board for complaints alleging sexual harassment by an employee towards a student; or the extent necessary to provide the individual accused in the complaint due process during the investigation and disciplinary processes. Individuals who file a complaint have the right to request that the individual accused of sexual harassment not be informed of the name of the accuser; however, individuals should be aware that making such a request may substantially limit the District's ability to investigate the complaint and may make it impossible for the District to discipline the accused.

Students, or the parents/legal guardians/ other responsible adult of a student, who file a complaint of sexual harassment shall not be subjected to retaliation or reprisal in any form, including threats, intimidation, coercion, or discrimination. The District shall take steps to prevent retaliation and shall take immediate action if any form of retaliation occurs regardless of whether the retaliatory acts are by District officials, students, or third parties.

Following the completion of an investigation of a complaint, the District will inform the parents/legal guardian/other responsible adult of the student, or the student if over the age of eighteen (18), who filed the complaint:

The final determination of the investigation;
Remedies the District will make available to the student; and
The sanctions, if any, imposed on the alleged harasser relevant to the student.

Following the completion of an investigation of a complaint, the District will inform the parents/legal guardian/other responsible adult of the student, or the student if over the age of eighteen (18), who was accused of sexual harassment in the complaint:

The final determination of the investigation; and
The sanctions, if any, the District intends to impose on the student.

It shall be a violation of this policy for any student to be subjected to, or to subject another person to, sexual harassment. Following an investigation, any student who is found by the evidence to more likely than not have engaged in sexual harassment will be subject to disciplinary action up to, and including, expulsion.

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.

Legal References: Title IX of the Education Amendments of 1972, 20 USC 1681, et seq.; 34 CFR part 106; A.C.A. § 6-15-1005 (b) (1)

Violators are subject to:

1. Warning/conference with principal
2. Detention Hall
3. In School Suspension
4. Up to 10 day suspension
5. Recommended for expulsion, reported to legal authorities

Rule 9: Laser Pointers (4.28)

Smackover-Norphlet School District 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; en route to or from school or any school-sponsored activity; off the school grounds at any school bus stop or at any school sponsored activity or event. School personnel shall seize any laser pointer from the student possessing it.

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

Violators are subject to:

1. Warning/conference with principal
2. Detention Hall
3. In School Suspension
4. Up to 10 day suspension
5. Recommended for expulsion, reported to legal authorities

Rule 10: Bullying (4.43)

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 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 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 related to sexual characteristics or the belief or perception that an individual is not conforming to expected gender roles or conduct or is homosexual, regardless of whether the student self-identifies as homosexual or transgender (Examples: "Slut," "You are so gay.", "Fag," "Queer").

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, or designee. 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, or designee. The principal, or designee, 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. In addition to any disciplinary actions, the District shall take appropriate steps to remedy the effects resulting from bullying.

Notice of what constitutes bullying, the District's prohibition against bullying, and the consequences for students who bully shall be conspicuously posted in every classroom, cafeteria, restroom, gymnasium, auditorium, and school bus. Parents, students, school volunteers, and employees shall be given copies of the notice.

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

Violators are subject to:

1. Warning/conference with principal
2. Detention Hall
3. In School Suspension
4. Up to 10 day suspension
5. Recommended for expulsion, reported to legal authorities

Rule 11: Possession and Use of Cell Phones and Other Electronic Devices (4.47)

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

To protect the security of statewide assessments, no electronic device, as defined in this policy, shall be accessible by a student at any time during assessment administration unless specifically permitted by a student's individualized education program (IEP) or individual health plan; this means that when a student is taking an AESAA assessment, the student shall not have his/her electronic device in his/her possession. Any student violating this provision shall be subject to this policy's disciplinary provisions.

As used in this policy, “electronic devices” means anything that can be used to transmit or capture images, sound, or data.

Misuse of electronic devices includes, but is not limited to:

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

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

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

The student and/or the student’s parents or guardians expressly assume any risk associated with students owning or possessing electronic devices. Students misusing electronic devices shall have them confiscated. Confiscated devices may be picked up at the school’s administration office by the student’s parents or guardians. Students have no right of privacy as to the content contained on any electronic devices that have been confiscated. A search of a confiscated device shall meet the reasonable individualized suspicion requirements of Policy 4.32— SEARCH, SEIZURE, AND INTERROGATIONS.

Students who use school issued cell phones and/or computers for non-school purposes, except as permitted by the district’s Internet/computer use policy, shall be subject to discipline, up to and including suspension or expulsion. Students are forbidden from using school issued cell phones while driving any vehicle at any time. Violation may result in disciplinary action up to and including expulsion.

No student shall use any wireless communication device for the purposes of browsing the internet; composing or reading emails and text messages; or making or answering phone calls while driving a motor vehicle that is in motion and on school property. Violation may result in disciplinary action up to and including suspension.

Legal References: A.C.A. § 6-15-2907, A.C.A. § 6-18-515, A.C.A. § 27-51-1602, A.C.A. § 27-51-1603, A.C.A. § 27-51-1609, and ADE Test Administration Manual

For kindergarten through fifth grade students:

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

Violators are subject to:

1. First Offense - One (1) day in-school suspension, cell phone is confiscated, and parent/guardian picks up cell phone
2. Second Offense - Three (3) day in-school suspension, student loses right to turn cell phone in the office for use for after school activities for the rest of the year, and parent/guardian picks up cell phone, pays $15 fine
3. Third Offense - Five (5) day in-school suspension, phone confiscated rest of school year, and parent/guardian picks up cell phone last day of school, pays $30 fine.

For sixth through twelfth grade students:

Before, during, and after normal school hours, possession of electronic devices is permitted on the school campus if the parent/guardian and the students have signed the District's Acceptable Use Policy. The use of such devices at school sponsored functions outside the regular school day is permitted to the extent and with the limitations allowed by the event or activity the student is attending. Devices must be kept muted or on vibrate. Students are not allowed to make phone calls on their devices during the school day.

The student and/or the student's parents or guardians expressly assume any risk associated with students owning or possessing electronic devices.

Students misusing electronic devices shall have them confiscated. Confiscated devices may be picked up at the school's administration office by the student's parents or guardians. Students have no right of privacy as to the content contained on any electronic devices that have been confiscated.

Students who use a school issued cell phones and/or computers for non-school purposes, except as permitted by the district's Internet/computer use policy, shall be subject to discipline, up to and including suspension or expulsion. Students are forbidden from using school issued cell phones while driving any vehicle at any time. Violation may result in disciplinary action up to and including expulsion.

Violators are subject to:

1st Offense – Device is sent to the office and the parent is notified. A parent, legal guardian, or a designated adult* may pick up the device after paying a $15 fine.

2nd Offense – Device is sent to the office and the parent is notified. A parent, legal guardian, or a designated adult may pick up the device after paying a $30 fine.

3rd Offense – Device is sent to the office and the parent is notified. A parent, legal guardian, or a designated adult may pick up the device after paying a $30 fine. The privilege of bringing any electronic device is revoked for the remainder of the semester.

4th Offense – Device is sent to the office and the parent is notified. A 4th offense is considered insubordination and may include in school suspension or out of school suspension.

*A designated adult is one who has been approved in writing by the parent or legal guardian. The designated adult must be over 18 years of age.

Additional consequences may be assigned in accordance with District policy and the student handbook for more serious infractions involving technology devices.

Rule 12: Damage, Destruction, or Theft of Property

A student shall not cause or attempt to cause damage to property or steal or attempt to steal property belonging to the school, the school staff, or other students and visitors (including vehicles). The Smackover-Norphlet School District will collect damages from the student damaging or stealing school property. Parents of minor students under age of 18 will be liable for damage or theft caused by said minor.

Violators are subject to:

1. Warning/conference with principal
2. Detention Hall
3. In School Suspension
4. Up to 10 day suspension
5. Recommended for expulsion, reported to legal authorities

Rule 13: Fighting/Violence

Fighting or any act of violence is an obvious disruption at school or at any school event or activity and will not be tolerated. Student will be deemed as fighting when blows are being exchanged with a display of anger being present. (Arkansas Law 571-207, Act 1108 of 1997)

Violators are subject to:

1. Warning/conference with principal
2. Detention Hall
3. In School Suspension
4. Up to 10 day suspension
5. Recommended for expulsion, reported to legal authorities

Rule 14: Fireworks

A student shall not possess, handle, or store firecrackers, smoke bombs, stink bombs, or any other kind of fireworks that could be a danger to himself/herself or to other students,that could cause damage to school property or that could be disruptive to the learning environment of the school.

Violators are subject to:

1. Warning/conference with principal
2. Detention Hall
3. In School Suspension
4. Up to 10 day suspension
5. Recommended for expulsion, reported to legal authorities

Rule 15: Disregard of Direction or Commands/Insubordination

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

Violators are subject to:

1. Conference with principal/warning
2. Detention
3. In-school suspension

4. Up to 10 day suspension
5. Recommendation for expulsion

Rule 16: Profanity/Vulgarity

A student shall not use abusive, vulgar, profane, or obscene language or gestures at school or at any school-sponsored event or activity, or on school property, nor have in his/her possession any pornographic or obscene material, nor wear clothing which displays or suggests such.

Violators are subject to:
1. Detention Hall
2. In-School Suspension
3. Up to 10 day suspension
4. Recommendation for expulsion

Rule 17: Gambling

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

Violators are subject to:
1. Principal/parent/student conference
2. In-school suspension
3. Suspension not to exceed 10 days
4. Recommendation for expulsion

Rule 18: Public Display of Affection

Public display of affection is inappropriate behavior at school. Failure to comply with reasonable expectations of school staff will lead to disciplinary action.

Violators are subject to:
1. Conference with principal
2. Detention
3. In-School Suspension
4. Up to 10 day suspension
5. Recommendation for expulsion

Rule 19: Physical Abuse/Assault of a School Employee

A student will not harass, threaten, (including death threats) or attempt to cause injury or physical harm to any school employee, nor will a student strike or beat a school employee or direct verbal abuse toward a school employee. This action is considered as a Class D felony in Arkansas law (Act 207 of 1997, Act 1046 of 2001).

A student who commits assault or battery upon member of the faculty or staff of the Smackover-Norphlet School District will be recommended for expulsion, and will be reported to legal authorities.

Violators are subject to:
1. Up to 10 day suspension and recommendation for expulsion/notification of legal authorities

Legal Reference: A.C.A. §6-17-106 and Act 706 of 1997

Rule 20: Cheating

A student shall not cheat on tests, homework, or projects, or aid other students in cheating. Cheating includes any form of plagiarism.

Violators are subject to:

1. Zero on work/teacher contacts parents
2. Zero on work/Detention
3. Zero on work/In School Suspension
4. Zero on work/Up to 10 day suspension

Rule 21: Theft and Extortion

A student shall not cause or attempt to cause damage or steal or attempt to steal property of another student or any other person, nor shall a student obtain or attempt to obtain something from another person by either physical force or threat.

Violators are subject to:

1. In-School Suspension/restitution made
2. Up to 10 day suspension/restitution made
3. Recommendation for expulsion

Rule 22: Disorderly Conduct

A student shall not engage in behavior which produces situations in which instruction or activities of other students are adversely affected.

Violators are subject to:

1. Detention
2. In-school suspension
3. Up to 10 day suspension
4. Recommendation for expulsion

Rule 23: Verbal or Written abuse to School Employee

A student shall not commit verbal or written abuse to a school employee in accordance with Arkansas Law 6-17-106 and Act 1565 of 2001.

Violators are subject to:

1. In School Suspension
2. Up to 10 day suspension
3. Recommendation for expulsion

Rule 24: Disrespect to School Employees

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

Violators are subject to:

1. Detention Hall
2. In-School Suspension
3. Up to 10 day suspension
4. Recommendation for expulsion

Rule 25: Bomb Threat

A student who calls in a bomb threat and/or other threat to the health and safety of students and employees will be referred to the legal authorities and will be recommended for expulsion.

Legal Reference: Act 567 of 2001

Rule 26: Truancy

A student is truant if he/she:

1. Is absent from school without permission of parent or guardian
2. Leaves school without permission or without have left word with the principal.
3. Skips any class, study hall, homeroom period, or assembly.
4. Does not report to principal after being sent out of a class.

Violators are subject to:

1. ISS

Rule 27: Persistent Disregard for School Rules

A student who persists in acts of misconduct after school has made and documented continued efforts to secure his/her adherence to established rules will be recommended for expulsion. Efforts toward behavior modification will be made prior to recommendation for expulsion except when the student has committed an offense so serious in nature that immediate expulsion is necessary. (Act 567 of 2001)

Rule 28: Behavior Not Covered Above

The Smackover-Norphlet School District 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.

ADMINISTRATORS MAY ALTER THE SEVERITY OF PUNISHMENT BASED ON CIRCUMSTANCES AND OTHER CONDITIONS.

Elementary School Campus Regulations

Attendance at Middle and High School Events

No student below 5th grade level shall be admitted to any event sponsored, sanctioned, or under direct control of Smackover High School or Norphlet Middle School unless, the said youth is accompanied by his/her parent/ guardian or other responsible adult. A student must remain within the immediate supervision of the accompanying adult throughout the duration of the event. Persons who engage in game playing in the stands or in the lobby will be escorted to their parent/guardian. Should this occur a second time the person and their parent/guardian shall be asked to leave the event.

Cell Phones

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

Violators are subject to:

1. First Offense - One (1) day in-school suspension, cell phone is confiscated, and parent/guardian picks up cell phone
2. Second Offense - Three (3) day in-school suspension, student loses right to turn cell phone in the office for use for after school activities for the rest of the year, and parent/guardian picks up cell phone, pays $15 fine
3. Third Offense - Five (5) day in-school suspension, phone confiscated rest of school year, and parent/guardian picks up cell phone last day of school, pays $30 fine.

Class Parties

We believe that on special occasions school children need the opportunity to have a festive time of celebration although this is not a primary function of the educational system. Classes may have parties in celebration of fall, Christmas, Valentine's Day, and an end of year outing. With the exception of the end of the year outing, these parties should be scheduled during the last hour of the school day. All outings must have dates and places approved by the principal. Any parties in addition to those listed must have the approval of the principal. Students may be excluded from participation in these activities due to inappropriate behavior at the discretion of the teacher and/or administration.

Daily Schedule

The official school day begins at 7:50 am and continues until 3:25 pm each day.

Field Trips

Field trips and excursions serve the instructional program by utilizing those education resources of the community and the area which cannot be brought into the classroom. The principal must approve ALL field trips and excursions in advance. The principal must approve any special arrangements such as transportation, meals, etc. in advance as well.

Parents/guardians must grant permission for their child to participate in a field trip by signing a field trip permission slip form every time their student leaves campus.
Students who do not have parental permission will not be allowed to participate in the field trip or activity.

Students who do not attend a scheduled field trip will continue their regular class schedule during the time of the trip or will be confined in a designated holding area, if necessary.

All students participating in field trip or excursion are still under the conduct code of the school and are subject to disciplinary action if they do not abide by the rules.

Students may be excluded from participation in field trips due to inappropriate behavior at the discretion of the teacher and/or administration.

Grading

The grading scale for elementary students is:

Letter Grade	% Range	Rubric System
A	90-100	Advanced - 4
B	80-89	Proficient - 3
C	70-79	Proficient - 2
D	60-69	Basic - 1
F	59 and below	Below Basic - 0

Students' grades shall reflect only the extent to which a student has achieved the expressed educational objectives of the course.

This complies with policy 5.15.

Flowers and Balloon Deliveries to Students

Flowers, balloons, or other deliveries to the school on special days which you may desire to celebrate with your child will be held in the office until the end of the school day in order to minimize classroom disruption. We respect your privilege of sending your child something special, but school personnel cannot assume responsibility for such items if they are lost or damaged at school.

Marking of Personal Items

All personal belongings such as lunch boxes, backpacks, notebooks, coats, etc. should be clearly marked with the student's name. School personnel cannot be responsible for every child's lost items, and this will assist with the location of lost or misplaced items.

Money Sent to School

Please send all money to school in an envelope with the student's name, amount of money, what the money is for, and the teacher's name on the outside of the envelope. This will help us to be sure that each student is given proper credit for any money that parents send to school. If you have more than one child in school, please send their money separately to their individual teachers. This minimizes problems in record keeping and the time necessary for taking care of money matters each morning.

It also simplifies the process of collecting money for various purposes if parent will send money for each different purpose in a separate envelope. For example, if you are sending money for lunch and for school pictures, please put the money for each in a separate envelope.

Notifying Students of Change of Transportation upon Dismissal

Parents/guardians should inform their child prior to arriving at school the name of the person who will be picking them up in the afternoon or what mode of transportation they will be taking to arrive back home. Should a change occur in the way a student will dismiss from school, contact the school prior to 3:00 p.m. Changes made prior to 3:00 p.m. will be given to the child's classroom teacher. Except in extreme emergencies, no changes may be made after 3:00 p.m. because of the interruption of instructional time.

Norphlet Elementary School Pick Up Locations

For the safety of all students, we ask that all students who are picked up by someone in their personal vehicle be picked up in the circle driveway at the front of the elementary school. The use of this one-way drive assists in the flow of traffic and provides the safest means for students to enter and leave cars in which they are riding. If you have the need to park and come into the school, please pull forward far enough to allow other cars to pass or park in the lot adjacent to the drive through.

Students (either car riders or bus riders) who need to be transported home in the afternoon in some other manner than their normal routine must have a note from a parent explaining the need for a change and how the student is to be transported home that day. This requirement is for the safety of the children in order to avoid any confusion about how a student will be transported.

Students will not be permitted to walk to the high school after school unless they will be riding home with a parent or family member who is a high school employee.

Smackover Elementary Drop Off/Pick Up Locations

Any person dropping off or picking up Smackover Elementary student(s) shall do so at the following places:

Kindergarten through second grade students - south end of the building (Kindergarten end)
Third through fifth grade students – East end of the building. (Lisbon Road end)

Any students being picked up by the same vehicle and are in different grades, can make arrangements with the parents and teachers for drop off and pick up to occur in one location. No pick- ups or drop offs will be allowed in front of the Cafeteria or in front of the elementary school.

Parental Concerns

Smackover and Norphlet Elementary faculties and staff want to address any concerns our parents have regarding their children. Generally, any questions or concerns should first be directed to the student's homeroom teacher or other faculty/staff member directly involved in the matter. If resolution cannot be reached, the parents should then direct their concerns to the building principal.

Use of Telephone by Students

Students will not be called from classes to answer the telephone except in the case of an emergency. Parents and friends are asked to cooperate with the school by not calling students during school hours except in an emergency.

The school office telephones are strictly school business phones. Any student who uses these phones should have administrative permission and should limit the call to one minute.

Visitors to School

Parents are invited to visit and confer with teachers and principal concerning their child. Except for emergencies, parents are expected to arrange these conferences in advance. Persons other than students of Smackover Elementary School or members of the staff MUST come to the office and obtain a pass in order to visit a classroom. Persons who wish to observe, visit your child or an employee in the classroom, are to first notify the principal. Students are not permitted to bring other children to their classes as visitors.

Middle and High School Campus Regulations

1. All students must remain on campus from the time of arrival in the morning until school is dismissed in the afternoon.
2. Cars will be parked and left unoccupied until school is dismissed. No one is to sit in vehicles parked on school property from the time he arrives until the bell rings at the end of the school day.
3. Students should remember to bring all books, equipment, supplies, or materials needed for that day. Requests to go home to get books, gym suits, band instruments, etc. will in all probability be refused.
4. Very rarely should any student need to leave the campus during school hours. However, if it is necessary for a student to leave school, the student should have his parents call and state the nature of the request and the exact time the student is to leave. If permission is granted by the principal or secretary, the student will sign the checkout book giving the time and reason for leaving.

Students leaving school without checking with the secretary or principal will be subject to ISS or suspension.

Activity Participation Following an Absence

Students who are absent more than first period of the school day will not participate in any school activity on that day or night unless permission is granted by the principal. Permission will be granted for these reasons only:

1. Medical or dental appointment (excuse required)
2. Court date (excuse required)
3. Funeral
4. To participate in FFA, FHA, or 4-H sanctioned activity
5. To participate in the election poll workers program for high school students
6. To serve as a page for a member of the General Assembly
7. To visit his/her parent or legal guardian who is a member of the military and has been called to active duty, is on leave from active duty, or has returned from deployment to a combat zone or combat support posting
8. To obey subpoena, or to attend an appointment with a government agency

A student will not be allowed to participate in any school activity on that day or night if the student is tardy to school second period. If the student is at school first period and is tardy to second period, that student will be allowed to participate.

Hall Passes

Class time is essential. No passes will be issued except in cases of an emergency or for the purpose of instructional activities assigned by the teacher. Any student out of an assigned class must have the proper hall pass. Any student found in the buildings or on the grounds without such a pass, in a location other than specific on a pass, or off the most direct route to the class or destination will be assigned to a detention hall.

Detention Hall

Detention hall will be held Monday through Friday mornings before school. Students must bring material with which to work. If a student does not attend a detention hall, it will be doubled. If a student does not attend the second time, he or she must serve three detention halls. Failure to attend or being tardy will result in ISS for three days.

Regardless of the grade, jobs, athletics, band, etc., all students will serve detention hall if assigned.

Detention hall on the Norphlet Middle school campus will be from 7:15 - 7:45 am. Detention hall on the Smackover high school campus will be from 7:15 – 7:45 am.

In School Suspension

1. Report everyday by 7:50 am. If you are late, one day will be added.
2. Everybody is in their seat facing the wall if possible. No one is to get out of their seat without permission from the teacher. If you do, one day is added.
3. Everyone is to have books, paper, and pencil.
4. Students are to work continuously throughout the day.
5. Students are not allowed to leave to go anywhere. This includes the restroom. Students can go to the restroom on scheduled breaks only.
6. Students are to speak to no one except the teacher and this is only after they have raised their hand and been given permission to speak. Each time a student is caught talking, one (1) day will be added.
7. Do not write on the walls or desk. If you are caught, two (2) days will be added.
8. You are not allowed to sleep.

9. Do not read or write notes or letters. If you are caught, one (1) day will be added to your time.
10. Students will not be permitted to use the telephone except in extreme emergencies. Students need to take care of their business before going to ISS.
11. Breaking of any rules will result in extra days or suspension.
12. No hall passes.
13. All work will be completed before you get out of ISS. A maximum of three (3) days will be allowed to finish work before you will be suspended for failure to follow this rule.
14. Students must complete the full day. Arriving late or early departure will result in one additional day of ISS.
15. A maximum of three (3) days will be added to your ISS time before you will be suspended for normal breaking of ISS rules. This does not mean you will be given three (3) day before you are suspended if the offense is serious enough.

Sleeping in Class

A student will not be allowed to sleep in class. A student who becomes ill should go to the office.

Violators are subject to:
1. Warning and conference with the principal
2. In School Suspension
3. Three day suspension from class (probation)
4. Recommendation for removal from class

Alcohol/Drug Random Testing Policy 4.24.1

The Smackover-Norphlet School District recognizes that chemical abuse or misuse is a significant health problem for students, detrimentally affecting overall health, behavior, learning ability, reflexes, and the total development of each individual. The Smackover-Norphlet Board of Education is determined to help students by providing another option for them to say “NO”. Chemical abuse includes, but is not limited to, the use of illegal drugs, and the misuse of the legal drugs and medications.

PURPOSE OF A CHEMICAL ABUSE POLICY

1. To allow the students of Smackover-Norphlet Public Schools to know that the school is concerned about their total well-being. The school district is interested in helping the students who may be having problems.
2. To emphasize concerns for the health of students in areas of safety while they are participating in activities, as well as the long-term physical and emotional effects of chemical use on their health.
3. To assist students of the Smackover-Norphlet Public Schools to resist the peer pressure that directs them toward the abuse or misuse of chemical substances.
4. To establish standards of conduct for students of Smackover-Norphlet Public Schools who are considered leaders and standard bearers among their peers.
5. To work cooperatively with the parents by assisting them in keeping their children free from mood-altering chemicals.
6. To provide referrals for students who need evaluation regarding their use of mood-altering chemicals.
7. To deter chemical abuse or misuse by all students through the use of random drug testing.

SCOPE

The provisions of this policy apply to all students in Smackover-Norphlet Public Schools in grades seven through twelve whose parent/guardian sign Consent Form “A” of the Chemical Screen Test Policy.

GENERAL PROVISIONS

Illegal drugs are defined as drugs, or the synthetic or generic equivalent or derivative of drugs, which are illegal under federal, state, or local laws including, but not limited to, marijuana, heroine, hashish, cocaine, hallucinogens, depressants, and stimulants not prescribed for the user. Illegal drugs include steroids and its derivatives or related substances, which are not prescribed by a physician or are prescribed by a physician for use not authorized by the manufacturer of the drug.

Alcohol is defined as ethyl alcohol or any beverage containing ethyl alcohol.

Any student undergoing medical treatment prescribed by a physician that includes the use of drug or medication capable of affecting the student's mental or physical capabilities must notify the appropriate school official at the time of testing. If there is any doubt concerning the effects of the drug or medication, the appropriate school official should be notified. If a student fails to notify a school official, his doctor may be contacted.

PROCEDURE

Type of Testing: The district may require each student of Smackover-Norphlet Public Schools in grades seven through twelve who participate in any extracurricular or co-curricular activity to provide a urine specimen. Each specimen cup will have a number on it which will be assigned to a participant's name. The numbers that are selected through a random process will be sent to the lab for testing. Urinalysis will be the method utilized to test for the presence of chemicals in the body. All students selected must show up for providing urine samples to be taken at Smackover-Norphlet Public Schools or must go to a Dr. Greg Smart's office at Occupational Medicine and Drug Testing Services and give a urine specimen.

Selection Process: While students are in school, they will be subject to random selection for testing. Each student will be assigned a number. Days will be selected for testing at random. The numbers drawn will be fifteen-percent (15%) of the students in grades seven through twelve who participate in any extracurricular or co-curricular activity, If any student whose number is drawn is absent on that day, the selection process will continue until the number of students selected for testing equals the percentage of students designated for random testing.

Refusal to Submit to Testing: Students not consenting to be tested (in the random pool) are not allowed to participate in any extracurricular or co-curricular activity. Any participant who refuses to submit to random drug testing will not be allowed to participate in any school activity for ninety (90) school days. Each student must consent by the beginning of the second semester in order to participate in second semester activities. The following is a list of activities that students not consenting (in the random pool) will not be allowed to participate in for the school year. Examples include:

Art Club, Band/Band Council, Baseball, Basketball, BSA, Cheerleaders, Close Up, Drama Club, FBLA, FCA, FCCLA, Football, VFA, Golf, Homecoming Court, Jr./Sr. Prom Committee, Media Club, Mu Alpha Theta, National Honor Society, Quill & Scroll, Science Club, Skills USA/VICA, Softball, Spanish Club, Student Council, Tennis, Track, Volleyball, Yearbook Staff/SPUR, and any other Extracurricular/co-curricular activity

Any student leaving campus prior to the completion of a drug test is considered a refusal to test.

Use of Positive Test Results: Upon receipt of a positive test result for any student, a student may request a retest at his/her expense within a 24-hour period of a positive result. The specimen must be given to Dr. Greg Smart's office, at Occupational Medicine and Drug Testing Services.

The Superintendent or designee will notify the student and the student's custodial parents/legal guardian.

The Superintendent or designee will schedule a conference with the student's custodial parents/legal guardians to explain the results.

Counseling/rehabilitation for the student will be strongly recommended for the student who tests positive. This will be at the expense of the student.

Testing Procedure:

All drug testing will be conducted through the facilities of **Occupational Medicine and Drug Screening Service** in El Dorado, Arkansas. All samples forwarded to Occupational Medicine and Drug Screening Service will be only labeled with a control number (to protect confidentiality, no student names will be included on the sample or paperwork sent to the service.) Results of the initial drug screen will be faxed to the Superintendent of Schools or his or her designee via secure FAX.

All urine specimens will be taken at a designated restroom. Any student who is requested to provide a urine specimen shall be directed to the collection site where the student will complete the necessary forms. Students selected as a part of the random test will be required to execute an additional consent form.

The following precautions will be taken, as appropriate, at the collection site:

1. Positively identify the examinee.
2. The observer shall ask the individual to remove any unnecessary outer garments (i.e. coat, jacket) that might conceal items or substances that could be used to tamper with or adulterate the urine specimen. All personal belongings (i.e. purse, briefcase, etc.) must remain with the outer garments. The observer shall note any unusual behavior or appearance.
3. The student shall be instructed to wash and dry his/her hands prior to providing the specimen. After washing his/her hands, the student shall not be outside of the presence of the observer and not have access to water fountains, faucets, soap dispensers, or cleaning agents until after the specimen has been provided and sealed. Only one person will be allowed at a time in the washroom and process area.
4. The student will be allowed to provide the specimen in a stall or other partitioned area that allows for individual privacy. After the specimen has been provided, the student should leave the stall.
5. At the collection site, toilet bluing agents shall be placed in the toilet tanks whenever possible. No other source of water shall be available in the enclosure where urination occurs.
6. After the specimen has been provided to the observer, the observer will continue with chain of custody procedures and determine whether it contains at least 30 milliliters of urine. If there is not at least 30 milliliters, additional urine should be collected. The student may be given a reasonable amount of water for drinking. The student will have only two (2) hours to produce the 30 milliliters of specimen required. If a student fails for any reason to provide the necessary amount of specimen, the observer will contact the superintendent or designee for guidance.
7. Should a specimen return labels “Dilute Specimen,” it will be the responsibility of the student to retest immediately at the student’s expense. The student will make arrangements to test at the Occupational Medicine and Drug Screening Service in El Dorado.
8. Immediately after collection the observer shall check the temperature of the specimen and inspect the specimen for color and signs of contaminants.
9. Freshly specimens should be 90 to 100 degrees Fahrenheit. Anything else will be considered positive and not sent for confirmation.
10. Both the observer and the student being tested will keep the specimen in view at all times prior to its being sealed and labeled.
11. The student will observe the tamper-proof seal. The observer will place the identification label securely on the bottle.
12. The student and the observer will sign the chain of custody form.
13. The identification label on the specimen container shall contain the date and the student’s initials. All results will be recorded and initialed by the student.
14. The observer will enter the identifying information in a record book. Both the observer and the student will sign the record book. Both the observer and the student will sign the permanent record book next to the identifying information.
15. The student will be asked to read and sign a certification statement regarding the urine specimen.

16. The Smackover-Norphlet School District reserves the right to test any student involved in extracurricular or co-curricular activity at any time should reasonable suspicion or probable cause exist.
17. If a student tests positive, then they must test negative at the next random drug screening before being added to the random selection pool.

RESULTS AND NOTIFICATION

Test results will be reported to the superintendent or his designee within a specified number of days after the lab's receipt of the specimens. All reports shall be in writing. All specimens testing negative on the initial test or negative on the confirmation test will be reported as negative. Only specimens confirmed as positive shall be reported as positive for a specific drug(s).

SUBSTANCES TESTED

The substances for which a student will be tested include, but are not limited to:

BARBITURATES	AMPHETAMINES	BENZODIAZEPINES
Amobarbital	Amphetamine	Aiprazolam
Butabarbital	Methamphetamine (Ecstasy)	Chiordiazepoxide
Butalbital	Clorazepate	Pentobarbitaj
Diazepam	Phenobarbital	Halazepam
Secobarbital	Prazepam	Trizolam
COCAINE METABOLITES	PROPOXYPHENES	PHENCYCLIDINE (PCP)
QUALITATIVE THC	OPIATES	ETHYL ALCOHOL
Marijuana	Heroin	Morphine
Codeine		
HALLUCINOGEN	ADULTERANT (additive to make positive test results)	
LSD	Creatinine	

Cut off levels used are determined by the National Institute on Drug Abuse.

COST

The test to be given during random selection will be paid by the Smackover-Norphlet School District. Any second test or test requested by the parent or student will be at the parent's own expense.

RECORDS

All records concerning chemical abuse testing shall be maintained by the superintendent or designee in a separate file under lock and key. The records shall not be kept in a student's regular file. Only the superintendent or his designee shall have access to the files. The files on each student will be destroyed upon graduation or upon graduation or two years after termination of enrollment. A student and the student's custodial parents/legal guardians may obtain a copy of their chemical abuse testing records upon written request.

GRIEVANCES

The procedure for appealing is found in the Smackover-Norphlet Parent Student Handbook.

PROCEDURES IN THE EVENT OF A POSITIVE RESULT

FIRST POSITIVE RESULT:

For the first positive result, the student will be suspended from participation in all extracurricular or co-curricular activities for a period of NO LESS than ninety (90) school days from the date of testing. The costs associated with the drug assistance program will not be covered by the District and must be paid for by the student, or his or her parents or legal guardian. The Drug Abuse Prevention Coordinator shall maintain a list of agencies and programs available in this community and refer each student to such programs. The Coordinator, in his or her sole discretion, may instead approve a private program presented by the student if such program is designed to assist the student with drug abuse prevention and such private program agrees to reasonably provide the Coordinator with acceptable progress reports, program, management and verification of participation by the student. Again, any such costs associated with weekly drug testing shall be paid by the student, his or her parents or legal guardian.

SECOND POSITIVE RESULT:

For the second positive result, the student will be suspended from participating in all extracurricular or co-curricular activities NO LESS than one hundred seventy-eight (178) school days from the date of testing.

THIRD POSITIVE RESULT:

For the third positive result, the student will be permanently suspended from participating in all extracurricular or co-curricular activities for the remainder of his or her enrollment with the school unless following suspension for all or part of three consecutive school years, the student requests reinstatement before the school board, and the school board approves reinstatement.

NON-PUNITIVE NATURE OF POLICY:

No student shall be penalized academically for testing positive for drugs. The results of any drug test pursuant to this policy will not be documented in any student's academic records. Information regarding the results of drug tests may not be disclosed to criminal or juvenile authorities absent legal compulsion by valid and binding subpoena or other legal process, which the District shall not solicit. In the event of service of any such subpoena or legal process the student and the student's custodial parent or legal guardian will be notified at least seventy-two hours before response is made by the District.

OTHER DISCIPLINARY MEASURES:

The District by adopting this policy is not precluded from utilizing other disciplinary measures set forth in the Parent Student Handbook.

Suspensions from School 4.30

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 (OSS) shall not be used to discipline a student in kindergarten through fifth (5th) grade unless the student's behavior:

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

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

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

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 re-admittance 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:
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 OSS are not permitted on campus except to attend a student/parent/administrator conference.

During the period of their suspension, students serving in-school suspension shall not attend or participate in any school-sponsored activities during the imposed suspension.

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

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

Cross Reference: 4.7—ABSENCES

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

Expulsion 4.31

The Board of Education may expel a student for a period longer than ten (10) school days for violation of the District's written discipline policies. The Superintendent may make a recommendation of expulsion to the Board of Education for student conduct.
Deemed to be of such gravity that suspension would be inappropriate;
Where the student's continued attendance at school would disrupt the orderly learning environment; or
Would pose an unreasonable danger to the welfare of other students or staff.

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

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

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

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

The President of the Board, Board attorney, or other designated Board member shall preside at the hearing. The student may choose to be represented by legal counsel. Both the district administration and School Board also may be represented by legal counsel. The hearing shall be conducted in open session of the Board unless the parent, or student if age eighteen (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

Cross Reference: Policy 4.22—WEAPONS AND DANGEROUS INSTRUMENTS

Legal Reference: A.C.A. § 6-18-507

Discipline of Students with Disabilities

Students with disabilities who engage in misconduct are subject to normal school disciplinary rules and procedures so long as such treatment does not abridge the right to a free and appropriate public education (FAPE).

Smackover-Norphlet Schools may remove any student with disabilities for a disciplinary infraction for up to ten (10) school days per offense during the same school year as long as those removals do not constitute a change of placement. School personnel may consider any unique circumstances on a case-by-case basis when determining whether a change in placement, consistent with other discipline requirements is appropriate for a child with a disability who violates a code of student conduct.

Smackover-Norphlet Schools will consider that for students with disabilities a series of suspensions or other disciplinary exclusions could constitute a significant change in placement. Therefore, for a student with disabilities, a suspension or other disciplinary removal for more than ten (10) school days or the accumulation of suspensions or other disciplinary removals totaling more than ten (10) school days may not be considered without the school district first determining whether the student's misconduct was a manifestation for the student's disability or direct failure to implement the student's IEP. This determination must be made by a group of persons knowledgeable about the student (such as his/her IEP committee), and may not be made unilaterally by one individual.

Search, Seizure, and Interrogations 4.32

The Smackover-Norphlet School 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.

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

Corporal Punishment 4.39

The Smackover-Norphlet 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.

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

Due Process

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

The 14th Amendment of the Constitution of the United States assures individuals the protection of due process. The proper procedure for a parent or students to resolve a grievance in these matters shall be to talk with the involved teacher first, then the principal, then the superintendent, and finally the Board of Education.

SECTION 5: CURRICULUM AND INSTRUCTION

Make-Up Work 4.8

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

If a student who is absent wants to have someone pick up their assignments in order to begin doing their work while still absent, request for assignments must be made through the school office prior to 9 am in order to allow ample time for assignments to be gathered from teachers.

Equal Educational Opportunity 4.11

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

Inquiries on non-discrimination may be directed to the Equity Coordinator who may be reached at 112 East 8th Street, Smackover, AR 71762, Phone: 870-725-3132 or email at equity.coordinator@smackover.net.

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.

Legal References: A.C.A. § 6-10-130, 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, and 34 C.F.R. § 110.25

All publications that are supported financially by the Smackover- Norphlet School District 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 action 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 prohibited 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 matter 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 defended 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.

Student Publication 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. State that the views expressed are not necessarily those of the School Board or the employees of the district.

Student Distribution of Nonschool Literature, Publications, and Materials

A student or group of students who distribute ten (10) or fewer copies of the same nonschool literature, publications, or material (hereinafter "nonschool 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 nonschool materials.* shall have school authorities* review their nonschool materials at least three (3) school days* in advance of their desired time of dissemination. School authorities shall review the non-school materials, prior to their distribution and will bar from distribution those nonschool material 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 nonschool materials;
3. Allow no interference with classes or school activities;
4. Specify times, places, and manner where distribution may and may not occur; 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 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.

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), and Hazelwood School District v. Kuhlmeier, 484 U.S. 260 (1988)

Internet Safety and Electronic Device Use Policy 4.29

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[3] 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.

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; and A.C.A. § 6-21-111

Smart Core Curriculum and Graduation Requirements For the Classes of 2019 and 2020 — 4.45

All students are required to participate in the Smart Core curriculum unless their parents or guardians, or the students if they are eighteen (18) years of age or older, sign a *Smart Core Waiver Form* to not participate. While Smart Core is the default option, 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 (7th) grade, or when a seventh (7th) through twelfth (12th) 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. This policy is to be included in student handbooks for grades six (6) through twelve (12) and both students and parents must sign an acknowledgement they have received the policy. Those students not participating in the Smart Core curriculum will be required to fulfill the Core curriculum or the 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 as part of the annual school district support plan development process to determine if changes need to be made to better serve the needs of the district's students. The superintendent, or his/her designee, shall select the composition of the review panel.

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

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

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

To the best of its ability, the District shall follow the requirements covering the transfer of course credit and graduation set forth in the Interstate Compact on Educational Opportunity for Military Children for all students who meet the definition of "eligible child" in Policy 4.2—ENTRANCE REQUIREMENTS.

GRADUATION REQUIREMENTS

The number of units students must earn to be eligible for high school graduation is to be earned from the categories listed below. A minimum of twenty-two (22) units is required for graduation for a student participating in either the Smart Core or Core curriculum. In addition to the twenty-two (22) units required for graduation by the Arkansas Department of Education (ADE). There are some distinctions made between Smart Core units and Graduation units. Not all units earned toward graduation necessarily apply to Smart Core requirements.

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

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 (½) unit

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

1) Algebra I or Algebra A & B* which may be taken in grades 7-8 or 8-9;
2) 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 approved by ADE beyond Algebra II; or
   A computer science flex credit may be taken in the place of a fourth math credit.

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

One unit from the three categories above and a computer science flex credit may be taken in the place of a third science credit.

Social Studies: three (3) units
   Civics - one-half (½) unit
   World History - one unit
American History - one unit
Other social studies – one-half (½) Unit

Physical Education: one-half (½) unit
Note: While one-half (½) 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 (½) unit

Economics – one half (½) 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 (½) unit

CAREER FOCUS: - Six (6) units

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

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

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

CORE: Sixteen (16) units

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

Oral Communications: one-half (½) unit

Mathematics: four (4) units
Algebra or its equivalent***** - 1 unit
Geometry or its equivalent***** - 1 unit
All math units must build on the base of algebra and geometry knowledge and skills.
(Comparable concurrent credit college courses may be substituted where applicable)
A computer science flex credit may be taken in the place of a math credit beyond Algebra I and Geometry *****A two-year algebra equivalent or a two-year geometry equivalent may each be counted as two units of the four (4) unit requirement.

Science: three (3) units
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 a computer science flex credit may be taken in the place of a third science credit.

Social Studies: three (3) units
Civics one-half (½) unit
World history, one (1) unit
American History, one (1) unit
Other social studies – one-half (½) unit

Physical Education: one-half (½) unit
Note: While one-half (½) 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 (½) unit

Economics – one half (½) 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 (½) unit

CAREER FOCUS: - Six (6) units

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

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

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

Cross References: 4.55—STUDENT PROMOTION AND RETENTION, 5.2—PLANNING FOR EDUCATIONAL IMPROVEMENT, 5.11—DIGITAL LEARNING COURSES, 5.12—COMPUTER SCIENCE INTERNSHIPS AND INDEPENDENT STUDIES, 5.16—COMPUTER SCIENCE COURSE PREREQUISITES AND PROGRESSION

Legal References: Standards for Accreditation 1-C.2, 1-C.2.1, 1-C.2.2, 1-C.2.3; ADE Guidelines for the Development of Smart Core Curriculum Policy; ADE Rules Governing Distance and Digital Learning; Smart Core Informed Consent Form 2018; Smart Core Waiver Form 2016; Commissioner's Memo LS-18-082; A.C.A. § 6-4-302; A.C.A. § 6-16-149; A.C.A. § 6-16-150; A.C.A. § 6-16-1406

Smart Core Curriculum and Graduation Requirements For the Class of 2021 and Thereafter 4.45.1

All students are required to participate in the Smart Core curriculum unless their parents or guardians, or the students if they are eighteen (18) years of age or older, sign a *Smart Core Waiver Form* to not participate. While Smart Core is the default option, 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 (7th) grade, or when a seventh (7th) through twelfth (12th) 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. This policy is to be included in student handbooks for grades six (6) through twelve (12) and both students and parents must sign an acknowledgement they have received the policy. Those students not participating in the Smart Core curriculum will be required to fulfill the Core curriculum or the 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 as part of the annual school district support plan development process to determine if changes need to be made to better serve the needs of the district's students. The superintendent, or his/her designee, shall select the composition of the review panel.

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

Inclusion in the student handbook of the Smart Core curriculum and graduation requirements;

Discussion of the Smart Core curriculum and graduation requirements at the school's annual public meeting, PTA meetings, or a meeting held specifically for the purpose of informing the public on this matter;

Discussions held by the school's counselors with students and their parents; and/or

Distribution of a newsletter(s) to parents or guardians of the district's students.

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

To the best of its ability, the District shall follow the requirements covering the transfer of course credit and graduation set forth in the Interstate Compact on Educational Opportunity for Military Children for all students who meet the definition of "eligible child" in Policy 4.2—ENTRANCE REQUIREMENTS.

GRADUATION REQUIREMENTS

The number of units students must earn to be eligible for high school graduation is to be earned from the categories listed below. A minimum of twenty-two (22) units is required for graduation for a student participating in either the Smart Core or Core curriculum. In addition to the twenty-two (22) units required for graduation by the Arkansas Department of Education (ADE). There are some distinctions made between Smart Core units and Graduation units. Not all units earned toward graduation necessarily apply to Smart Core requirements.

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

Digital Learning Courses

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

Personal and Family Finance

In tenth (10th), eleventh (11th), or twelfth (12th) grade, all students shall receive credit in a course covering the Personal and Family Finance Standards.

SMART CORE: Sixteen (16) units

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

Oral Communications: one-half (½) unit

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

5) Algebra I or Algebra A & B* which may be taken in grades 7-8 or 8-9;
6) 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.

7) Algebra II; and
8) The fourth unit may be either:
   A math unit approved by ADE beyond Algebra II~~;~~ or
   A computer science flex credit may be taken in the place of a fourth math credit.

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

One unit from the three categories above and a computer science flex credit may be taken in the place of a third science credit.

Social Studies: three (3) units
Civics - one-half (½) unit
World History - one unit
American History - one unit
Other social studies – one-half (½) unit

Physical Education: one-half (½) unit
Note: While one-half (½) 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 (½) unit

Economics – one half (½) 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 (½) unit

CAREER FOCUS: - Six (6) units

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

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

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

CORE: Sixteen (16) units

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

Oral Communications: one-half (½) unit

Mathematics: four (4) units
Algebra or its equivalent***** - 1 unit
Geometry or its equivalent***** - 1 unit
All math units must build on the base of algebra and geometry knowledge and skills.
(Comparable concurrent credit college courses may be substituted where applicable)

A computer science flex credit may be taken in the place of a math credit beyond Algebra I and Geometry *****A two-year algebra equivalent or a two-year geometry equivalent may each be counted as two units of the four (4) unit requirement.

Science: three (3) units
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 a computer science flex credit may be taken in the place of a third science credit.

Social Studies: three (3) units
Civics one-half (½) unit
World history, one (1) unit
American History, one (1) unit
Other social studies – one-half (½) unit

Physical Education: one-half (½) unit

Note: While one-half (½) 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 (½) unit

Economics – one half (½) 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 (½) unit

CAREER FOCUS: - Six (6) units

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

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

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

Cross References: 4.55—STUDENT PROMOTION AND RETENTION, 5.2—PLANNING FOR EDUCATIONAL IMPROVEMENT, 5.11—DIGITAL LEARNING COURSES, 5.12—COMPUTER SCIENCE INTERNSHIPS AND INDEPENDENT STUDIES, 5.16—COMPUTER SCIENCE COURSE PREREQUISITES AND PROGRESSION

Legal References: Standards for Accreditation 1-C.2, 1-C.2.1, 1-C.2.2, 1-C.2.3; ADE Guidelines for the Development of Smart Core Curriculum Policy; ADE Rules Governing Distance and Digital Learning; Smart Core Informed Consent Form 2018; Smart Core Waiver Form 2016; Commissioner's Memo LS-18-082; A.C.A. § 6-4-302; A.C.A. § 6-16-149; A.C.A. § 6-16-150; A.C.A. § 6-16-1406;

Student Promotion and Retention 4.55

A disservice is done to students through social promotion and is prohibited by state law. The District shall, at a minimum, evaluate each student annually in an effort to help each student who is not performing at grade level. Parents or guardians shall be kept informed concerning the progress of their student(s). Notice of a student's possible retention or required retaking of a course shall be included with the student's grades sent home to each parent/guardian or the student if 18 or older. Parent-teacher conferences are encouraged and may be held as necessary in an effort to improve a student's academic success.

At least once each semester, the parents and teacher(s) of a student in kindergarten through eighth (8th) grade shall be notified in writing of the student's independent grade-level-equivalency in reading.

Any grades, course credits, and/or promotions received by a student while enrolled in the Division of Youth Services system of education shall be considered transferable in the same manner as those grades, course credits, and promotions from other accredited Arkansas public educational entities.

Promotion or retention of students, or their required retaking of a course shall be primarily based on the following criteria. 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.

Beginning with the 2018-2019 school year, each student shall have a student success plan (SSP) developed by school personnel in collaboration with the student's parents and the student that is reviewed and updated annually. A student's SSP shall use multiple academic measures to personalize learning in order for students to achieve their grade-level expectations and individual growth. The SSP will identify if the student is in need of additional support or acceleration. Academic measures to be used in creating and updating a student's SSP shall include, but are not limited to:

Statewide student assessment results; Subject grades;

Student work samples; and

Local assessment scores.

By the end of grade eight (8), the student's SSP shall:

- Guide the student along pathways to graduation;
- Address accelerated learning opportunities;
- Address academic deficits and interventions; and
- Include college and career planning components.

Based on a student's score on the college and career assessment:

- The student's SSP will be updated in order to assist the student with college and career readiness skills, course selection in high school, and improved academic achievement; and
- Provide a basis for counseling concerning postsecondary preparatory programs.

An SSP shall be created:

1. By no later than the end of the school year for a student in grade eight (8) or below who enrolls in the District during the school year; or
2. As soon as reasonably possible for a student in grade nine (9) or above who enrolls in the District at the beginning or during the school year.

A student's individualized education program (IEP) may act in the place of the student's SSP if the IEP addresses academic deficits and interventions for the student's failure to meet standards-based academic goals at an expected rate or level and includes a transition plan that addresses college and career planning components. Promotion/retention or graduation of students with an IEP shall be based on their successful attainment of the goals set forth in their IEP.

Students who either refuse to sit for a Statewide assessment or attempt to boycott a Statewide assessment by failing to put forth a good faith effort on the assessment as determined by the assessment administrator/proctor, or whose parents do not send their student to school on the dates the assessments are originally administered or scheduled as make-up days shall not be permitted to participate in any non-curriculum related extracurricular activity, including school dances, prom, homecoming, senior events, and may be prevented from walking or participating in graduation exercises. The student shall remain ineligible to participate until the student takes the same or a following Statewide assessment, as applicable. The Superintendent or designee may waive this paragraph's provisions when the student's failure was due to exceptional or extraordinary circumstances. Students falling under the provisions of this paragraph shall be permitted to attend curriculum related field trips occurring during the school day.

Cross References: 3.30—PARENT-TEACHER COMMUNICATION, 4.56—EXTRACURRICULAR ACTIVITIES - SECONDARY SCHOOLS, and 4.56.1—EXTRACURRICULAR ACTIVITIES - ELEMENTARY

Legal References: A.C.A. § 6-15-2001, A.C.A. § 6-15-2005, A.C.A. § 6-15-2006, A.C.A. § 6-15-2907, A.C.A. § 6-15-2911, A.C.A. § 9-28-205, ADE Rules Governing the Arkansas Educational Support and Accountability Act, and Murphy v. State of Ark., 852 F.2d 1039 (8th Cir. 1988)

CRITERIA FOR PROMOTION FOR KINDERGARTEN THROUGH 5TH GRADE STUDENTS

A student who fails two of the four core subjects (literacy, math, science, or social studies) for more than 2 nine weeks will be retained.

A parental request for retention will be considered. This request will be reviewed by a committee composed of the parent, current teacher, counselor, and principal. The committee will make the final decision.

A request from a teacher of a student who is borderline will be considered by a committee made up of the parent, current teacher, counselor, and principal. The committee will make the final decision.

No student will be retained more than twice in elementary school.

CRITERIA FOR PROMOTION FOR 6th THROUGH 8TH GRADE STUDENTS

Students are promoted from 6th to 7th, 7th to the 8th, or from the 8th to the 9 th grades if they pass a minimum of three of the four core courses in which they are enrolled. The core courses for these students are math, science, social studies, and English. Should a student in grade 6-8 fail two of the core courses, he/she may take one of the failed courses in summer school or by correspondence, pass it, and be promoted to the next grade. If a student should fail three of the core courses, he/she will be retained. An average of the first and second semester percentage grades will be taken to determine pass or fail.

CRITERIA FOR PROMOTION FOR 9TH THROUGH 12TH GRADE STUDENTS

Senior high students are classified according to the number of credits earned in the following manner:

Freshman – Students promoted from the 8th grade and who have fewer than five (5) credits Sophomore – Students who have five (5) units of credit, but less than ten (10)
Junior – Students who have ten (10) units of credit, but less than fifteen (15) Senior – Student who have fifteen (15) units of credit or more

Summer School and Correspondence Courses for 6th through 12th Grade Students

Advance permission is required from the principal and the guidance counselor before credit can be earned in summer school or correspondence courses. Summer school and correspondence courses are designed primarily

for make-up work. Summer school and correspondence courses may not be used to take required courses in order to avoid teachers on the high school campus or to graduate early.

The student will be responsible for financial obligations for all correspondence and summer courses.

Selection/Inspection of Instructional Materials 5.5

The use of instructional materials beyond those approves as part of the curriculum/textbook program of Smackover-Norphlet School District must be compatible with school and District policies. If there is uncertainty concerning the appropriateness of supplemental materials, the personnel desiring to use the materials shall get approval from the school's principal prior to putting the materials into use.

All instructional materials used as part of the educational curriculum of a student shall be available for inspection by the parents or guardians of the student. For the purposes of this policy, instructional materials are defined as instructional content provided to the student regardless of its format, including printed or representational materials, audio-visual materials, and materials in electronic or digital formats. The term does not include academic tests or academic assessments.

Parents or guardians wishing to inspect instructional materials used as part of the educational curriculum for their child may schedule an appointment with the student's teacher at a mutually agreeable time. Parent/guardians wishing to challenge the appropriateness of any instructional materials shall follow the procedures outlined in Policy 5.6—CHALLENGE OF INSTRUCTIONAL/SUPPLEMENTAL MATERIALS.

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

Legal References: 20 USC § 1232h (a), (b), (c), [NCLB Act of 2001, Part F, Section 1061 (c) (1) (C) (i) (ii), (2) (A) (i), (5)(B), (6)(A)(C)]

Challenge to Instructional/Supplemental Materials 5.6

Instructional and supplemental materials are selected for their compatibility with the Smackover-Norphlet School District's educational program and their ability to help fulfill the District's educational goals and objectives. Individuals wishing to challenge or express concerns about instruction or supplemental materials may do so by filling out a *Challenge to Instruction Material* form available in the school's office.

The contesting individual may present a copy of the form to the principal and request a conference be held at a time of mutual convenience. Prior to the conference, the principal shall consult with the teacher regarding the contested material. In the conference, the principal shall explain to the contesting individual the criteria used for the selection of the material and its relevancy to the educational program as well as any other pertinent information in support of the use of the material.

Following the conclusion of the meeting, the principal shall have five (5) working days to submit a summary of the concerns expressed by the individual and the Superintendent's response to those concerns. The Superintendent shall create a file of his/her response along with a copy of the principal's response and a copy of the contesting individual's *Challenge to Instruction Material* form.

If, after meeting with the Superintendent, the contesting individual is not satisfied with the Superintendent's response regarding the appropriateness of the instructional or supplement material, he/she may appeal the Superintendent's decision to the Board. The Superintendent shall present the contesting individual's *Challenge to Instructional Material* form to the Board at the next regularly scheduled meeting along with the written responses to the challenge. The Board may elect, if it so chooses, to hear brief verbal presentations from the parties involved in the challenge.

The Board shall decide at that meeting or their next regularly scheduled meeting whether to retain the material, limit the availability of the material, or remove the material from the school. The Board's primary consideration in reaching its decision shall be the appropriateness of the material for its intended educational use.

Legal Reference: 20 USC 1232(h)(c)(C)

Selection of Library/Media Center Materials 5.7

The ultimate authority for the selection and retention of materials for the schools' media centers rests with the Smackover-Norphlet Board of Education which shall serve as a final arbiter in resolving a challenge to any media center materials. Licensed media center personnel shall make initial selections in consultation with school and district licensed staff. Materials selected shall be in accordance with the guidelines of this policy.

The purpose of the schools' libraries/media centers is to supplement and enrich the curriculum and instruction offered by the District. Promoting the dialogue characteristic of a healthy democracy necessitates the maintenance of a broad range of materials and information representing varied points of view on current and historical issues. In the selection of the materials and resources to be available in each library/media center consideration will be given to their age appropriateness. Materials should be available to challenge the different interests, learning styles, and reading levels of the school's students and that will help them attain the District's educational goals.

Selection Criteria:
The criteria used in the selection of media center materials shall be that the materials:

1. Support and enhance the curricular and educational goals of the district;
2. Are appropriate for the ages, learning styles, interests, and maturity of the schools' students, or parents in the case of parenting literature;
3. Contribute to the examination of issues from varying points of view and help to broaden students' understanding of their rights and responsibilities in our society;
4. Help develop critical thinking skills;
5. Are factually and/or historically accurate, in the case of non-fiction works and/or serve a pedagogical purpose;
6. Have a literary merit as perceived by the educational community; and
7. Are technically well produced, physically sound (to the extent appropriate), and represent reasonably sound economic value.

Retention and Continuous Evaluation:
Media center materials shall be reviewed regularly to ensure the continued appropriateness of the center's collection to the school's curriculum and to maintain the collection in good repair. Those materials no longer meeting the selection criteria, have not been used for a long period of time, or are too worn to be economically repaired shall be withdrawn from the collection and disposed of. A record of withdrawn media materials including the manner of their disposal shall be maintained for a period of three years.

Gifts:
Gifts to the media centers shall be evaluated to determine their appropriateness before they are placed in any media center. The evaluation shall use the same criteria as for all other materials considered for inclusion in the media centers. Any items determined to be unacceptable shall be returned to the donor or disposed of at the discretion of the media specialist. The media centers shall have a list of desired items to give to prospective donors to aid them in their selection materials to donate.

Challenges:
The parent of a student affected by a media selection, or a District employee may formally challenge the appropriateness of a media center selection by following the procedure outlined in this policy. The challenged material shall remain available throughout the challenge process.

Before any formal challenge can be filed, the individual contesting (hereinafter complainant) the appropriateness of the specified item shall request a conference through the principal's office with a licensed media center employee. The complainant shall be given a copy of this policy and the *Request for Formal Reconsideration Form* prior to the conference. The meeting shall take place at the earliest possible time of mutual convenience, but in no case later than five (5) working days from the date of the request unless it is by the choice of the complainant.

In the meeting, the media specialist shall explain the selection criteria and how the challenged material fits the criteria. The complainant shall explain his/her reasons for objecting to the selected material. If, a the completion of the meeting, the complainant wishes to make a formal challenge to the selected material, he/she may do so by completing the *Request for Formal Reconsideration Form* and submitting it to the principal's office.

To review the contested media, the principal shall select a committee of five (5) or seven (7) licensed personnel consisting of the principal as chair and at least one media specialist. The remaining committee members shall be personnel with curriculum knowledge appropriate for the material being contested and representative of diverse viewpoints. The task of the committee shall be to determine if the challenged material meets the criteria of selection. No material shall be withdrawn solely for the viewpoints expressed within it and shall be reviewed in its entirety and not selected portions taken out of context.

The principal shall convene a meeting after a reasonable time for the committee members to adequately review the contested material and the *Request for Formal Reconsideration Form* submitted by the complainant. The complainant shall be allowed to present the complaint to the committee after which time the committee shall meet privately to discuss the material. The committee shall vote by secret ballot to determine whether the contested material shall be removed from the media center's collection. A member from the voting majority shall write a summary of the reasons for the decision. A notice of the committee's decision and the summary shall be given (by hand or certified mail) to the complainant.

If the decision is not to remove the material, the complainant may appeal the committee's decision to the district Board of Directors by filing a written appeal to the Superintendent within 5 working days of the committee's decision or of written receipt of the decision. The Superintendent shall present the original complaint and the committee's decision along with the summary of its reasons for its position plus a recommendation of the administration, if so desired, to the Board within 15 days of the committee's decision. The Board shall review the material submitted to them by the Superintendent and make a decision within thirty (30) days of receipt of the information. The Board's decision is final.

Legal Reference: A.C.A. § 6-25-101 et seq.

Use of Copyrighted Materials 5.8

Use of Copyrighted Work in Face-to-Face Classroom

The Board of Education encourages the enrichment of the instructional program through the proper use of supplementary materials. To help ensure the appropriate use of copyrighted materials, the Superintendent, or ~~his~~ designee, will provide district personnel with information regarding the "fair use" doctrine of the U.S. Copyright Code as detailed in the "Agreement on Guidelines for Classroom Copying in Not-for-Profit Educational Institutions with Respect to Books and Periodicals" and "Guidelines for Educational Uses of Music."

Use of Copyrighted Works in Digital Transmissions

Definitions

"Class session" means the length of time provided for students to access the materials necessary for the completion of course assignments and tests. Depending on the copyrighted work's overall importance to the course, which can vary from a single assignment to an entire course focusing on the copyrighted work, the class session will end on:

The date set by the teacher for an assignment to be submitted;
or The date on the school calendar for the end of classes.

"Course packs" are premade compilations of book excerpts; newspaper, magazine, and journal articles; and instructor-authored materials.

"Mediated Instructional activities" includes textbooks, workbooks, and course packs.

"Transmission" is the remote accessing, whether on or off campus, by students of a copyrighted work by means of a closed circuit television, an educational television channel, or in a digital format on a password protected secure webpage.

The District recognizes that advances in technology have resulted in the need for guidelines for the use of copyrighted materials that are transmitted to students through a digital network. While the requirements to use a copyrighted work in a digital transmission have many similarities to those required to use a copyrighted work in a face-to-face classroom, Federal law places several additional requirements on the District's teachers, IT staff, and librarians for the use of a digitally transmitted copyrighted work. The District is dedicated to providing the tools necessary for teachers, IT staff, and librarians to meet these additional Federal requirements.

The District shall make sure the server where materials are stored is secured, whether the server is located locally or remotely.

The District's Informational Technologies staff shall develop the proper protocols and train teachers on their use in order to ensure:

1. The transmission of the copyrighted work is limited to only the students enrolled in the course;
   Each student shall have a unique ID and password for accessing digital courses/materials;
   or Each course shall have a unique password to access course materials; and
   The password to access the course materials shall be changed immediately following the close of the course.
2. To prevent students from retaining or further disseminating the copyrighted work for more than one class session;
   The print function will be disabled;
   A transparency shall be placed over any literary work, sheet music, or photograph;
   Audio and video transmissions will be set to be streamed; and
   The link to the webpage with a copyrighted work shall be deactivated at the end of the applicable class session.

Teachers who wish to provide copyrighted works to students through a digital transmission as part of a digital course as well as teachers wishing to supplement a face-to-face classroom course with a digital transmission must meet applicable copyright statutes and policy 5.11—DIGITAL LEARNING COURSES as well as the following requirements in order to use a copyrighted work:

A. The use of the copyrighted work(s), whether in whole or in part, must be a part of regular classroom instruction and must be directly related and of material assistance to the course content;
B. The extent of a copyrighted work that is used must comply with one or more of the following criteria:

The entirety of a non dramatic literary or musical work may be used. A non dramatic literary work includes poems and short stories. A non dramatic musical work covers all music that is not part of an opera or musical and does not cover the use of the music video format of a song.

Dramatic literary and musical works as well as videos may only be used in limited portions. Dramatic literary and musical works may only be used in the same amount as set forth in the requirements for a face-to-face classroom while videos, including music videos, may only have the portion used that is directly related to the subject of the class session and may not be transmitted in their entirety.

Still images or slides that a teacher would have used in the ordinary course of a face-to-face classroom session on a projector or a transparency may be used in a transmission.

Works primarily produced or marketed for use in the digital education market may not be transmitted.

Works the teacher had knowledge or reasonably believes to be unlawfully made or acquired may not be used.

Mediated Instructional activities may not be transmitted.

C. A statement that works may be subject to copyright shall be placed in at least one of the following areas to provide notice to students of copyright status:

Course syllabus;

Home webpage for the course;

Webpage for the particular class session;

and/or webpage with the copyrighted work.

The teacher and the District librarian shall work together when making digital copies of copyrighted work from physical or analog versions and shall fulfill the following requirements:

I. The amount converted is only the amount allowed by law; **and**

II. The District has no digital copy of the copyrighted work available; **or**

III. The District's digital copy of the copyrighted work that is available has technological protections that prevent the use of the copyrighted work in the manner prescribed by law.

The District will not be responsible for any employee violations of the use of copyrighted materials.

Legal Reference: 17 USCS § 101 to 1010 (Federal Copyright Law of 1976)

Religion in the Schools 5.10

The First Amendment of the Constitution states that "Congress shall make no law respecting the establishment of religion, or prohibiting the free exercise thereof…" As the Supreme Court has stated (*Abington School District v. Schempp,* 374, US 203) the Amendment thus, "embraces two concepts—freedom to believe and freedom to act. The first is absolute but, in the nature of things, the second cannot be." Therefore, it is Smackover-Norphlet School Board's policy that the school system, as an agency of the government, shall be neutral in matters regarding religion and will not engage in any activity that either advocates or disparages religion. The District shall assume no role or responsibility for the religious training of any student.

The need for neutrality does not diminish our school system's educational responsibility to address the historical role of religion in the development of our culture. Since we live in a diverse society, the District's goal shall be to address the subject of religion objectively in such a way that it promotes an understanding of, and tolerance for, each other's religious or non-religious views.

Discussions concerning religious concepts, practices, or disciplines are permissible when presented in a secular context in their relation to an inclusive study of religion or to the study of a particular region or country. The discussion shall be so that they are objective and academically informational and do not advocate any particular form of religious practice.

Instructional activities in the school that are contrary to a pupil's religious beliefs or teachings shall be optional.

The teacher in charge of each classroom may, at the opening of school each day, conduct a brief period of silence with the participation of all students in the classroom who desire to participate.*

Students and employees may engage in personal religious practices, such as prayer, at any time, and shall do so in a manner and at a time that the educational process is not disrupted.

Legal Reference: A.C.A. §6-10-115

Digital Learning Courses 5.11

Definitions

For the purposes of this policy:

"Blended Learning" is education in which instruction and content are delivered through supervised instruction in a classroom and online delivery of instruction with some element of student control over time, place, path, or pace.

"Digital Learning" means a digital technology or internet-based educational delivery model that does not rely exclusively on compressed interactive video (CIV). Digital learning includes online and blended learning.

"Instructional Materials" means:

1. Traditional books, textbooks, and trade books in printed and bound form;
2. Activity-oriented programs that may include:
   a. Manipulatives;
   b. Hand-held calculators;
   c. Other hands-on materials; and
3. Technology-based materials that require the use of electronic equipment in order to be used in the learning process.

"Online Learning" is education in which instruction and content are delivered primarily over the Internet. The term does not include print-based correspondence education, broadcast television or radio, videocassettes, compact disks and stand-alone educational software programs that do not have a significant Internet-based instructional component.

"Public School Student Accessing Courses at a Distance" means a student who is scheduled for a full course load through the District and attends all classes virtually.

Digital Course Offerings

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 and shall be tailored to meet the needs of each student.

All digitally offered courses shall meet or exceed the State Board of Education's curriculum standards and requirements and be capable of being assessed and measured through standardized or local assessments. Additionally, the District shall ensure there is sufficient infrastructure to handle and facilitate a quality digital learning environment.

As an approved digital learning provider, the District shall annually determine what District created digital learning courses it will provide to our students. The District may also choose to provide digital learning courses by contracting with outside providers of such courses, who have been pre-approved by the Arkansas Department of Education (ADE). The School Board shall determine the provider method or combination of methods for the District. The Superintendent shall ensure that all digital learning courses provided to District students, regardless of the source of the course, have been approved by ADE.

District created digital courses and any digital courses the district purchases from outside providers shall adhere to the guidelines for the use of digitally transmitted copyrighted materials set forth in Policy 5.8—USE OF COPYRIGHTED MATERIALS as well as applicable statutory requirements.

The District shall require all outside providers to incorporate Policy 5.8 as a condition of the service contract. Failure of the outside provider to abide by Policy 5.8 shall constitute a breach of contract and the outside provider shall be responsible for any costs resulting from such breach.

A student may elect to take any or all of his/her scheduled courses digitally. The student's attendance in his/her digital course(s) 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.

The District is responsible for providing all instructional materials for each student who enrolls in a District approved digital learning course.

Regardless of any other provisions of this policy, the District may restrict a student's access to digital courses when the student's building principal determines the student's participation in such a course would not be academically appropriate based on the student's past performance in digital courses. Furthermore, the student's building principal may revoke a student's eligibility to continue taking a digital learning course if the student's performance during the semester indicates the student is not succeeding in the course.

Legal References: A.C.A. § 6-16-1401 et seq. and ADE RULES GOVERNING DISTANCE AND DIGITAL LEARNING

Homework 5.14

Homework is considered to be part of the educational program of the Smackover-Norphlet School District. Assignment shall be an extension of the teaching/learning experience that promotes the student's educational development. As an extension of the classroom, homework must be planned and organized and should be viewed by the students as purposeful.

Teachers should be aware of the potential problem students may have completing assignments from multiple teachers and vary the amount of homework they give from day to day.

Parents shall be notified of this policy at the beginning of each school year.

Legal Reference: State Board of Education Rules & Regulations: Accreditation Standards 10.07

Elementary School Homework Procedures

Homework is not a substitute for teaching, but shall be a reinforcement of what has been taught. Students should be assigned appropriate and reasonable amounts of homework on a regular basis. Teacher-guided practice during the regular instructional period prior to independent practice shall be required since these assignments are considered an extension of the classroom instruction, to ensure that the learner practices the skill correctly. The following guidelines will be generally considered in making homework assignments:

Grades K-1: Frequency of assignments: 2-3 days per week. Time required to complete assignments: 15-30 minutes.

Grades 2-3: Frequency of assignments: 3-4 days per week. Time required to complete assignments: 30-45 minutes.

Grades 4-5: Frequency of assignments: 3-5 days per week. Time required to complete assignments: 30-60 minutes.

Unfinished work assigned as classwork is not considered homework.

Middle and High School Homework Procedures

1. Homework should be assigned regularly in academic subjects in the Smackover-Norphlet School District.
2. Teachers are responsible for the careful planning and evaluating of all homework assignments.
3. Homework will be assigned regularly, but will not be assigned during school holidays with the exception of AP courses. Discretion should be used in making weekend assignments.
4. Any homework assignments not submitted shall receive a zero (0) grade. Teachers are authorized to reject papers which are not substantially complete or which do not meet the established standards. The teacher must communicate homework standards to the class prior to or at the time the assignment is made.
5. When a student is absent, they have the same number of days to make up work as they missed.

Guidelines for Middle and High School Students

1. To attend school and class regularly and punctually.
2. To consult with the teacher about work to be completed after an absence.
3. To understand the purpose and requirements of the assignment.
4. To understand the directions.
5. To understand the means of evaluation (grading).
6. To understand that content, structure, and appearance of all written homework assignment are important elements in the grading process.
7. To understand the suggested time allotment.
8. To budget time well.
9. To assure responsibility for obtaining the proper resources and materials.
10. To establish a time for a regular pattern of reviewing material previously covered.
11. To demonstrate integrity and not give or receive so much help that the value of the homework will be destroyed.
12. To meet the deadlines and understand the penalties for missing them.
13. To understand that there is never a time when a student does not have homework. He/she may review, preview, or improve his/her assignment.
14. To consult with his/her teacher or teachers when the cumulative amount of homework on a given day may exceed reasonable limits.
15. To know that no homework will be accepted after the due date at the high school.

Guidelines for Middle and High School Parents

1. To understand the philosophy an objectives of the Board of Education concerning homework.
2. To encourage regular attendance and punctuality in school and class.
3. To be sure that students and/or parents themselves pick up assignments missed when a student is absent.
4. To provide the student with a time and place to carry out his/her assignments.
5. To contact the teacher, counselor, or administrator in the event of questions or concerns during school hours.
6. To be supportive of the homework policy, as it is an integral part of the student's learning process.
7. To understand that there is never a time when a student does not have homework. He/she may review, preview, or improve his/her present assignment. Frequently, there is a long-range assignment which he/she may pursue.

Parents or guardians shall be kept informed concerning the progress of their student. Parent-teacher conferences are encouraged and may be requested by parents, guardians, or teachers. If the progress of a student is unsatisfactory in a subject, the teacher shall attempt to schedule a parent-teacher conference. In the conference, the teacher shall explain the reasons for difficulties and shall develop, cooperatively with the parents, a plan for remediation, which may enhance the probability of the student succeeding. The school shall also send timely progress reports and issue grades for each nine **–** (9) week grading period to keep parents/guardians informed of their student's progress.

The evaluation of each student's performance on a regular basis serves to give the parents/guardians, students, and the school necessary information to help effect academic improvement. Students' grades shall reflect only the extent to which a student has achieved the expressed educational objectives of the course.

The grades of a child in foster care shall not be lowered due to an absence from school due to:
1. A change in the child's school enrollment;
2. The child's attendance at a dependency-neglect court proceeding; or
3. The child's attendance at court-ordered counseling or treatment.

The grading scale for all schools in the district shall be as follows:
A =100 – 90
B = 89 – 80
C = 79 – 70
D = 69-60
F = 59 and below

For the purpose of determining grade point averages, the numeric value of each letter grade shall be:
A = 4 points
B = 3 points
C = 2 points
D = 1 point
F = 0 points

The grade point values for Advanced Placement (AP), International Baccalaureate (IB), and approved honor courses shall be one (1) point greater than for regular courses with the exception that an F shall still be worth zero (0) points.

The final grades of students who transfer in for part of a semester will be determined by blending the grades earned in the district with those earned outside the district. Each final grade will be the sum of the percentage of days in the grading period transferred from outside the district times the transferred grade from outside the district plus the percentage of days in the grading period while in the district times the grade earned in the district.

For example: The grading period had forty (40) days. A student transferred in with a grade of eighty-three percent (83%) earned in ten (10) days at the previous school. The student had a grade of seventy-five percent (75%) in our district's school earned in the remaining thirty (30) days of the grading period. Ten (10) days is twenty-five percent (25%) of forty (40) days while thirty (30) days is seventy-five percent (75%) of forty (40) days. Thus the final grade would be (0.25 X 83) + (0.75 X 75) = 77%.

Legal References: A.C.A. § 6-15-902; A.C.A. § 9-28-113(f); State Board of Education: Standards For Accreditation 12.02; and Arkansas Department of Education Rules and Regulations Governing Uniform Grading Scales for Public Secondary Schools

HONOR ROLL

Students in grades K-8 who maintain all A's for the grading period will be recognized as honor roll students for that grading period. Semester grade will determine the honor roll at the end of each semester.

Students in grades 9-12 who participate in the Smart Core Curriculum and maintain all A's for the grading period will be recognizes as honor roll students for that grading period. Semester grades will determine the honor roll at the end of each semester.

MERIT LIST

Students in grades K-12 who maintain a B or better for the grading period will be recognized as merit list students for that grading period. Semester grades will determine the merit list at the end of each semester.

HONOR GRADUATES

Students in grades 9-12 who have successfully completed the Smart Core Curriculum recommended for preparation for college as defined by the State Board of Higher Education and the State Board of Education will be designated as honor students upon meeting the following requirements:

Honors:	3.5 – 3.79 weighted GPA (gold cord, tassel)
High Honors:	3.8 – 3.99 weighted GPA (gold cord, tassel)
Highest Honors:	4.0 or higher weighted GPA (honor stole, tassel)

VALEDICTORIAN AND SALUTATORIAN FOR THE CLASS OF 2019

The honor student(s) with the highest GPA and who has been enrolled in public school in grades 9 through 12 and in the Smackover School District for his/her last three (3) semesters shall serve as the valedictorian of his/her graduating class. Students who finished their 9th, 10th, or 11th grade year enrolled in a high school which has been closed due to consolidation/annexation with the Smackover School District shall be selected valedictorian on the basis of the criteria in existence in their high school at the time of the closure and their subsequent academic achievement in the Smackover School District. Their selection shall be separate from and in addition to selection of the valedictorian from non-consolidated/annexed students enrolled in the Smackover School District.

The honor student(s) with the second highest GPA and who has been enrolled in public school in grades 9 through 12 and in Smackover High School for his/her last three (3) semesters shall serve as the salutatorian of his/her graduating class. Students who finished their 9th, 10th, or 11th grade year enrolled in a high school which has been closed due to consolidation/annexation with the Smackover District shall be selected salutatorian on the basis of the criteria in existence in their high school at the time of the closure and their subsequent academic achievement in Smackover High School. Their selection shall be separate from and in addition to selection of the salutatorian from non-consolidated/annexed students enrolled in Smackover High School.

VALEDICTORIAN AND SALUTATORIAN FOR THE CLASS OF 2020 AND BEYOND

The honor student(s) with the highest GPA and who has been enrolled in public school in grades 9 through 12 and in the Smackover-Norphlet School District for his/her last three (3) semesters shall serve as the valedictorian of his/her graduating class.

The honor student(s) with the second highest GPA and who has been enrolled in public school in grades 9 through 12 and in Smackover High School for his/her last three (3) semesters shall serve as the salutatorian of his/her graduating class.

For the purposes of determining valedictorian and salutatorian only, the following conditions will be applied to the calculation of the GPA:

Each 3 or 4 hour concurrent credit course will count as a semester or half-unit of high school credit.
The following concurrent courses will receive weighted credit (A = 5 points, B = 4 points, C = 3 points, D = 2 points, F = 0 points):

- Principles of Speech
- General Psychology
- College Algebra
- Fundamentals of Biology with Lab

Students withdrawing from a credit-bearing course at any time between 9th through 12th grades will not be eligible for designation as valedictorian or salutatorian.

PUBLIC IDENTIFICATION

Parents or guardians of a student, or a student eighteen (18) years of age or older, who choose to not have the student publicly identified as an honor roll or honor graduate student must submit a written request that the student not be so identified.

Legal References: A.C.A. §6-18-101 (a)(1), A.C.A. §6-18-101 (a)(2), A.C.A. §6-18-101 (b), A.C.A. §6-18-101 (e), and A.C.A. §6-61-217 (a)

Advanced Placement, International Baccalaureate, and Honors Courses 5.21

Smackover-Norphlet School District students in grades 7-12 who take advanced placement courses, International Baccalaureate courses, or honors or concurrent credit college courses approved for weighted credit by the Arkansas Department of Education shall be graded according to the following schedule.

A =100 – 90
B = 89 – 80
C = 79 – 70
D = 69-60
F = 59 and below

For the purpose of determining grade point averages, the numeric value of each letter grade shall be

A = 5 points
B = 4 points
C = 3 points
D = 2 point
F = 0 points

For a student to be eligible to receive weighted credit for an AP, or IB course, the student's course must have been taught by an Arkansas licensed teacher who has received the appropriate training required by Arkansas statute and ADE Rule or, for an AP teacher, is in the process of completing an Additional Training Plan.

Additionally, for students taking AP or International Baccalaureate courses to receive weighted credit they must take the applicable AP or IB examination after completing the entire course . Credit shall be given for each grading period during the course of the year, but shall be retroactively removed from a student's grade for any course in which the student fails to take the applicable AP exam. Students who do not take the AP exam shall receive the same numeric value for the grade he/she receives in the course as if it were a non-AP course.

"Honors Courses" are those courses that have been approved by a Department of Education Committee as honors courses. Honors courses must stress higher order learning and be offered in addition to curriculum offerings required by the Standards for Accreditation, Arkansas Public Schools.

Students who transfer into the district will be given weighted credit for the Advanced Placement courses, International Baccalaureate courses, honors courses approved by the Arkansas Department of Education, and concurrent college courses taken for weighted credit at his/her previous school(s) according to the preceding scale.

Legal References: Arkansas Department of Education Rules and Regulations Governing Uniform Grading Scales for Public Secondary Schools, ADE Rules for Advanced Placement and International Baccalaureate Diploma Incentive Program, A.C.A. § 6-15-902(c)(1), and A.C.A. § 6-16-806

Concurrent Credit 5.22

A Smackover-Norphlet School District ninth through twelfth grade student who successfully completes a college course(s) from an institution approved by the Arkansas Department of Education shall be given credit toward high school grades and graduation at the rate of one high school credit for each three (3) semester hours of college credit. Unless approved by the school's principal, **prior to enrolling for the course,** the concurrent credit shall be applied toward the student's graduation requirements as an elective.

A student who takes a three-semester hour remedial/developmental education course, as permitted by the ADE Rules Governing Concurrent College and High School Credit, shall be the equivalent of one-half unit of credit for a high school career focus elective. The remedial/developmental education course cannot be used to meet the core subject area/unit requirements in English and mathematics.

Participation in the concurrent high school and college credit program must be documented by a written agreement between:

The District's student, and his or her parent(s) or guardian(s) if the public school student is under the age of eighteen (18);
The District; and
The publicly supported community college, technical college, four-year college or university, or private institution the student attends to take the concurrent credit course.

Students are responsible for having the transcript for the concurrent credit course(s) they've taken sent to their school in order to receive credit for the course(s). Credit for concurrent credit courses will not be given until a transcript is received. Transcripts for students who take concurrent credit courses as partial fulfillment of the required full day of class for students in grades 9-12 (see Policy 4.44) are to be received by the school within 15 school days of the end of the semester in which the course is taken. Students may not receive credit for the course(s) they took or the credit may be delayed if the transcripts are not received in time, or at all. This may jeopardize students' eligibility for extracurricular activities, graduation, or any other school function.

Students will retain credit earned through the concurrent credit program which was applied toward a course required for high school graduation from a previously attended, accredited, public school.

Any and all costs of higher education courses taken for concurrent credit are the student's responsibility.

Legal References: A.C.A. § 6-15-902(c)(2) and Arkansas Department of Education Rules and Regulations: Concurrent College and High School Credit for Students Who Have Completed the Eighth Grade

Computer Science Course Prerequisites and Progression 5.31

Traditional Progression

A Smackover-Norphlet student who has not previously received a computer science credit may elect to take an introductory level computer science course. A student who passes a computer science course level is eligible to take the next level computer science course in the same computer science course emphasis.

Alternative Progression

A Smackover-Norphlet student who does not have credit for any computer science course, the introductory level computer science course for the particular computer science emphasis, or the preceding level course for the computer science emphasis may be placed in a computer science course based on any combination of the following factors:
The student's grade point average;
Recommendation from the student's teacher(s);

Completion of computer science internships or independent studies;
Demonstration of previous computer science work by the student; or
Proficiency report from a computer science proficiency evaluation tool.

Cross Reference: 5.12—COMPUTER SCIENCE INTERNSHIPS AND INDEPENDENT STUDIES

Legal References: Arkansas Computer Science Standards for Grades 9-12 and Commissioner's Memo COM-17-051

Policy for Closing the Achievement Gap

The Smackover-Norphlet School District's Closing the Achievement Gap Task Force is dedicated to the goals of excellence, high expectations, and academic achievement for all students regardless of economics, race, disabilities, or language proficiency. Ensuring that all students are college or career ready upon graduation economically benefits the community and local businesses, while providing opportunities to the child and his/her family.

This task force shall report to the Smackover-Norphlet School District Board of Directors.

Legal Reference: A.C.A. §6-15-1603

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/school Gifted and Talented Program Coordinator who shall convene the individuals necessary to make an informed decision which shall include the student's parents or guardians.

While the needs of the student should dictate when acceleration decisions are considered, the Board believes the optimal time for referrals is in the spring which gives adequate time for working through the determination process and for preparing those concerned for a smooth transition to the acceleration beginning in the following school-year.

The District's Gifted and Talented Program Coordinator will create a written format to govern the referral and determination process which shall be made available to any parent or staff member upon request. The parents/guardians of any student whose request for acceleration has been denied may appeal the decision, in writing to the District's GT Coordinator. The District's GT Coordinator and the Acceleration Placement Committee will again thoroughly review the case study that was completed on the student. Upon completion of the review, the Committee will 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

Textbooks

Textbooks will be issued free to all students. Lost or damaged textbook must be paid for in accordance with the nature of the damage and the age of the book.

Assessment Fee for Lost Textbooks

First Year =	Full Price	Fourth Year=	40%
Second Year =	80%	Fifth Year =	20%
Third Year =	60%	Sixth Year =	0%

Grades six through twelve will pre-register before school is out in the spring. When school begins in the fall a student has seven (7) school days to change classes. When a student changes a class (drops one and adds another) both affected teachers must sign the add/drop form. The principal's signature will be required for a student to change classes. The same procedure will be in effect for mid-term changes.

Semester Test Exemption Policy

When semester grades are figured, the first nine weeks grade average is doubled and the second nine weeks grade average is doubled. These are added together. If the student was exempt from the semester test, you divide by 4. If the student took the semester test, you add the semester test grade average to it and divide by 5.

All students in grades 9-12 will be required to take nine weeks' tests the first and third nine weeks. Students in grades 6-8 will take a nine weeks test at the end of the 2nd and 4th nine weeks only. Students will be exempt the second and fourth nine weeks by meeting the following requirements:

A average – no more than 4 absences; no "3" in citizenship B
average – no more than 3 absences; no "3" in citizenship C
average – no more than 2 absences; no "3 in citizenship D
average – no absences; no "3" in citizenship

For the purposes of this policy, a "3" in citizenship is an unsatisfactory conduct grade.

Any student suspended for all school activities or assigned to ISS will be disqualified from semester test exemptions. This applies to all suspensions of this nature regardless of the number of days suspended.

Suspensions from individual classes will result in that student being disqualified from semester test exemptions in that particular class.

Any student who has been absent from any study hall or homeroom more than 4 times during the semester will be required to take all semester exams, unless doctors excuses are presented.

All students will take nine weeks test and semester exams at designated times. Any student who fails to take the test at the designated time will not be able make up the exam.

Exceptions to this rule include:

Excused absence

Extenuating circumstances such as death in the family and friend. This will be left to the principal's judgment.

Arkansas Academic Challenge Scholarship

The Arkansas Academic Challenge Scholarship program was created by the Arkansas Legislature and provides funding to qualifying Arkansas students. The scholarship qualifications are found in Arkansas statutes and include as follows: complete the pre-college core curriculum, enroll in an Arkansas College or university, and meet certain GPA/ACT requirements.

The Arkansas Challenge Scholarship is a scholarship that can be used by students in post-secondary educational institutions in Arkansas. Students and parents are urged to visit the website www.adhe.edu to learn the complete list of requirements.

A student must obtain a 19 or better composite score on the ACT.

Parents and students should begin to plan for this scholarship in junior high school in order to have time to take the courses needed to fulfill the requirements of this scholarship.

SECTION 6: FOOD SERVICES

School Lunch Substitutions 4.50

The district only provides modified meal components on menus to accommodate students with a disability. A parent/guardian wishing to request dietary accommodations for their student with a disability must submit to the district's Director of Child Nutrition a medical statement completed by a State licensed healthcare professional, which includes:

Physicians, including those licensed by: ○
The Arkansas State Medical Board;

- The Arkansas State Board of Chiropractic Examiners (Chiropractors);
- The Arkansas Board of Podiatric Medicine (Podiatrists);

Nurse Practitioners (APRNs in family or pediatric practice with prescriptive authority);
Physician Assistants (PAs who work in collaborative practice with a physician); and
Dentists.

The medical statement should include:

1. A description of the student's disability that is sufficient to understand how the disability restricts the student's diet;
2. An explanation of what must be done to accommodate the disability, which may include:
   a. Food(s) to avoid or restrict;
   b. Food(s) to substitute;
   c. Caloric modifications; or
   d. The substitution of a liquid nutritive formula.

If the information provided in the medical statement is unclear, or lacks sufficient detail, the district's Director of Child Nutrition[1] shall request additional information so that a proper and safe meal can be provided.

When choosing an appropriate approach to accommodate a student's disability, the District will consider the expense and efficiency of the requested accommodations. The District will offer a reasonable modification that effectively accommodates the child's disability and provides equal opportunity to participate in or benefit from the program, which may include a generic version of a product.

Parents may file a grievance regarding the request for accommodations with the District's 504 Coordinator, who will schedule a hearing on the grievance to be held as soon as possible. The 504 coordinator shall provide a copy of the procedures governing the hearing, including that the parent has the right to be accompanied by counsel, and the appeal process upon request.

The district will not prepare meals outside the normal menu to accommodate a family's religious or personal health beliefs.

Legal References: Commissioner's Memo FIN-09-044; Commissioner's Memo FIN-15-122; Commissioner's Memo CNU-17-051; and 7 CFR 210.10(g)

Legal References: Commissioner's Memo FIN-09-044, Commissioner's Memo FIN-15-122, and 7 CFR 210.10(g)

Students who are allergic to milk products must have a written statement from a doctor on file in the nurse's office.

Meal Charges

The Smackover-Norphlet School District does not provide credit for students to charge for meals, a la carte, or other food and beverage items available for purchase in the school food service areas. Meals, a la carte, or other food and beverage items may be purchased by either providing payment for the items at the time of receipt or by having a prepaid account with the Smackover-Norphlet School District that may be charged for the items. Parents, or students choosing to do so, may pay in advance for meals, a la carte, or other food and beverage items through any of the following methods.

Submitting cash or check payment at each school campus building office or with classroom teacher;
Submitting cash or check payment at each school campus lunchroom, and;
Depositing funds through the District's online service;

A student's parents will be contacted by authorized District personnel regarding a student's prepaid account balance at the following times

Alternative Meals

The District does not provide alternative meals for students.

Student Accounts

Students with Free Lunch Status

The federal school lunch program allows a qualifying student to receive a free school lunch every day. Students are required to take a reimbursable meal. Items sold on an a la carte basis are not part of the USDA program and must be paid for with cash. A la carte items cannot be charged.

Student with Reduced Price Lunch Status

The federal school lunch program allows a qualifying student to receive a reimbursable meal at the reduced price. Students are required to take a reimbursable meal. Items sold on an a la carte basis are not part of the USDA program and must be paid for with cash. A la carte items cannot be charged. Students with reduced price lunch status will be allowed to charge reimbursable meals up to $4.00 before the collection process begins.

Students with Paid Lunch Status

Prices for school lunch are set by the Smackover-Norphlet School District in accordance with federal and state regulations. A la carte items cannot be charged but may be purchased with cash. Students with paid lunch status may charge reimbursable meals up to $15.00 before the collection process begins.

Collection Process

1. When the charge amount gets to be half of the amount allowable the Food Service Director, or their designee, will send a letter or email to the parent(s)/guardian(s) requesting payment.
2. If the parent(s)/guardian(s) has not made any payments in an effort to reduce the negative balance or fails to bring the student's account in good standing within thirty (30) days, the administration may:

Refer the account to a collection agency.
Initiate a claim in the court system.
Notify other appropriate state agencies (such as the Department of Human Services, etc.)

3. If a student's account balance exceeds $-50.00, the administration may prohibit participation by the student in any fee-based extra-curricular activity or program until or unless the deficit balance is paid in full. It is the position that Smackover-Norphlet administration not have to take this form of action as it punishes the student for negligent actions of their parent(s)/guardian(s).

Additional Steps

If a student's account is not in good standing at the end of the school year, the administration may take one or more of the following actions, unless or until prohibited by state law or regulation:

Delay the issuance of report cards and class assignments until or unless the negative or delinquent balance is paid in full.

Prohibit the student's participation or other student's in the student's household from participating in any future fee-based extra-curricular activities or programs until or unless the negative or delinquent balance is paid in full.

Initiate a claim in the court system and/or contact the AR District Attorney's Office.

Refer the account to a collection agency.

Notify other appropriate state agencies.

If a senior's account is not in good standing prior to graduation, the administration may prohibit the student from participation in senior activities and/or graduation exercises.

Legal References: Commissioner's Memo CNU-17-003 and Commissioner's Memo CNU-17-024

Cafeteria Services

A hot lunch and breakfast program is provided in the cafeteria for the benefit and convenience of the students. Care is taken to insure a variety of well balanced meals and all students are encouraged to take advantage of this service.

The lunch price for the 2018-2019 school year will be $2.40. Reduced-priced lunches are 40 cents. Adult lunches are $3.60.

The price of breakfast is $1.15 for students and $2.00 for adults. Reduced-priced breakfast is 30 cents.

Extra milk will be 50 cents.

All prices are subject to change with inflation.

For information regarding free/reduced lunch applications, meal payment plans, or other questions, please contact Cafeteria Director Diann Bailey at (870) 725-1221.

Elementary Lunch Room Policies

All students are expected to eat in the lunchroom unless the student's parent/guardian has checked them out in the office to eat elsewhere. It is the parent's/guardian's responsibility to see that their child is back at school at the appropriate time for his/her next class. There is a thirty minute lunch period for each class. A sack lunch may be sent with the student. These lunches are to be eaten in the lunchroom, where milk or juice may be purchased.

A free/reduced lunch application is given to each student at the beginning of the school year. These applications must be filled out completely and returned to school as soon as possible. Parents who do not wish to apply are

asked to return the application with a statement written across the application to that effect. Parents will be notified when their application is approved, rejected, or returned for more information.

NO glass items can be taken into the lunchroom, but canned drinks and thermos are permissible. The school will not be responsible for keeping a student's food or drink warm or cold.

Elementary Cafeteria Payment Policy:

1. All students are to pay for lunches in advance.
2. A student may charge only in extreme cases.
3. A lunch record will be kept for the entire year in case there are questions which arise.
4. Parents will be notified when payments are needed.

SECTION 7: EXTRACURRICULAR ACTIVITIES

Student Organizations/Equal Access 4.12

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.

Legal References: A.C.A. § 6-5-201 et seq., A.C.A. § 6-10-130, A.C.A. § 6-18-601 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)

Extracurricular Activities - Secondary Schools 4.56

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/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.

“Intrascholastic 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 exempted). 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 Statewide assessment or attempts to boycott a Statewide assessment by failing to put forth a good faith effort on the assessment as determined by the assessment administrator/proctor, or whose parents do not send their student to school on the dates the assessments are 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 statewide assessment, as applicable. The superintendent or designee may waive this paragraph's provisions when the student’s failure was due to exceptional or extraordinary circumstances. Students falling under the provisions of this paragraph shall be permitted to attend curriculum related field trips occurring during the school day.

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.

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

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.

Intrascholastic Activities

AAA Governed Activities

Students participating in intrascholastic 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 intrascholastic 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 intrascholastic extracurricular activities. Intrascholastic activities designed for a particular grade(s) or course(s) shall require the student to be enrolled in the grade(s) or course(s).

Cross References: 4.55—STUDENT PROMOTION AND RETENTION and4.56.1—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, A.C.A. § 6-15-2907, and A.C.A. § 6-18-712

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.

"Intrascholastic 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 principal). 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 Statewide assessment or attempts to boycott a Statewide assessment by failing to put forth a good faith effort on the assessment as determined by the assessment administrator/proctor, or whose parents do not send their student to school on the dates the assessments are 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 statewide assessment, as applicable. The superintendent or designee may waive this paragraph's provisions when the student's failure was due to exceptional or extraordinary circumstances. Students falling under the provisions of this paragraph shall be permitted to attend curriculum related field trips occurring during the school day.

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.

A student and the parent or legal guardian of the student shall sign and return an acknowledgement of receipt and review of an information sheet regarding signs and symptoms of sudden cardiac arrest before the student may participate in an athletic activity and before each school year the student participates in an athletic activity
Cross References: 4.55—STUDENT PROMOTION AND RETENTION and 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, A.C.A. § 6-15-2907, and A.C.A. § 6-18-712

Extracurricular Activity Eligibility for Home Schooled Students 4.56.2

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.

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

Although not guaranteed participation in an interscholastic activity, 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. The District shall provide a reasonable alternative to any prerequisite for eligibility to participate in an interscholastic activity that the home-schooled student is unable to meet because of his or her enrollment in a home school.

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 signup, tryout or participation deadline established for traditional students. Additionally, the student shall demonstrate academic eligibility by obtaining a minimum test score of the 30th 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 (11th) day of the semester in which the student's interscholastic activity participation is desired. The student must attend the practices for the interscholastic activity to the same extent as is required of traditional students.

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

A 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.

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

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

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

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

A student who withdraws from an Arkansas Activities Association member school to be 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.

Cross Reference: 4.59—ACCADEMIC COURSE ATTENDANCE BY PRIVATE SCHOOL AND HOME SCHOOL STUDENTS

Legal References: A.C.A. § 6-15-509, A.C.A. § 6-18-232, A.C.A § 6-18-712, and Arkansas Activities Association Handbook

SECTION 8: STUDENT HEALTH, SAFETY, AND WELLNESS

Communicable Diseases and Parasites 4.34

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). 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 up their child. 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 has longer 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.

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

Student Medications 4.35

Prior to the administration of any medication to any student under the age of eighteen (18), including any dietary supplement or other perceived health remedy not regulated by the US Food and Drug Administration, written parental consent is required. The consent form shall include authorization to administer the medication and relieve the Smackover-Norphlet School 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 (OTC) medications or any dietary supplement or other perceived health remedy not regulated by the US Food and Drug Administration, while at school. The parent or legal guardian shall bring the student's medication to the school nurse. The student may bring the medication if accompanied by a written authorization from the parent or legal guardian. When medications are brought to the school nurse, the nurse shall document, in the presence of the parent, the quantity of the medication(s). If the medications are brought by a student, the school nurse shall ask another school employee to verify, in the presence of the student the quantity of the medication(s). Each person present shall sign a form verifying the quantity of the medication(s).

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

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

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

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

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[1] 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[1] 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.

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.

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 Glucagon to Arkansas Public School Students Suffering from Insulin and Glucagon to Arkansas Public School Students with Diabetes

Student Illness/Accident 4.36

If a Smackover-Norphlet School District 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.

Note to Parents: Students are to be fever free for 24 hours before returning to school.

Emergency Drills 4.37

All schools in the Smackover-Norphlet School 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, 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. Students will be included in the drills to the extent that is developmentally appropriate for the age of both the students and grade configuration of the school.

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

Other types of emergency drills may also be conducted to test the implementation of the District's emergency plans in the event of violence, terrorist attack, natural disaster, other emergency, or the District's Panic Button Alert System. Students shall be included in the drills to the extent practicable.

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

Physical Examinations or Screenings 4.41

The Smackover-Norphlet 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.

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.

A student may be required to pass a physical exam before being allowed to participate in certain extracurricular activities to help ensure they are physically capable of withstanding the rigors of the activity. It is understood that students who refuse to take such an exam will not be allowed to participate in the desired activity.

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

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

Video Surveillance 4.48

The Board of Directors has a responsibility to maintain discipline, protect the safety, security, and welfare of its students, staff, and visitors while at the same time safeguarding district facilities, vehicles, and equipment. As part of fulfilling this responsibility, the board authorizes the use of video/audio surveillance cameras, automatic identification technology, data compilation devices, and technology capable of tracking the physical location of district equipment, students, and/or personnel.

The placement of video/audio surveillance cameras shall be based on the presumption and belief that students, staff and visitors have no reasonable expectation of privacy anywhere on or near school property, facilities, vehicles, or equipment, with the exception of places such as rest rooms or dressing areas where an expectation of bodily privacy is reasonable and customary.

Signs shall be posted on campus buildings and in district vehicles to notify students, staff, and visitors that video cameras may be in use. Parents and students shall also be notified through the student handbook that cameras may be in use in school buildings, on school grounds and in school vehicles. Students will be held responsible for any violations of school discipline rules caught by the cameras and other technologies authorized in this policy.

The district shall retain copies of video recordings until they are erased which may be accomplished by either deletion or copying over with a new recording. Other than video recordings being retained under the provisions of this policy's following paragraph, the district's video recordings may be erased any time greater than 45 days after they were created.

Videos, automatic identification, or data compilations containing evidence of a violation of student conduct rules and/or state or federal law shall be retained until the issue of the misconduct is no longer subject to review or appeal as determined by board policy or student handbook; any release or viewing of such records shall be in accordance with current law.

Students who vandalize, damage, disable, or render inoperable (temporarily or permanently) surveillance cameras and equipment, automatic identification, or data compilation devices shall be subject to appropriate disciplinary action and referral to appropriate law enforcement authorities.

Legal References: 20 USC 1232, 20 U.S.C. 7115, and 34 CFR 99.3, 4, 5, 7, 8, 10, 12, 31

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 Smackover-Norphlet School District who has not been age appropriately immunized against:

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

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

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

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 waver 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 1st 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.

Legal References: A.C.A. § 6-18-702 ADE Rules Governing Kindergarten through 12th Grade Immunization Requirements In Arkansas Public Schools AND ADH Rules and Regulations Pertaining to Immunization Requirements

Health Services 5.18

The Smackover-Norphlet School Board believes that healthy children promote a better learning environment, are more capable of high student achievement, and will result in healthier, more productive adults. Therefore, the goal of the Smackover-Norphlet School District's health services is to promote a healthy student body. This requires both the education of students concerning healthy behaviors, as well as providing health care services to pupils.

While the school nurse is under the supervision of the school principal, the delegation of health care duties shall be in accordance with the Arkansas Nurse Practice Act and the Arkansas State Board of Nursing Rules and Regulations Chapter Five: Delegation of Nursing Care.

Wellness Policy 5.29

The health and physical well-being of our students directly affects their ability to learn. Childhood obesity increases the incidence of adult diseases occurring in children and adolescents such as heart disease, high blood pressure and diabetes. The increased risk carries forward into their adulthood. Research indicates that a healthy diet and regular physical activity can help prevent obesity and the diseases resulting from it. It is understood that the eating habits and exercise patterns of students cannot be magically changed overnight, but at the same time, the Board of Directors believes it is necessary to strive to create a culture in our schools that consistently promotes good nutrition and physical activity.

The problem of obesity and inactivity is a public health issue. The Board of Directors is keenly aware that it has taken years for this problem to reach its present level and will similarly take years to correct. The responsibility for addressing the problem lies not only with the schools and the Arkansas Department of Education (ADE), but with the community and its residents, organizations and agencies. Therefore, the District shall enlist the support of the larger community to find solutions which improve the health and physical activity of our students.

Goals

In its efforts to improve the school nutrition environment, promote student health, and reduce childhood obesity, the District will adhere to the ADE Rules Governing Nutrition and Physical Activity Standards And Body Mass Index For Age Assessment Protocols. To promote nutrition, physical activity, and other school based activities that will improve student wellness, the District has established the following goals.

1. Appoint a district school health coordinator (designated district official) who shall be responsible for ensuring that each school fulfills the requirements of this policy;
2. Implement a grade appropriate nutrition education program that will develop an awareness of and appreciation for nutrition and physical activity throughout the curriculum;
3. Enforce existing physical education requirements and engage students in healthy levels of vigorous physical activity;
4. Strive to improve the quality of physical education curricula and increase the training of physical education teachers;
5. Follow the Arkansas Physical Education and Health Education Frameworks in grades K-12;
6. Not use food or beverages as rewards for academic, classroom, or sports performances;
7. Ensure that drinking water is available without charge to all students;
8. Establish class schedules and bus routes that do not directly or indirectly restrict meal access;
9. Provide students with ample time to eat their meals in pleasant cafeteria and dining areas;

10. Establish no more than nine (9) school wide events ~~which~~ that permit exceptions to the food and beverage limitations established by Rule. The schedule of the events shall be by school, approved by the principal, and shall be part of the annual school calendar;
11. Abide by the current allowable food and beverage portion standards;
12. Meet or exceed the more stringent of Arkansas' or the U.S. Department of Agriculture's Nutrition Standards for reimbursable meals and a la' carte foods served in the cafeteria;
13. Restrict access to competitive foods ~~-~~as required by law and Rule;
14. Conform new and/or renewed vending contracts to the content restrictions contained in the Rules and reduce district dependence on profits from the sale of competitive foods.
15. Provide professional development to all district staff on the topics of nutrition and/or physical activity;
16. Utilize the School Health Index available from the Center for Disease Control (CDC) to assess how well the district is doing at implementing this wellness policy and at promoting a healthy environment for its students;

Advisory Committee

To enhance the district's efforts to improve the health of our students, a School Nutrition and Physical Activity Advisory Committee (SNPAAC) shall be formed. It shall be structured in a way that ensures age-appropriate recommendations are made that correlate to our district's grade configurations. The SNPAAC shall have the powers and responsibilities delegated to it by statute and Rule and are incorporated into this policy by reference. The overarching goal of the committee shall be to promote student wellness by monitoring how well the district is doing at implementing this policy. The SNPAAC shall use modules 1, 2, 3, 4, and 8 of the CDC's School Health Index as a basis for annually assessing each school's progress toward meeting the requirements of this policy. The results of the annual assessment shall be included in each school's ACSIP, provided to each school's principal, and reported to the board. Goals and objectives for nutrition and physical activity shall also be included in the ACSIP.

Members of the District's Board of Directors, school administrators, school nutrition personnel, teacher organizations, parents, students, professional groups (such as nurses), and community members shall be included in the development, implementation, and periodic review of the District's wellness policy to the extent interested persons from each group desire to be included.

The SNPAAC shall provide recommendations to the school district concerning menus and other foods sold in the school cafeteria. Such recommendations shall be based, at least in part, on the information the Committee receives from the District on the requirements and standards of the National School Lunch Program and from menus for the National School Lunch Program and other food sold in the school cafeteria on a quarterly basis.[9]

A. The District will work with the SNPAAC to:
B. Encourage participation in extracurricular programs that support physical activity, such as walk-to-school programs, biking clubs, after-school walking etc.;
C. Encourage the implementation of developmentally appropriate physical activity in after-school childcare programs for participating children;
D. Promote the reduction of time youth spend engaged in sedentary activities such as watching television and playing video games; and
E. Encourage the development of and participation in family-oriented community-based physical activity programs.

The District shall periodically assess, with input from the SNPACC, the District and individual schools' status regarding implementing this policy. The assessment shall be based, at least in part, on:
the extent to which District schools are in compliance with this policy;

the extent to which this policy compares to other model local school wellness policies; and
a description of the progress made in attaining the goals of this policy.

The assessment results along with the content of this policy shall be periodically reported to the public, including parents, students, and other members of the community.

Legal References: Richard B. Russell National School Lunch Act 42 U.S.C. § 1751 et seq. as amended by PL 111-296 (Section 204) of 2010. (Section 204 is codified at 42 U.S.C. § 1758(b)); Child Nutrition Act of 1966 42 U.S.C. § 1771 et seq.; A.C.A. § 6-20-709; A.C.A. §§ 20-7-133, 134, and 135; ADE Rules Governing Nutrition and Physical Activity Standards And Body Mass Index For Age Assessment Protocols; Allowable Competitive Foods/Beverages - Maximum Portion Size List for Middle, Junior High, and High School; and Nutrition Standards for Arkansas Public Schools

School Based Health Center Policies and Procedures

Clinic Hours

The School-Based Health Center (SBHC) will be open for operation on a regularly scheduled basis. Students and parents will be notified of these hours. Appointments will be encouraged. Walk-in will be seen as possible within time and staffing constraints.

New Students

All new students that are enrolled in the SBHC will have the required enrollment forms completed prior to being seen by a medical, dental, or mental health provider.

Returning Students

All returning students will continue to be enrolled into the SBHC each year unless a written notice is given, the student graduates, or the student leaves the district.

School Business

Students who receive services from the SBHC will not be considered absent from class due to an appointment. Teachers and office personnel will record their time away from class as 'school business'.

Time away from class will be considered as the time it takes for transportation to and from the SBHC and the time in which services are provided.

If a student is checked out from school following an appointment, that time will be considered an absence in accordance with school policy.

Checking a Student Out from the SBHC

Parent(s)/guardian(s) of students from the Smackover Campus that are sent home from the SBHC will be required to check students out at either the elementary or high school office as usual.

If a student is checking out from the Norphlet campus, then a staff member will call the appropriate office and verify the identity of the person checking the student out.

Medical Services

Smackover Campus

1. All students will go through the nurse's office before going to the SBHC unless the students has a previously scheduled appointment.
2. If a student has a previously scheduled appointment at the SBHC, the student will wait until they are called by the office to go to the SBHC. A staff member will make an informed decision as to whether the child needs to be escorted or can walk to the SBHC by his/herself.

Norphlet Campus

1. All students will go through the nurse's office before going to the SBHC unless the students has a previously scheduled appointment.
2. If a student has a previously scheduled appointment at the SBHC, transportation will be arranged prior to the student's appointment.
3. The appropriate office will be notified prior to any student leaving campus.

SECTION 9: TECHNOLOGY

Overview

Introduction

Our students use technology to learn. Technology is essential to facilitate the **creative problem solving**, **information fluency**, and **collaboration** that we see in today's democratic societies. Smackover-Norphlet Public Schools is committed to preparing all students and teachers to maximize learning by fully integrating **relevant** technology into academic content. By allowing students to bring their own digital devices to school, students may use their own technology tools to access and save information from the Internet, communicate with other learners, and use productivity tools provided by the Smackover-Norphlet School District.

While we want our students to be active contributors in our connected world, we also want them to be safe, legal, and responsible. The Acceptable Use Policy found at the back of this handbook supports the Smackover-Norphlet School District's vision of technology use and upholds in our students a strong sense of **digital citizenship**.

How We Use Technology

The integrated information technology program at Smackover-Norphlet Public Schools develops in our students the digital literacy skills they need to contribute in a connected world. We use technology to facilitate creativity and innovation. We use technology to support communication and collaboration. We use technology to extend research and information fluency. We develop in our students a sound understanding of technology operations and concepts. We believe technology can be transformative and we encourage students to use technology to do what they could not otherwise do. We create a safe online environment for everyone. Filtering software keeps unwanted sites off our electronic devices. Adults supervise our students' technology activities at school.

Our Hardware and Software

Our students can access the Internet via wired and wireless connections that cover the entire school campus. In our district, we have PCs, MACs, Chromebooks, iPads, iPad Minis, Netbooks, and more spread throughout preschool up to grade twelve. Some of these are portable labs and some of them are stand-alone computer labs. LCD projectors, document cameras, TI Navigators, and interactive tablets are used in both the elementary and high school to facilitate group viewing and discussions. Elementary and secondary students each have access to a standard suite of software to support their learning needs.

Being a Digital Citizen

In the Smackover-Norphlet School District we use information and technology in safe, legal, and responsible ways. We embrace the following conditions or facets of being a digital citizen.

1. Respect yourself.
2. Protect yourself.
3. Respect others.
4. Protect others.
5. Respect intellectual property.
6. Protect intellectual property.

Each of these conditions is outlined in the Smackover-Norphlet School District's Acceptable Use Policy found at the back of this handbook.

Bring Your Own Device

Definition of Devices

For the purposes of BYOD, "devices" means personally owned, wireless portable electronic equipment used for instructional purposes. **All approved devices must allow access to the Internet through a fully functional web browser and be capable of accessing the Smackover-Norphlet School District wireless network or a personal data plan.**

Approved devices include:

- Cell phones and smart phones
- Tablets (including but not limited to iPads, iPad Minis, Surface Tablets, etc.) MP3 Players (including but not limited to iPods)
- Laptops
- Netbooks
- Notebooks
- eReaders

Which Operating System/Device is Best for a Student's Personal Device?

In the Smackover-Norphlet School District, we believe that the device or operating system a parent/guardian chooses for their child is the best device.

Some parents/guardians may feel that their child is not ready to accept the responsibility of possessing an electronic device. We support your decision to allow or not allow your child to bring a personal electronic device to school.

Please note that parents/guardians or students who opt out of bringing personal technology devices will be able to access and utilize the school's technology equipment.

No student will be left out of instructional activities!

Approved Grade Levels

Sixth through twelfth grade students enrolled in the Smackover-Norphlet School District will be allowed the **privilege** of bringing an approved electronic device to school if both the student and the parent/ guardian have signed the Smackover-Norphlet School District's Acceptable Use Policy. This **privilege** may be revoked if a student does not follow the Acceptable Use Policy.

Internet Access

Internet access is available using the Smackover School District wireless network which is provided at no cost to students. The parent/guardian and student must sign the District's Acceptable Use Policy in order to access the District Wireless Network. A student may also use a data plan purchased by the parent/student for their personal device.

Students may utilize the Smackover-Norphlet School District's Wi-Fi by logging into the wireless network using their assigned user name and password.

Most devices will detect a wireless connection when near one. Most of the time devices will ask you if you would like to join the network. When prompted, choose User Wi-Fi from the list and then log in using your computer credentials.

If you are not prompted to log on to the network, go to the setting menu of your device and choose User Wi-Fi.

Students should never share their account passwords with others, unless directed by an administrator or the Technology Director.

Device Access

Cell phones may be used only before and after school, at lunch, and between classes for texting only. Earbuds and headphones may not be used during these times. BEATS are not allowed on any campus.

Ear buds and headphones may be used under the direction of the teacher in appropriate classes.

Use of personal electronic devices during class will be under the teacher's direction when the teacher permits. Failure to follow the directions regarding technology given by the teacher could result in the revocation of the privilege to use an electronic device and/or disciplinary action.

Consequences for Technology Infractions involving Personal Devices

Students are expected to follow the Smackover-Norphlet School District's Acceptable Use Policy and the directions of their teachers with regards to personal technology devices. Students who do not comply will minimally face the following consequences:

1st Offense – Device is sent to the office and the parent is notified. A parent, legal guardian, or a designated adult* may pick up the device after paying a $15 fine.

2nd Offense – Device is sent to the office and the parent is notified. A parent, legal guardian, or a designated adult may pick up the device after paying a $30 fine.

3rd Offense – Device is sent to the office and the parent is notified. A parent, legal guardian, or a designated adult may pick up the device after paying a $30 fine. The privilege of bringing any electronic device is revoked for the remainder of the semester.

4th Offense – Device is sent to the office and the parent is notified. A 4th offense is considered insubordination and may include in school suspension or out of school suspension.

*A designated adult is one who has been approved in writing by the parent or legal guardian. The designated adult must be over 18 years of age.

Additional consequences may be assigned in accordance with District policy and the student handbook for more serious infractions involving technology devices.

Using Personal or School Owned Technology Devices at School

Charging Devices

Students who bring personal technology devices to school should bring their device to school each day with a full charge.

At the teacher's discretion, a student may charge their personal device in class only if the student brings a charger. The Smackover-Norphlet School District will not provide chargers for students to use to charge their personal devices.

Content Filter/No Expectation of Privacy

The Smackover-Norphlet School District utilizes an Internet content filter that is in compliance with the federally mandated Children's Internet Protection Act (CIPA). All devices owned by the Smackover-Norphlet School District will have all Internet activity protected and monitored by the district.

Students have no expectation of confidentiality or privacy with respect to any usage of technology equipment or devices whether that use is for district-related or personal purposes, other than as specifically provided by law. The District may, without prior notice or consent, log, supervise, access, view, monitor, and record computer/Internet use of any student or employee while on school property or at a school related function for any reason related to the operation of the District. By using a personal device or school owned computer equipment, students and employees agree to such access, monitoring, and recording of their use.

Expectations of Teachers

1. Teachers will obtain the appropriate approval from their building principal prior to allowing students to bring electronic devices to class.
2. If the teacher allows any technology use (personal or school-owned), the teacher must monitor the student access.
3. Devices can be searched by administrators or the Technology Director.
4. Teachers will report any inappropriate use to the office.
5. Teachers are expected to circulate around the room to provide frequent monitoring of usage. The teacher is responsible for monitoring students if the teacher allows them to use devices in the classroom.
6. Teachers are expected to do research before planning an activity which utilizes technology.
7. Personal technology devices used in the Smackover-Norphlet School District will fall under the same policies, guidelines, and agreements as school-owned devices.
8. Teachers will not store personal technology devices for students. Devices are the owner's responsibilities at all times.
9. Teachers will not provide chargers or power sources belonging to a staff member or any Smackover-Norphlet School District owned device for use with personal electronic devices.

Managing and Saving Your Digital Work

The Smackover-Norphlet School District strongly encourages students to store their digital work in an Internet/Cloud based application that can be accessed from any computer with an Internet connection. Students should always remember to save frequently when working on digital media.

The Smackover-Norphlet School District will not be responsible for the loss of any student work. Students are encouraged to maintain back-ups of their important work on a portable storage device or by having multiple copies stored in different Internet storage solutions.

Phone Calls

Any student wishing to make a phone call using an electronic device will do so in the middle or high school office.

Printing

Students will be encouraged to digitally publish and share their work with their teachers and peers when appropriate.

Students will not be able to print directly from their personal devices at school. The Smackover-Norphlet School District strongly encourages students to store their work in an Internet/Cloud application for this reason.

Sound

Sound must be on silent (no vibration) at all times unless permission is obtained from a teacher. Headphones or ear buds may be used at the discretion of the teachers.

Students must provide their own personal set of headphones or ear buds for sanitary reasons. BEATS are not allowed on campus at any time.

Standardized Achievement Assessments

Personal technology devices cannot be used during standardized achievement tests.

4.29F - Student Electronic Device and Internet Use Agreement

Technology in the Smackover-Norphlet School District, including (but not limited to) school owned or personally owned computers, eReaders, tablets, cell phones, email, and Internet access, are provided for educational purposes. Adherence to the following policy as well as applicable federal and state laws and regulations is necessary for continued access to the Smackover-Norphlet School District's technological resources.

Students must:

1. Respect yourself.
   - I will show respect for myself through my actions.
   - I will select online names that are appropriate.
   - I will use caution with the information, images, and other media that I post online.
   - I will carefully consider what personal information about my life, experiences, or relationships I post. I will not be obscene.
   - I will act with integrity.
2. Protect yourself.
   - I will use only assigned accounts.
   - I will not publish my personal details, contact details, or a schedule of my activities.
   - I will ensure that the information, images, and materials I post online will not put me at risk.
   - I will report any attacks or inappropriate behavior directed at me while online.
   - I will protect passwords, accounts, and resources.
3. Respect others.
   - I will communicate in ways that are kind and respectful.
   - I will not use technologies to bully, tease, antagonize, harass, or stalk people.
   - I will not visit sites that are degrading to others, pornographic, racist, or inappropriate.
   - I will not enter other people's private spaces or areas.
   - I will refrain from distributing private information about others. I will avoid spam, chain letters, or other unsolicited mailings.
   - I will refrain from buying, selling, advertising, or otherwise conducting business, unless approved as a school project.
   - I will refrain from creating or associating a web page or social media account related to the school or school district.
   - I will not use the resources in ways that are criminal or violate the school's discipline policy.
4. Protect others.
   - I will protect others by reporting abuse to a teacher or administrator.
   - I will not forwarding inappropriate materials or communications.
   - I will observe all Smackover School District Internet filters and posted network security practices. I will not destroy or damage data, networks, or other resources that do not belong to me.
   - I will report security risks or violations to a teacher, administrator, or the Technology Director.
5. Respect intellectual property.
   - I will suitably cite any and all use of websites, books, media, etc.
   - I will follow copyright and fair use laws (including not making illegal copies of music, games, or movies). I will request permission to use copyrighted or otherwise protected materials.
   - I will acknowledge all primary sources. I will validate information.
6. Protect intellectual property.
   - I will request to use the software and media that others produce.
   - I will purchase, license, and register all software or use available free and open source alternatives rather than pirating software.
   - I will purchase my music and media.
   - I will refrain from distributing music and media in a manner that violates their licenses.
   - I will not install hardware of software without the written approval of the Technology Director.

Middle school and high school students may, if in accordance with the policy above:

1. Bring cell phones, smart phones, tablets, MP3 players, laptops, netbooks, notebooks, or eReaders to school.
2. Use these personal electronic devices during class under teacher direction when teachers permit.
3. Use the resources for any educational purpose as permitted by a teacher in a classroom.
4. Access Wi-Fi with most devices.
5. Devices must be muted or on vibrate.
6. Students may not make phone calls during the school day.
7. Cell phones may be used only before and after school, at lunch, and between classes for texting only. Earbuds and headphones may not be used during these times. BEATS are not allowed on any campus.
8. Ear buds and headphones may be used under the direction of the teacher in appropriate classes.

Disclaimers:

The Smackover-Norphlet School District is **NOT** responsible for damaged, lost, or stolen personal electronic devices.

School software applications will not be provided for any personal electronic devices.

The District's technology department is not responsible for the maintenance and repair to personal devices used under the BYOD policy.

Students are responsible for any software applications they desire to utilize on their personal devices.

Students and the parents/guardians shall be liable for any and all costs (debts incurred through the student's use of technology on a personal or school owned device including penalties for copyright violations.

Consequences for Violations:

Violations of these rules shall result in disciplinary action according to the school's discipline policy handbook, which might include the loss of a student's privileges to use the school's information technology resources for a period of time or the loss of the student's privileges to use a personal electronic device on campus.

Supervision and Monitoring:

Administrators and the Technology Director will monitor the use of information technology resources to help ensure that uses are secure and in conformity with this policy. At the same time, in signing this policy, the parent/guardian and student recognize that the District makes no guarantees about preventing improper access to such materials on the part of the student.

Administrators and the Technology Director reserve the right to examine, use, and disclose any data found on the school's information networks and personal electronic devices used at school in order to further the health, safety, discipline, or security of any student or other person, or to protect property. They may also use this information in disciplinary actions and will furnish evidence of crime to law enforcement.

Plainly label personal electronic devices by engraving, permanent marker, or affixing labels to show ownership. Keep serial numbers at home to verify ownership when in question.

SECTION 10: MISCELLANEOUS

Students' Vehicles 4.33

Smackover-Norphlet School District students who have 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.

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.

Pledge of Allegiance 4.46

Following one minute of silence, the Pledge of Allegiance shall be recited during the first class period of each school day at Smackover-Norphlet School District. 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 and A.C.A. § 6-10-115

Website Privacy Policy 5.20.1

The Smackover-Norphlet School District operates and maintains a website for the purpose of informing the citizens of the district about its activities. The website does not use "cookies" or ISP addresses to collect or retain personally identifying information about visitors to its website nor is any such information given to "third parties." Any data collected is used solely for the purpose of monitoring site activity to help the district improve the usefulness of the site to its visitors.

The site serves no commercial purpose and does not collect any information from individuals for such purpose.

Photographs of students, when associated with the student's name, shall not be displayed on any page of the district's website without the prior written consent of the parent (or the student if 18 or older).

The site provides for email communication between the district and individuals for the purpose of exchanging information regarding the District and its activities or between teachers and their students. The site may also provide for password protected communication between the District and its staff.

Legal References: 15 U.S.C. §6501 (COPPA)

Section One:

No student shall be required to submit to a survey, analysis, or evaluation which is administered or distributed by the Smackover-Norphlet School District, and is funded in whole or in part by any program administered by the U.S. Department of Education without the prior written consent of the parent/guardian that reveals information concerning the following:

1. Political affiliations;
2. Mental and psychological problems potentially embarrassing to the student or his family;
3. Sex behavior and attitudes;
4. Illegal, anti-social, self-incriminating, and demeaning behavior;
5. Critical appraisals of other individuals with whom respondents have close family relationships;
6. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
7. Religious practices, affiliations, or beliefs of the student or student's parent; or
8. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

Section Two:

No surveys shall be administered without the prior approval of the school principal. Any survey created by a third party, or funded, in whole or in part, as part of any U.S. Department of Education administered program, containing one or more of the eight categories listed above shall be available to be inspected by a student's parent/guardian before the survey is administered or distributed by a school to a student. Parents/guardians shall have the right to deny permission for their child to participate in the taking of the survey. The school shall not penalize students whose parents/guardians exercise this option. The school shall take reasonable precautions to protect students' privacy during their participation in the administration of any survey, analysis, or evaluation containing one or more of the eight categories listed above.

Section Three:

Parents or guardians wishing to inspect a survey, analysis, or evaluation shall be able to do so in the administrative office of the administering school where the surveys shall be available for inspection for a period of ten days (regular school days when school is in session) after the notice of intent to administer the survey is sent. Included in the notice shall be information regarding how the survey or questionnaire will be administered; how it will utilized; and the persons or entities that will have access to the results of the completed survey or questionnaire. Parents may refuse to allow their student to participate before or after reviewing the survey or questionnaire.

The requirements of sections one, two, and three of this policy do not apply to a survey administered to a student in accordance with the Individuals with Disabilities Education Act (IDEA).

Section Four:

Prior written parental permission is required before any survey or questionnaire (not including tests mandated by state or Federal law or regulation and standardized scholastic achievement tests) is administered to a student the responses to which are to be provided to a person or entity other than another public school, school district, or any branch of the Federal Government and which requests or requires a student to provide any of the eight categories of information listed above and/or the following;

1. A student's name;
2. The name of the student's parent or member of the student's family;
3. The address, telephone number, or email address of a student or a member of a student's family;
4. A personal identification number, such as a social security number, driver's license number, or student identification number of a student or a member of the student's family;
5. Any information, the disclosure of which is regulated, or prohibited by any other state or federal law or regulation.

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

Legal References: 20 USC §1232h (a), (b), (c) [NCLB Act of 2001, Part F, Section 1061 (c)(1 (A)(i)(ii)(B), 2 (A)(i)(ii)(B)(C) (ii)(B)(C)(ii), (5)(A)(ii)(B), (6)(C)(F)(G)] and ACA §6-18-1301 et seq.

Marketing of Personal Information 5.25

The Smackover-Norphlet School District shall not collect, disclose, or use personal information for the purpose of marketing or for selling that information or to otherwise provide that information to others for that purpose.

Personal information is defined, **for the purposes of the policy only,** as individually identifiable information including

1. A student or parent's first and last name,
2. A home or other physical address (including street name and the name of the city or town),
3. Telephone number, and
4. Social security identification number.

The District may collect, disclose, or use personal information that is collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institution such as the following:

1. College of other postsecondary education recruitment, or military recruitment;
2. Book clubs, magazines, and programs providing access to low cost literary products;
3. Curriculum and instructional materials used by elementary schools and secondary schools;
4. Tests and assessments used by elementary schools and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students (or to generate other statistically useful data for the purpose of securing such test and assessment) and the subsequent analysis and public release of the aggregate data from such tests and assessments;
5. The sale by students of products or services to raise funds for school related or education related activities; and
6. Student recognition programs.

Legal Reference: 20 USC § 1232h (c) [NCLB Act of 2001, Part F, Section 1061 (c)(1)(E), (2)(A)(C)(i), (4)(A),(5)(A)(i)(B), (6)(C)(E)]

Inclement Weather

On days when weather and/or road conditions will not permit classes to be held, a public broadcast announcement will be made by 6:30 a.m. stating that classes have been canceled.

No announcement means that school will be in session. Radio stations in El Dorado and Camden will carry the announcements. PLEASE DO NOT CALL THE SCHOOL OR SCHOOL OFFICIALS.

Notifications of changes made to the school day will be sent to parents via the AlertNOW system. Additionally, a post will be made announcing the cancellation of school on The Buckaroo Blog. You may follow The Buckaroo Blog by going to www.thebuckarooblog@wordpress.com and entering your email address in the section entitled Follow Blog via Email.

Homecoming

The Smackover High School head football coach, athletic director, and principal designate a Homecoming game.

Eligibility Requirements for Queens and Maids

To be elected Homecoming Queen; Maid of Honor; or Sophomore, Junior, or Senior Class Maid, a female student must have:

1. Earned a minimum 2.0 GPA the previous semester,
2. Not been punished by in-school suspension, out-of-school suspension, expulsion, or corporal punishment during the current year,
3. No unexcused absences during the current semester, and
4. Must have signed the random drug test consent form.

In addition, the Homecoming Queen and Maid of Honor must have attended the Smackover-Norphlet School District for the prior two years.

Selection of the Homecoming Court

The ballot, consisting of all eligible senior class females, shall be prepared by the high school counselor and will be delivered to the head football coach who will provide time at the end of practice on the Thursday three weeks prior to the Homecoming date for the team members to vote.

Each member of the senior high football team shall have an opportunity to vote for his/her selection for Queen. Only one vote per ballot will be allowed. Team members must be present during the practice session following which this voting will occur in order to vote. Each member who receives a ballot shall sign a numbered sheet signifying his/her receipt of the ballot. The head coach or designee shall initial by that player's name when the ballot is dropped into the ballot box. Ballots shall not be numbered nor signed. Either the athletic director, principal, athletic director, or counselor, or any combination of these three must be present along with the entire football coaching staff when the balloting occurs.

The individual who receives the most votes on this balloting shall be the Homecoming Queen, and the second highest vote-getter will be the Homecoming Maid of Honor.

The ballot box shall be sealed in the presence of the team, and the team captain shall by signature attest that the seal was properly attached.

Tabulation of the ballots for Queen shall be done the following day in the principal's office with the head coach, the principal, the counselor, and the athletic director present. The team captain shall attest the unbroken seal immediately prior to the tabulation.

The results of this balloting shall be announced during a pep rally that same day.

Selection of the Sophomore, Junior, and Senior Class Maids

Members of the sophomore, junior, and senior classes shall then meet on the next school day following the announcement of the Queen to complete the Homecoming Court selections.

Ballots for this voting shall be prepared according to the procedure outlined above.

Each member of the respective classes may select two female members on the ballot as their choice for class Maid of Honor. These ballots shall be distributed by the respective class head sponsors, and a count of the number of ballots distributed shall be made. All ballots, even those which bear no selection marks, shall be collected, and tabulated by class sponsors.

The names of the two top vote getters will be sealed in an envelope which will be signed by the head sponsor and the class president and delivered to the principal's office. Class sponsors are not authorized to reveal the results of this balloting except to the principal's office.

All ballots, including those of the Homecoming Queen, will be placed in an envelope, sealed, and kept in the principal's office until after the Homecoming ceremonies have been completed. The results of the class maids balloting shall be announced during the morning announcements the following school day.

Escorts

To complete the official Homecoming Court for the afternoon ceremonies, the Homecoming Queen and the Homecoming Maid of Honor shall select graduating senior members of the football team as escorts.

The Queen shall select two escorts; the Homecoming Maid of Honor shall select one escort. Class Maids of Honor shall select an individual from their own class as escort, preferably a member of the football team.

Escorts shall meet the same eligibility criteria as candidates for Homecoming royalty. Escorts for the game time ceremonies selected by each female member of the Homecoming Court shall be an adult male, preferably a member of her immediate family. This night escort cannot be a member of the SHS student body.