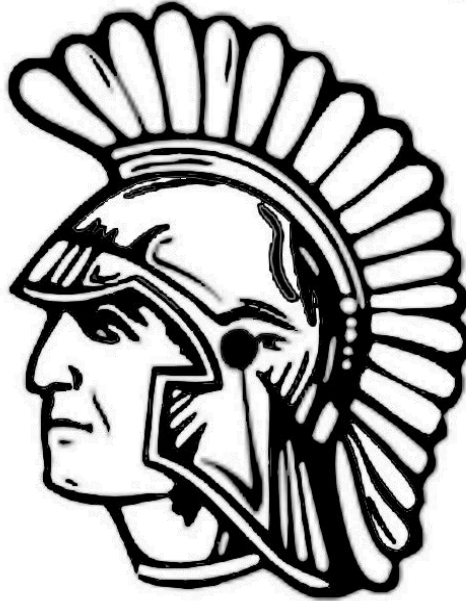


# *Lee County School District No. 1*

## **Trojans**



**2018-2019**  
*LEE SENIOR HIGH SCHOOL*  
*STUDENT HANDBOOK*  
**Grades 7-12**

Earnest Simpson, Jr., Principal  
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**MEMBER NORTH CENTRAL K-12**  
**District Website: <http://lcsdtrojans.net/>**

*“Lee County School District, Where Children Are First!”*

*Trojans*



## *LEE SENIOR HIGH SCHOOL*

### *Principal's Welcome*

To the parents, patrons, students and the community of Lee County School District,

I am excited and privileged to be given the opportunity to serve you as your high school principal. I look forward to working with the staff and parents to provide the best education possible for our students. Our students represent our future and we must do everything possible to make sure that their future is a bright and productive one. When the schools and the parents work together for the children, great things happen.

This is a new beginning for all of us, and we plan to take full advantage of it. Our goal is to make sure that every student and their parents are welcomed and made to feel comfortable when they are on campus. We encourage all students and parents to always show respect to self and others.

Again, we look forward to a great and productive school year.

Your Principal,

*Earnest Simpson, Jr.*

Earnest Simpson, Jr.

# *Lee County School District No. 1*

Elizabeth Johnson, Superintendent  
elizabeth.johnson@lcsdtrojans.net  
175 Walnut Street  
Marianna, Arkansas 72360  
Phone: 870-295-7100 Fax: 870-295-7125

## **DISTRICT VISION STATEMENT**

*The Lee County School District Board of Directors, superintendent, teachers, students, community, and staff will work together to improve student scores, culture, climate and discipline to become the highest performing school district in East Arkansas which will prepare students for world-wide success in our global society.*

## **DISTRICT MISSION STATEMENT**

*The Lee County School District will produce high performing students by establishing effective parent and community involvement while allocating resources to maintain facilities and instructional programs supported by the hiring and development of a well-qualified staff.*

## **DISTRICT MOTTO**

*“Lee County School District, Where Children Are First!”*

# *Lee Senior High School*

## *Alma Mater*



Dear LHS  
Your loyal sons are we  
Through future times  
Our hearts will stay with thee

None can compare  
And all our lives you'll see  
Faithful and loyal we will ever be

To these dear days  
Our memories will cling  
Faith, truth, and praise  
Will always be for you

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# Lee Senior High School

## Instructional Day

**Grades: 7 – 12**



School begins at 8:00 a.m.  
School ends at 3:00 p.m.

### **ACT 576**

Each school/district will have a 60 second “uninterrupted” moment of silence as part of the instructional day as required by state mandate.



## **NON-DISCRIMINATION POLICY**

Discrimination based on race, age, sex, religion, disability, or national origin is a violation of federal law. Policies prohibiting discrimination apply to all public school services, facilities, activities and programs including school disciplinary policies and practices.

It is a denial of equal education opportunities whenever any class, program, or activity is denied one student or groups of students which is available to other students without valid reason for students being treated differently.

Students may not be assigned to or excluded from any class because of race, sex, religion, national origin, or disability.

Verbal and/or written civil rights complaints should be directed to the Equity Assurance Officer, 175 Walnut Street or by calling (870) 295-7100

**Revised: May 2011**

## **ACKNOWLEDGEMENTS**

This is the revised adoption of the *Lee County School District Student Handbook for K-12* by the Lee County School District No. "1" Board of Directors. The individuals who participated in this revision included students, parents, teachers, counselors, school and central office administrators. It is with a deep sense of appreciation and gratitude that we acknowledge their participation.

**Lee County School District No. "1"**

**2018-2019**

**Parent/Student**

**Statement of Discipline Policy**

Dear Parents or Guardians,

Each school district in Arkansas is required to establish procedures for notifying students and parents of changes, hearings, and other due process proceedings applicable to the enforcement and administration of district disciplinary policies.

Student discipline policies advise parents and students of the rules and regulations by which the school is governed, behaviors that will call for disciplinary action, and the types of corrective actions that may be imposed. Students are under the school district's jurisdiction from the time that they leave home until returning home by bus that evening.

In an effort to be in full compliance with legal requirements, the Lee County School District must require that each parent or guardian of a student enrolled in the district sign and return this form to the school.

Thanks for your cooperation.

I HAVE RECEIVED A STUDENT HANDBOOK FROM LEE COUNTY SCHOOL DISTRICT. MY SIGNATURE BELOW DOES NOT DENOTE APPROVAL OR DISAPPROVAL OF POLICIES; RATHER, SIMPLY THAT PARENTAL NOTIFICATION OCCURRED.

Student Signature \_\_\_\_\_

Parent Signature \_\_\_\_\_

Date \_\_\_\_\_





## **Grievance Procedure**

In order to serve our students, parents, and community members by providing the best education possible, it is important that the LCSD provide individuals with a process to have their complaints addressed regarding discipline, curriculum, personnel, and policies that deal with the day-to-day operations of our schools. To file a complaint/grievance please follow the directions below:

1. Contact the principal to conference with him/her and the teacher, coach, or other staff member concerning the complaint or grievance,
2. If the complaint or grievance is not resolved, then a written appeal can be provided to the principal stating the reason that you disagree with his/her decision,
3. If the complaint is still not resolved to your satisfaction, then a written form of appeal should be submitted to the superintendent.

## **Parental/Community Involvement Policy**

The LCSD believe a child's education success is a shared responsibility of the school, family, and the community. Parents, school, and the community must work together in a committed partnership in order to promote and maintain higher student achievement. Family members must support and provide a positive environment in order to ensure student success. Therefore, the LCSD will strive to develop and maintain a meaningful and productive parental and community involvement that will result in long-lasting partnerships that are mutually beneficial to the school, students, parents, and the community.

## **Messaging**

The LCSD use the *Connect 5* messaging system to perform mass communication to call parents reminding them of school activities, test dates, school closings, report cards, and school holidays. It will also contact parents in the event of emergencies, such as early dismissals due to inclement weather, and unforeseen incidents that may occur on the various campuses.

## ENTRANCE REQUIREMENTS

To enroll in a school in the District, the Child must be a resident of the District as defined in District policy for Residence Requirements, meet the criteria outlined in the Policy JLG- Homeless Student Policy, be accepted as a transfer student under the provisions of the Transfer Student Policy, 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<sup>st</sup> 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 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 August 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 the 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 meets the basic residency requirements of school attendance may be enrolled in the first grade.

Students who move into the District from an accredited school shall be assigned to the same grade as they were attending in their previous school, (*mid-year transfers*) or as they would have been assigned in their previous school. Home-schooled students shall be evaluated by the District to determine their appropriate grade placement.

The district shall make no attempt to ascertain 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:**

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.

The parent, guardian, or other responsible person shall provide the district with one (1) of the following documents indicating the child's age:

- \* A birth certificate;
- \* A statement by the local registrar or a county recorder certifying the child's date of birth
- \* An attested baptismal certificate;
- \* A passport;
- \* An affidavit of the date and place of birth by the child's parent or guardian;
- \* United States military identification; or
- \* Previous school records.

The parent, guardian, or other responsible person shall be indicated 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 child shall be age appropriately immunized from poliomyelitis, diphtheria, tetanus, pertussis, red (rubeola) measles, rubella, and other diseases as designated by the State Board of Health, or have an exemption issued by the Arkansas Department of Health. Proof of immunization shall be by a certificate of a licensed physician or a public health department acknowledging the immunization. Exemptions are also possible on an annual basis for religious

reasons from the Arkansas Department of Health. To continue such exemptions, they must be renewed at the beginning of each school year. A child enrolling in a district school and living in the household of a person on active military duty has 30 days to receive his/her initial required immunizations and 12 months to be up to date on the required immunizations for the student's age.

Legal References:                   A.C.A. § 6-18-201 (c )  
  A.C.A. § 6-18-207  
  A.C.A. § 6-18-208  
  A.C.A. § 6-18-702  
  A.C.A. § 6-15-504 (f)  
  A.C.A. § 9-27-103  
  Plyler v Doe 457 US 202,221 (1982)

Cross References:                 Residence Requirements  
  Student Transfer  
  School Choice  
  Homeless Students

### **COMPULSORY ATTENDANCE AGES AND REQUIREMENTS**

Every parent, guardian, or other person having custody or charge of any child age five (5) through seventeen (17) years on or before August 1 of that year who resides, as defined by policy JBCA (Student Residency Policy), within the District shall enroll and send the child to a District school with the following exceptions:

1. The child is enrolled in private or parochial school.
2. The child is being home-schooled and the conditions of policy IHBG (Home Schooling) have been met.
3. The child will not be age six (6) on or before August 1 of that particular school year and the parent, guardian, or other person having custody or charge of the child elects not to have him/her attend kindergarten. A kindergarten 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 (b).

The public schools of any school district in this state shall be open and free through completion of the secondary program to all persons in this state 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 school district and to all persons between those ages who have been legally transferred to the district for education purposes.

Legal Reference:   A.C.A. § 6-18-201  
                          **A.C.A. § 6-18-202**  
                          A.C.A. § 6-18-207

### **TRANSFER STUDENTS**

Any student transferring from home school or a school that is not accredited by the Department of Education to a District school shall be evaluated by District staff to determine the student's appropriate grade placement.

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

## STUDENT ABSENCES

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.

Resolved 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 upon his/her return to school from the parent or legal guardian stating such reason:

1. The student's illness or when attendance could jeopardize the health of other students. A maximum of twelve (12) such days per semester are allowed, 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 (parents, guardians, children, siblings and grandparents);
3. Observance of recognized holidays observed by their faith;
4. Court appearance. Written summons must accompany the student on his return;
5. Attendance at a medical appointment verified by a physician's statement;
6. Exceptional circumstances with prior approval of the principal; or
7. Official school sponsored activities.
8. All documentation (notices from doctor, dentist, court, or other appropriate entities) to resolve an absence must be provided within forty-eight (48) hours upon the student's return.

A parent or guardian must notify the school secretary on the day of the student's absence or submit appropriate documentation within forty-eight (48) hours upon the student's return to school to resolve an absence. Failure to do so will result in an unresolved absence that will be counted toward truancy.

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.

### Unresolved 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 unresolved absences. **Students with twelve (12) unresolved absences in a course in a semester shall not receive credit for that course.** At the discretion of the principal after consultation with persons having knowledge of the circumstances of the unresolved 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 three (3) unresolved 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 six (6) unresolved 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.

Before the eleventh (11) unresolved absence permitted by this policy, parent, guardian, or person in loco parentis may petition in writing the school or district's administration for special arrangements to address the student's unresolved 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 unresolved 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.

Students are expected to attend school while serving bus suspensions. Absences that result solely from not being able to ride a bus shall count towards the number of absences in a semester.

### **MAKE-UP WORK**

It is the student's responsibility to request make-up work assignments upon returning to school from an absence. Teachers will determine reasonable time and effort needed to make-up assignments.

### **In-School Suspension (ISS) Program**

#### **Purpose:**

The purpose of ISS at Lee Senior High School is to provide an avenue that will be readily available to accommodate scholars who receive disciplinary referrals for minor infractions as defined in our 2018-19 Students' Handbook. This placement will afford the principal opportunities to immediately remove certain scholars from the classroom setting in an effort to maintain a school climate that is conducive to learning (Rausch and Skiba, 2005). In-school placement will ensure that scholars who consistently violate behavioral expectations receive immediate consequences for violations of minor infractions while making sure they are offered opportunities to participate in the academic communities. The guidelines for ISS are as follows:

- This placement will be utilized for minor infractions in lieu of and/or prior to a short-term, out-of school suspension based upon the principal's recommendations.
- Each ISS placement may be from one (1) to five (5) days.
- This ISS placement may be used as many times as deemed necessary by the principal in any semester.
- ISS assignments may not exceed five (5) days for any one offense.
- If a scholar refuses an ISS placement, that scholar will receive an out of school suspension for three, five, and ten days, respectively. The number of days will be determined by where a particular scholar rates in the overall disciplinary process.
- The building level principal's decision is final in the appeal process governing ISS.
- To ensure the classroom team members are notified promptly and are afforded a timely opportunity to provide academic assignments, the ISS facilitator will email the classroom team members upon notification of a scholar's placement. That email shall contain the name of the scholar and the number of days for the placement. The classroom team member will immediately email the scholar's assignment to the ISS facilitator. Upon completion of the ISS placement or academic assignment (whichever comes first), the ISS facilitator will return the completed work to the classroom team member. The classroom team member will grade and provide feedback as if the scholar were in the "regular" classroom setting.
- This placement may be used as a "gate keeper" for scholars awaiting Transitional Learning Center (TLC) placement.
- Each student will have a maximum of fifteen (15) days per semester. Once the fifteen (15) days have been exhausted the student will be suspended according to the discipline policy.
- Students' failure to follow ALL rules of ISS will result in suspension from school.

#### **TARDY POLICY DEFINITION**

*A student is tardy when he/she fails to be in the classroom when the tardy bell stops ringing. If the class is to be held in another assigned location the same rule applies.*

#### **Conditions**

Teachers will not allow students to be admitted to class, if they are late. The student will be sent to the Principal's

office. Teachers will alert the office via intercom. There is generally no resolved tardiness. However, an exception will be made if the student is delayed due to official school business or for other reasons approved by the building administrator.

**The following consequences for tardiness will be enforced by the principal:**

**First Offense:** Verbal warning

**Second Offense:** Parent Conference (may be verbal or written)

**Third Offense:** Two (2) days ISS and parent contact

**Fourth Offense:** Three (3) days ISS and parent contact

**Fifth Offense:** Corporal punishment or suspension and parent contact

**If any further acts of tardiness continue to occur after the fifth offense, the principal will follow the procedural consequences for Category 2 offenses. The steps of these consequences are per semester.**

**CHILD NUTRITION PROGRAM**

The Lee County School District provides nutritious meals and a variety of choices for all students. School breakfasts and lunches provide well-balanced nutrition each day. Breakfast begins at 7:30 a.m. and ends promptly at 8:00 a.m. Students may be served breakfast after 8:00 a.m. if they ride a late arriving school bus.

**HEALTH AND WELLNESS**

**HEALTH SERVICES**

Every school is assigned a professional nurse. Parents are urged to inform the school nurse and teacher of any known health conditions a student may have. The nurses are responsible for routine assessment and screening programs.

**MEDICATIONS**

It is the policy of the Board that no drug or medicinal preparation, except for medicines or medications approved for first aid by the Arkansas School First Aid Guidelines, be administered to a student on any school premises by school personnel, unless the medications is required for the student to attend school and there are current valid doctor's prescription and instructions, as well as a written request from the child's parents, received by the school.

A. Physicians or pharmacists should provide written orders and/or labels on prescription bottles stating the student's name, the name of the drug, the dosage and time to be given, recommended interval between doses and any special instructions.

B. A "Parent Medication Administration" form **MUST** be completed by parents before any medications will be administered at school. Handwritten notes are not acceptable. Medication requests **MUST** be kept in a designated administrative office.

C. All medications **MUST** be in the original container with a recent date, child's name on label, clear and legible directions for administering the medication, and the physician's name. Drugs must not be mixed in a container. No loose pills in envelopes or baggies shall be accepted. Pharmacists should provide a second container to be sent to school upon request.

D. Prescriptions for long-term health problems shall be updated at the beginning of each semester. The nurse or designee **MUST** communicate with the physician and parents regularly regarding students on long-term medications that would have an effect on the student's educational progress, such as medication for hyperactivity, epilepsy, etc.

E. No non-prescribed drugs will be given at school, as school personnel (excluding the licensed nurse) are not trained to determine when medications are needed and as this is a form of prescribing.

F. Medication prescribed for three (3) times/day or less **WILL NOT** be administered at school, unless it must be given at a specific time that is during the school day.

G. Students are not permitted to carry medication or over-the-counter drugs on campus or school bus at any time. Students in violation of this policy will suffer the consequences under the drug policy guidelines (Category 3 offense). Medication **will not** be sent home with students at the end of the school year.

H. Children with asthma/severe allergies will be allowed to use their inhaler according to physician's directions and will be monitored to prevent over use. A care plan must be developed by a team that includes the student, the parent(s), the principal, the school nurse, and the physician. A consent form to carry the medication must be filed with the nurse prior to the being allowed to carry meds within the school building and on the bus.

I. The school shall not keep outdated medication or any medication that was not picked up at the end of the school year. Parents will be notified ten (10) days in advance of the school's intention to dispose of any expired or left-over medication. Medication not picked up within the 10-day period will be discarded by the school nurse in accordance with the current laws and regulations.

## **IMMUNIZATIONS**

**The following Rules and Regulations Pertaining to Immunization Requirements are duly adopted and promulgated by the Arkansas State Board of Health pursuant to the authority expressly conferred by the laws of the State of Arkansas including, without limitation, Ark. Code Ann. § 20-7-109 and Ark. Code Ann. §§ 6-18-702, 6-60-504, and 20-78-206.**

### **Kindergarten through Twelfth Grade**

1. Except as otherwise provided in these regulations, no child shall be admitted to a public or private school of this state who has not been immunized against poliomyelitis, diphtheria, tetanus, pertussis, red (rubeola) measles, rubella, mumps, hepatitis B, and varicella, as evidenced by a certificate of a licensed physician or a public health department acknowledging the immunization.

2. The requirements for entry into school, irrespective of grade, are at least three doses of Diphtheria/Tetanus/Acellular Pertussis (DTaP), Diphtheria/Tetanus/Pertussis (DTP), Diphtheria/Tetanus (DT pediatric), or Tetanus/Diphtheria (Td Adult), at least three doses of polio vaccine; two doses of Rubeola (measles) vaccine, one dose of Rubella (German measles) vaccine and one dose of Mumps vaccine. Additionally, an appropriate series of Hepatitis B vaccine and one dose of Varicella (chickenpox) vaccine are required for students entering Kindergarten. An appropriate series of Hepatitis B is required for Transfer students (students not in your school district last school year) and students entering the seventh grade.

3. School Nurses are required to evaluate the immunization status of all children in their facilities. Table II of the required immunizations is used to determine if the child meets the immunization requirements to enter school. Arkansas law requires that every student entering school for the first time be adequately immunized. This includes all students new to the district. The immunization record must include written proof of all immunizations required by law.

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 district policy. That policy provides that an education record may be disclosed to appropriate parties in connection with an emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals.

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

### **Exclusion from School Due to Lack of Immunizations**

#### **Kindergarten Through Grade Twelve (Parents will have two weeks to update immunizations)**

1. The responsibility for the enforcement of these regulations rests equally with each school district of this



state and the parent or guardian of the student and each of them shall be separately and individually liable for permitting any violation of this law. Students will not be allowed to attend school unless they can document appropriate immunizations or are in the process of completing the minimum requirements. "In process" means they have received at least one dose of the required immunizations and are waiting the minimum time interval to receive the additional doses. When a student is admitted who is in the process of completing the required minimum immunizations, it is the responsibility of the school to assure the student completes the required doses on schedule.

2. A written statement from a public health nurse or private physician stating that the child is in process and containing a date when he/she must return for the next immunization should be in the student's file. If a student does not produce documentation of additional immunizations per the schedule, they must be excluded from school until documentation is provided. When students are in violation of the compulsory school attendance law, the local enforcing authority shall be notified. The immunization series does not need to be restarted as each dose of vaccine counts toward the minimum requirement.

## **WELLNESS**

The Lee County School District is committed to providing school environments that promote and protect children's health, well-being, and ability to learn by supporting healthy eating and physical activity. Therefore, it is the policy of the Lee County School District that:

- The school district will engage students, parents, teachers, food service professionals, health professionals, and other interested community members in developing, implementing, monitoring, and reviewing district-wide nutrition and physical activity policies.

- All students in grades K-12 will have opportunities, support, and encouragement to be physically active on a regular basis.
- Foods and beverages sold or served at school will meet the nutrition recommendations of the *U.S. Dietary Guidelines for Americans*.
- Qualified child nutrition professionals will provide students with access to a variety of affordable, nutritious, and appealing foods that meet the health and nutrition needs of students; will accommodate the religious, ethnic, and cultural diversity of the student body in meal planning; and will provide clean, safe, and pleasant settings and adequate time for students to eat.
- To the maximum extent practicable, all schools in our district will participate in available federal school meal programs (including the School Breakfast Program, National School Lunch Program (including after-school snacks), Summer Food Service Program, Fruit and Vegetable Snack Program, and Child and Adult Care Food Program (including suppers).
- Schools will provide nutrition education and physical education to foster lifelong habits of healthy eating and physical activity, and will establish linkages between health education and school meal programs, and with related community services.

## **Pregnancy**

A student who becomes pregnant while enrolled in Lee County Schools shall notify the school principal as soon as possible after the pregnancy has been confirmed.

A pregnant student shall provide the principal a written statement from a licensed physician, including recommendations concerning advisability of school attendance for the pregnant student.

A pregnant student who chooses to remain in school during the semester in which she expects to deliver the child shall be governed by the same attendance policies, minimum course requirements, and rules and regulations as all other students. However, the physical education program shall be adapted to the special needs of the student. In no case shall a student be removed from school or failed solely because of her pregnancy. A student shall be readmitted to school after delivery upon a statement from her physician recommending her readmission.

## **SCHOOL DISTRICT INSURANCE POLICY**

The Lee County School District does not assume liability for accidental injuries sustained by school children on its campuses. Therefore, it is very important that our patrons be made aware of the School Injury Benefit Plan, which is

an approved coverage offered through an independent agency.

The District does not assume liability for accidental injuries sustained by school children on its campuses. Arkansas School Law 21-9-301 states:

"It is declared to be the public policy of the State of Arkansas that all counties, municipal corporations, school districts, special improvement districts, and all other political subdivisions of the state shall be immune from liability for damages. No tort action shall lie against any such political subdivision because of the acts of their agents and employees."

Parents will be provided with an insurance brochure and application from which to review and select the appropriate level of coverage for their child. The brochure will explain the types of coverage available and list the cost associated with each. Completed applications must be returned to the school no later than the third week following the start of school.

You are encouraged to take advantage of this outstanding offer, which provides quality coverage for your student at the very lowest cost to you.

For more information on student accident insurance, contact the school's principal.

## **EXTRACURRICULAR ACTIVITIES**

The Lee County School District supports and maintains a comprehensive extracurricular activities program, which includes interscholastic athletics. These activities are for students who are legally enrolled in the District's schools and, generally, are not offered for academic credit.

All students who meet established eligibility requirements have an equal opportunity to participate in all activities. Eligibility for every activity is based upon scholastic performance, conduct, interest and demonstrated performance in competition established for the activity.

### **ELIGIBILITY REQUIREMENTS**

#### **Grade Point Average (GPA)**

Students who wish to participate in extracurricular activities must either, have a cumulative GPA of 2.0, or have a 2.0 average for the semester proceeding the semester in which they participate in athletics and other extracurricular activities or enroll in the District's **Supplement Instructional Program Plan (SIPP)**. SIPP is a program for students to participate in Competitive Interscholastic activities who do not meet the required grade-point average.

Students transferring from other districts should bring their eligibility status with them. They will then use their first full nine-week grades in the District to meet District GPA requirements.

#### **Athletic Exams**

The Activities Coordinator shall develop, maintain, and monitor a schedule by which all students interested in participating in athletic activities will receive a physical examination by a licensed health professional. The nature and degree of student participation; will depend upon the student's physical fitness.

#### **Admission to Athletic Events**

Participants (competing athletes, District bands, dance teams, drill teams and cheerleaders) who are scheduled to perform shall be admitted without admission charge to District athletic events.

### **STUDENT ORGANIZATIONS**

Students are encouraged to participate in recognized and approved student organizations within the school which are formed for the purpose of sharing common interests, or performing service, or are an integral part of the educational program of the District. All student organizations shall operate according to established and approved guidelines and procedures and shall not discriminate on the basis of race, sex, religion, disability or national origin.

**Chartering** - All student organizations must obtain approval of and be chartered by the building principal according to school district regulations and guidelines.

**Categories of Student Organizations** - Student organizations shall have either a service, honorary or interest orientation. Service organizations/clubs are designed to provide service to the school or the community. Honorary clubs are those which grant membership to students on the basis of special achievement in attaining openly published standards in defined areas of school life.

**Interest clubs** - may be organized in any areas of the curriculum of the school or in any other areas which are regarded by the school as providing valuable experiences which supplement the educational program. Clubs shall not, however, promote any political party or political cause.

**Adult Supervision** - Each school-related club/organization shall be supervised by an adult sponsor approved by the building principal.

**Student Council**-Students have the right to be represented and to air grievances, problems, and concerns through legitimate channels provided by the schools. Such representation should be through a democratically elected representative student government or some other body constituted and approved to represent students.

## **DISTRICT PARENTAL ENGAGEMENT PLAN**

The school district will involve parents, when possible, as a part of school support teams designed to assist LEA & schools in increasing student achievement. The Lee County School District will build the school's parents' capacity for strong parental involvement, in order to ensure effective involvement of parents and to support a partnership among the school involved, parents, and the community to improve student academic achievement activities specifically described below:

- A. The school district will, with the assistance of its Title I, Part A schools, provide assistance to parents of children served by the school district or school, as appropriate, in understanding topics such as the following, by undertaking the actions described in this paragraph --
  - Arkansas academic content standards, Common Core Standards
  - Arkansas student academic achievement standards,
  - State and local academic assessments including alternate assessments,
  - Requirements of Title I Part A,
  - How to monitor their child's progress, and
  - How to work with educators by providing the following activities and/or information:
    - Parent conferences
    - Report cards
    - Parent/Family Nights
    - Parent Workshops
    - Open House
- B. The school district will, with the assistance of its schools, provide materials and training to help parents work with their children to improve their children's academic achievement, such as literacy training, and using technology, as appropriate, to foster parental involvement, by providing newsletters and parent conferences. Lee County School district will, with the assistance of its schools and parents, educate its teachers, pupil services personnel, principals and other staff, in how to reach out to, communicate with, and work with parents as equal partners, in the value and utility of contributions of parents, and in how to implement and coordinate parent programs and build ties between parents and schools, by making it a part of everyday culture, providing staff development, and providing resources for communication.
- C. The Lee County School district will take the following actions to ensure that information related to the school and parent- programs, meetings, and other activities, is sent to the parents of participating children in an understandable and uniform format, including alternative formats upon request, and, to the extent practicable, in a language the parents can understand.

D. The school district will provide such other reasonable support for parental involvement activities as parents may request.

## **HOME ACCESS CENTER**

Home Access Center (HAC) will be an online system that allows parents and guardians to view the student's progress and selected tracking data such as demographics, attendance, discipline, etc. **HAC is view only.** Parents and guardians can receive their username and password from their child's school. The District Parent Coordinator is the facilitator of the Home Access Center.

## **SCHOOL CHOICE**

### **Exemption:**

By March 31 of each year, the Board shall determine if the District is subject to a desegregation order or mandate of a federal court or agency remedying the effects of past racial segregation. A District that determines it is subject to such an order or mandate may declare an exemption from the provisions of the School Choice Act of 2013 (the Act) codified at A.C.A. § 6-18-1901 et seq. If the District determines it is eligible for exemption, it will notify the Arkansas Department of Education (ADE) by April 1 whether or not it will declare an exemption from the Act. If the District has previously declared an exemption from the Act and chooses to no longer exercise its exemption option, it shall notify the ADE by April 1 of the District's decision to participate in the school choice provisions of the Act. If the District chooses to exercise its exemption option, it should notify the superintendents of each of its geographically contiguous school districts of its decision. Each decision regarding exemption is binding for one-year from the date the District notifies the ADE of the declaration of exemption.

### **Definition:**

For the purpose of this policy, "sibling" means each of two (2) or more children having a common parent in common by blood, adoption, marriage, or foster care.

### **School Choice Transfers Out of the District:**

The District shall date and time stamp all applications for school choice transfer out of the District as they are received in the District's central office. By August 1, the District shall approve all such applications unless the approval would cause the District to have a net enrollment loss (students transferring out minus those transferring in) of more than 3% of the previous year's student enrollment. By June 1 of each year, the ADE shall determine and notify the District of the net number of allowable choice transfers. For the purpose of determining the 3% cap, siblings are counted as one student.

If, prior to August 1, the District receives sufficient copies of requests from its students to transfer to other districts to trigger the 3% cap, it shall notify each parent from which it has received a school choice application and the district the student applied to transfer to 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 what applications it received that exceeded the limitation cap and notify each district that was the recipient of an application to that effect.

Any applications for transfer out of the District which are denied due to the 3% limitation cap shall be given priority for a choice transfer the following year in the order in which the District received the original application.

### **School Choice Transfers Into the District:**

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

Each school-year the Board of Directors will adopt a resolution containing the capacity standards the District will use in determining whether to accept or deny a school choice application from another district's resident student. 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. In determining the capacity of the District to accept choice applications, the Board of Directors shall consider the probable, locally generated growth in student enrollment based on recent District enrollment history.

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 April 1.

#### Application Process:

The student's parent shall submit a school choice application on a form approved by the ADE to both the student's resident district and to this district which must be postmarked or hand delivered on or before the June 1 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. Applications postmarked or hand delivered on or after June 2 will not be accepted. Statutorily, preference is required to be given to siblings (as defined in this policy) 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 3% of its past year's student enrollment due to choice. As such, any District approval of a choice application prior to August 1 is provisional pending a determination that the resident district's 3% cap has not been reached.

The superintendent will consider all properly submitted applications for School Choice. By August 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.<sup>5</sup>
- Instructions for the renewal procedure for succeeding school years.

Students whose applications have been accepted and who have enrolled in the District are eligible to continue their enrollment until completing his/her secondary education. Continued enrollment is conditioned upon the student meeting applicable statutory and District policy requirements and the renewal procedure for succeeding school years is followed. Any student who has been accepted under choice and who either fails to initially enroll under the timelines and provisions provided in this policy or who chooses to return to his/her resident district voids the transfer and must reapply if, in the future, the student seeks another school choice transfer. A subsequent transfer application will be subject to the capacity standards applicable to the year in which the application is considered by the District.

A present or future sibling, as defined in this policy, of a student who continues enrollment in this District may enroll in the District until the sibling of the transfer student completes his/her secondary education. 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.

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 school choice if its acceptance would exceed the capacity standards specified by the Board of Director's resolution. 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.<sup>7</sup>

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 10 days of receiving the rejection letter from the District.

Academic or Fiscal Distress Choice Applications:

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

- 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:

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 eligible for transfer from a school identified as a category level 1 school for two (2) consecutive years under A.C.A. § 6-15-2103(c)(1) may enroll in the District's school closest to the student's legal residence that has a performance category level 3 or higher as defined by A.C.A. § 6-15-2103(a) provided the student's parent or guardian, or the student if over the age of eighteen (18), has successfully completed the necessary application process by July 30 preceding the year of desired enrollment or by June 1, if applying under the provisions of A.C.A. § 6-18-1901 et seq.

If the District rejects the application, the District shall state in the notification letter the specific reasons for the rejection.

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 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.

A student's enrollment under the opportunity school choice provision 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.

The District may provide transportation to and from the transferring district. If a District school has been identified as a category 1 school under A.C.A. § 6-15-2103(c)(1), 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.

- Legal References:
- A.C.A. § 6-1-106
  - A.C.A. § 6-15-430(b)
  - A.C.A. § 6-15-2103
  - A.C.A. § 6-18-227
  - A.C.A. § 6-18-510
  - A.C.A. § 6-18-1901 et seq.
  - A.C.A. § 6-21-812

ADE Rules Governing the Guidelines, Procedures and Enforcement of the Arkansas Opportunity Public

## HOME SCHOOLING

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

Notice shall be given:

1. At the beginning of each school year, but no later than August 15;
2. By December 15 for parents who decide to start home schooling at the beginning of the spring semester; Or;
3. Fourteen (14) calendar days prior to withdrawing the child (provided the student is not currently under disciplinary action for violation of any written school policy, including, but not limited to, excessive unresolved absences) and at the beginning of each school year thereafter.

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

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

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

Before a student, who has been home schooled, will be allowed to enroll/reenroll in the Lee County Schools, the following conditions must be met:

1. Parent/guardian must provide a copy of "Notice of Intent to Home School and Waiver" form.
2. Parent/guardian must provide evidence of home-schooled course work material. At the secondary level the home-schooled course work will determine number of earned credits toward graduation. Presently the number of credits to graduate from Lee High School is 22.
3. A home schooled student who re-enters Lee High School must attend classes at least nine (9) months immediately prior to graduation before the student can become eligible to receive a high school diploma from Lee High School.

A home school student shall be given the opportunity to try out for an athletic or non-athletic competitive activity or team in their resident public school district if the following criteria are met:

- 1) Inform the principal of the resident school district in writing of their request to participate in the interscholastic activity before the signup, tryout, or participation deadlines established for students enrolled in the resident school district.
- 2) Inform the principal in the request that the student has demonstrated academic eligibility by obtaining: a minimum test score of the thirtieth percentile on The Stanford Achievement Test Series, Tenth Edition, or another nationally recognized norm-referenced test in the previous (12) months, or a minimum score on a test approved by the State Board of Education.
- 3) In order to be eligible to participate, the student must be enrolled within the first (11) days of the fall or spring semester.
- 4) Meets the same requirements as enrolled students in regards to practice times, required drug testing, permission slips, waivers, physical exams, and participation fees.
- 5) The student cannot be required to be enrolled in more than (1) period per school day.
- 6) Be transported by the resident school district to and from interscholastic activities as the resident school district transports other students who are enrolled in the resident school district.

- 7) If the student withdraws from an Arkansas Activities Association member school to be home-schooled, the student shall not participate in an interscholastic activity in the resident school district for a minimum of (365) days after the student withdraws from the member school.

Legal References:       A.C.A. § 6-15-503  
                              A.C.A. § 6-41-206  
                              Act 1469 of 2013

## STUDENT RIGHTS AND RESPONSIBILITIES

### Student Dress Code:

The Lee County School District's Dress Code is established to enable the District to accomplish its mission of providing first class education to its students by teaching proper grooming and hygiene, instilling discipline, preventing disruptions, avoiding safety hazards, and teaching respect for authority.

### General Guidelines

The following guide lines are to be used in determining appropriate dress and grooming in the school environment.

1. Dress and grooming is to be in keeping with health, safety and sanitary practices.
  - a. Students may not wear clothing or hairstyles that can be hazardous in educational activities such as lab, shop, physical education or art class
  - b. Shoes must be worn as required by law. Flip flops, beach footwear, slippers, house shoes or other footwear that is inappropriate for school will not be worn.
2. Clothing and accessories are not to substantially disrupt the educational process.
  - a. Students are not to wear clothing, buttons, patches, jewelry, or any other items with words, phrases, symbols, pictures, or signs that are indecent, profane, suggestive, or inflammatory, or that have negative overtones that appear to be derogatory or discriminatory
  - b. Students are not to wear suggestive or revealing clothing that diverts attention from the learning process or that may lead to a student being insulted, assaulted, or approached disrespectfully. **Act 835** of 2011 requires that sagging pants are not to be worn on school property or at any school sponsored event. The female breast area is to be covered at all times and no underwear is to be shown at anytime by any student. ***Students should be aware that Act 835 is a state law and it will be enforced. (If clothing is inappropriate according to Handbook rules, the parent/guardian will be called or a letter sent home to notify the parent/guardian so that corrections can be made to the student's clothing.)***
  - c. Students are not to wear sunglasses, caps, "DO" rags or head gear of any type inside any school building or facility.
  - d. Students are not to wear clothing, outerwear, pins, symbols, or insignia of prohibited organizations of street gangs while at school or while attending any school related activity.

NO blankets are allowed as outerwear.

NO Leggings, Jeggings, or Stretch Pants may be worn if the shirt/top is not extending below the buttocks and the circumference of the hip area.

NO tank tops or underwear may be worn as outer garment

NO spandex shorts may be worn

NO shorts, *skorts*, or skirts may be worn if they are more than four inches above the knee.

NO pajama or house shoes

NO swimwear

NO shirts or blouses tied at the waist, or clothing that shows the midriff, or clothing not properly fastened are to be worn

NO pants shall be worn that fall or sag below the waistline.



**\*Manufactured-altered clothing is permissible if no skin/"flesh" is revealed four inches above the knee and undergarments are completely covered. (i.e. purposefully cutting holes in pants that reveal certain parts of the body is not permissible)**

**Only appropriate jewelry for the outer ear may be worn. It is suggested that students not wear expensive jewelry or other expensive accessories to school. It is difficult to recover such items when they are lost or stolen. The school district will not be responsible for replacing lost or stolen jewelry.**

## **STUDENT RECORDS**

### ***Notice to all Parents and Students Attending the Lee County School District No. "1":***

The Family Educational Rights and Privacy Act (**FERPA**) is a federal law that governs the maintenance of student records. Under the law, parents of students or students if they are at least 18 have both the right to inspect records kept by the school about the student and the right to correct inaccuracies in the records. Access to the records by persons other than the parent or the student is limited and generally requires prior consent by the parent or the student.

Student records are defined to be all official records, files, and data directly related to students, including all material that is found in each student's cumulative record folder. This includes those intended for school use or to be available to parties outside the school or school system, and including, but not necessarily limited to; the following identifying data:

Academic work completed

- A. Grades and standardized test scores
- B. Attendance data
- C. Scores on standardized intelligence, aptitude and psychological tests
- D. Interest inventory results
- E. Health data
- F. Family background information
- G. Teacher or counselor rating and observations
- H. Verified reports of serious or recurrent behavior patterns.

### **A. Access to Records**

Those who have the right to inspect and review the education records (Cumulative Record Folder: CRF) kept about the student include:

1. Parents/ guardians of students who are under 18 years of age;
2. parents who claim students who are at least 18 as dependents under Section 152 of the Internal Revenue Code; and
3. students who are at least 18 years of age (hereafter called eligible students).

Once the student becomes eighteen (18) or attends an institution of post-secondary education (even if he/she is not yet 18), he/she becomes eligible to see all of his/her education records except financial records of parent(s). The student has a right to see any letters of recommendation placed in his/her file after January 1, 1975, unless he/she waives the right to see them.

Any student (between the ages of 18 and 21) who does not wish his/her parents to have access to his/her cumulative record folder (CRF) must so inform the principal of the school where the records are kept and prove that he/she is not a tax dependent of his/her parents. If a parent of a student who is at least 18 and no longer attending a school within the District wishes to inspect and review his/her child's CRF, he/she must prove to the principal that he/she claims the student as a dependent for federal income tax purposes. Parents or eligible students who wish to inspect and review the cumulative record folder shall submit a request in writing to the principal of the student's school. When the principal receives a written request for review of the records from a parent or eligible student, the principal shall schedule a time as soon as possible but no later than 45 days after a request is made. The inspection/review shall be made in the office of the principal or at another place designated by him/her.

A school employee, competent in interpreting student records, shall be present to explain the implications of the records that are examined.

After an inspection, parents or eligible students may request copies of the records they inspected.

Each school must keep a register of all requests for and grants of access to a student's education records except disclosures to the student, his/her parents, or school officials; disclosures of directory information; and disclosures pursuant to the parents' or eligible student's written consent.

## **B. Hearing to Correct Inaccuracies**

Parents of a student who have not yet reached the age of 18 and eligible students have the right to challenge the content of records in the student's cumulative folder. No later than five days after he/she receives a request to amend, the principal shall decide whether to amend the records in accordance with the request. If he/she finds that the challenge is not justified, he/she shall inform the person who made the request of his/her finding and shall also inform that person of his/her right to request, in writing, a hearing before the Superintendent or his/her Designee. If a parent or eligible student requests a hearing, the director shall set a date for the hearing as soon as possible but not more than 10 school days after the request for the hearing was made and shall give the parent or the student at least two school days' advance written notice of where and when the hearing will be held. At his/her own expense, the parent or student may be assisted at the hearing by an attorney or anyone else of his/her choice. The parent, student, or his/her counsel may present relevant evidence at the hearing.

A parent or student who is dissatisfied with the decision of the Superintendent or his/her Designee may appeal to the Board of Directors. The review shall be on the record and not a de novo hearing.

## **C. Release of Information Outside of the School System**

Persons with Authorized Access:

1. Schools may, without the consent of either the student or his/her parents, disclose information kept in the student's CRF to the following persons:
  - A. School officials who have a legitimate educational interest in examining the information. The term "school official" includes any teacher, administrator, assigned student teacher, teacher intern, instructional aide, or other professional employees of the school district and members of the School Board. The principal of the school determines whether a school official is seeking the information to carry out his/her official duty and whether the specific information sought will help in carrying out that duty;
  - B. Accrediting organizations that seek information to carry out their accrediting functions;
  - C. Persons or organizations conducting studies for or on behalf of the school administration or another educational agency to develop or validate predictive tests, administer student aid programs, or improve instruction. Any report released on the basis of data collected under this paragraph may not include information that personally identifies students or their parents;
  - D. Persons who seek the information in connection with a student's application for, or receipt of financial aid;
  - E. Officials of another school in which the student seeks or intends to enroll. Within three school days, the principal or other record custodian shall notify the parent or student of the request for the record and seek his/her consent. If the parent or student so requests, he/she will be furnished a copy of records to be transferred and given an opportunity to correct any inaccuracies in accordance with established procedures;
  - F. Persons who seek information in connection with a health or safety emergency that threatens the health or safety of the student or other persons.

***NOTE: The Buckley Amendment regulations presume that if the student's parents are divorced, both parents have the rights inherent in the act unless the school receives evidence that a court order governing matters of divorce, separation, or custody or a legally binding document provides otherwise. The fact that custody was awarded to one divorced parent is not sufficient to deny the other parent access to his/her child's records. FERPA defines parent to include a guardian or person who acts as a parent, i.e., grandparents or other relative with whom student lives if***

*parents have died.*

2. Directory information which includes a student's name, address, telephone number, date and place of birth, extracurricular activity participation, dates of attendance, awards and diplomas received, and the most previous or recent school attended may be made available to outside institutions or agencies upon request. However, any eligible student or parent who objects to the release of directory information must notify the principal or registrar at the beginning of each school year of this decision.
3. No one else may have access to personally identifiable information from the cumulative record folder, other than directory information, except under one of the following circumstances:
  - a. When written consent is given by the parent/legal guardian or eligible student, the education records shall be released pursuant to the request. A consent form will be completed stating what records are to be released, to whom they shall be released, and the reason for the release. A copy of the student record being sent will be made available to the person signing the release form upon request.
  - b. When a request is in compliance with judicial orders, or pursuant to any lawfully issued subpoena, the parents, legal guardians and students shall be notified in advance in writing, and a copy placed in the student's files.
  - c. When a school official discloses information from the student's cumulative record folder, other than directory information, to anyone other than the parent of the student, the student himself/herself, or other school officials, the person who receives the information shall be informed that the information may not be transferred to any other party without the consent of the parents or the eligible student.

#### **D. Inspection Log**

The principal shall maintain in each cumulative folder for which he/she is responsible a cumulative record inspection log. The inspection log shall include the name and reason for inspection of each person requesting access to the cumulative record folder but shall not include disclosures to the parents, the student, school officials, or persons who have student or parental consent or disclosures of directory information. The log may be inspected by the student's parents or the eligible student.

#### **E. Cost of Transcripts**

1. The first year after graduation, all transcripts are free. In addition, those transcripts mailed between schools other than post-high schools shall be free.
2. After the first year, all subsequent requests are \$2.00.
3. Copies of student records, other than transcripts will cost \$0.25 per sheet.

Legal Reference:

P0. 93-380 - Family Educational Rights and Privacy Act 1974

### **FOURTH AMENDMENT**

#### **Search and Seizure**

##### **I. General Rule**

Students and their property are subject to reasonable searches by school district administrators and teachers. A search is reasonable where: (1) the Principal or Principal's Designee has reasonable grounds for believing that the search will turn up evidence that the student has violated or is violating the law or a school rule; (2) the scope of the search is reasonably related to the objective of the search; and (3) it is not excessively intrusive in light of the age and sex of the student and the nature of the suspected violation. Whether the Principal or Principal's Designee belief is reasonable will usually depend on the content of the information provided and the reliability of that information.

Where reasonable, a student may be requested to empty his/her pockets, to raise his/her pant leg, to remove his/her coat or jacket and to turn over his/her belt buckle. Students' book bags and purses are also subject to being searched. All searches must be witnessed by the principal, assistant principal, or principal's designee.

##### **II. Strip Search**

A strip search is defined as requiring a student to remove clothing that reveals his/her nakedness.

Whether or not reasonable, Principal and Principal's Designee shall **not** require a student to remove any clothing, except for shoes, socks and coats or jackets, and shall not touch a student as part of a search. If Principal or Principal's Designee believe that some type of strip search may be justified, Principal's Designees of the same gender should take the student into a private area and request that the student produces the object of the search. If the student refuses, the student should be detained until his/her parent or guardian can come to the school and conduct the search along principal designees of the same gender. If the parent or guardian will not or cannot obtain the object of the search and the principal's designee still believes that an additional search could produce evidence of a violation, the matter should be referred to the school resource officer or other police officer.

*Note: A school resource officer or police officer may intervene any time probable cause exists. Lee County Police Department search dogs brought into school building by police official may be used in random searches for drugs.*

### **III. Scanning**

Because of the danger presented by students bringing weapons to school, students will be subject to random and periodic general scanning with metal detectors.

### **IV. Lockers and Desks**

Students' lockers and desks are school property and are at all times subject to random and periodic general inspections by Principal or Principal's Designee without notice to or the consent of the student. Students will be held responsible for the contents of their locker or desk.

### **V. Book Bags, Backpacks and Purses**

Book bags, backpacks, purses and similar containers are permitted on school property as a convenience for students. If brought onto school property, such containers and their contents are at all times subject to random and periodic inspections by Principal or Principal's Designee. Students will be held responsible for the contents of such containers brought onto school property.

### **VI. Automobiles**

Students are permitted to park on school property in designated student parking areas only. School Resource Officer may conduct random and periodic general inspections of vehicles parked on school property without notice to or the consent of the student. In addition, the interior, including the glove box, trunk and console, of vehicles parked on school property shall be subject to reasonable searches by school resource officer.

## **INTERACTION WITH THE POLICE**

### **I. Role of the School Resource Officer**

- a. Protective. The first priority is the protection of students and staff from negative outside influences and to assist in the maintenance of order.
- b. Consultant. The second priority is to act as an advisor to staff in safety matters, violence reduction strategies, and legal aspects of activities of students.
- c. Instructor. The third priority is to facilitate learning in citizenship and related law education. The officer will prepare and present specialized lectures to classes and arrange for guest lectures on topics discussed by school staff, as well as provide students with information about their rights and responsibilities in the school and community.
- d. Community Relations. The fourth priority is to provide a positive role model to the students and to foster better understanding between the law enforcement community and the student and staff.
- e. Crisis Intervention. The final priority is to assist students through counseling in law-related problems and to assist them by mediating disputes. The officer will attempt to identify problems with students and guide them to addressing their problems in a non-violent manner.

### **II. Interviewing Students**

The District's agreement with the Marianna Police Department provides that the School Resource Officer shall adhere to District policy, Police Department policy and other legal requirements with regard to interviews with students. The district strongly discourages police interviews with students at school during school hours. The police should have ample opportunity to talk to a student away from school or before or after school. Police interviews of students should

be conducted at school during school hours only when: (1) requested by a school administrator or superintendent; (2) other reasonable attempts to locate and interview a student have failed; or (3) circumstances where the health, life or safety of the student would be at risk if the interview were conducted at home, e.g., an Investigation into allegations of child abuse by a parent.

When a police interview with a student must be conducted at school during school hours, the police should first report to the principal's office. The principal should then attempt to contact the student's parent or guardian unless the interview relates to an investigation of the parent or guardian. If not the subject of the investigation, the parent or guardian should be given the opportunity to come to the school before the interview begins.

All reasonable measures should be taken to avoid embarrassing the student and disrupting the educational program of the student and the school. The interview should be conducted in a private room removed from observation by other students and school personnel. Where practicable, the interview should be conducted by the School Resource Officer with a school administrator present; if not practicable, the School Resource Officer should be present during the interview in addition to a school administrator. During a police interview, a student is not obliged to answer questions which might incriminate him/her.

If the police wish to take a student from school before the parent or guardian can be notified, he/she should give the principal appropriate personal identification. This will enable the principal to properly inform the parent of the situation and the whereabouts of the child.

A student may be questioned by the police, but he/she is not obliged to answer questions which might incriminate him/her. The parent and/or principal should be present during questioning by police.

## **CLOSED CAMPUS FOR ALL STUDENTS**

**Students are required to remain on school grounds until the end of the school day. Check out and Check in during the school day requires parent/guardian permission. LHS student vehicles are off limits during the school day. Students are not allowed to go off campus to purchase and eat food during their lunch periods.**

## **VISITORS ON CAMPUS**

All visitors to a school campus must report directly to the principal's office. The principal has the right to ask for identification of anyone on campus and may ask individuals to leave school premises if the individuals have no legitimate business at school. A person who has no legitimate business at school and who refuses to leave school grounds after being requested to leave may be arrested and criminally charged in accordance with Arkansas law.

Students are not allowed to have visitors of any kind during the lunch hour for any reason, unless special circumstances exist such as: Parent/Grandparent or Guardian is eating lunch with the student. Otherwise, no visitors are allowed to bring food to student during the lunch hour. This statement includes parents.

Parents and all visitors to school campuses are expected to model appropriate behavior. Inappropriate behavior including, but not limited to, verbal abuse, threats, physical abuse or possessing a weapon on school district property will not be tolerated. Visitors who choose to engage in this type of behavior shall be subject to appropriate administrative and/or legal action.

Legal reference: § 6-17-106.

## **Sex Offenders on Campus (Megan's Law)**

Individuals who have been convicted of certain sex crimes must register with law enforcement as sex offenders. Arkansas law places restrictions on sex offenders with a Level 1 sex offender having the least restrictions (lowest likelihood of committing another sex crime), and Level 4 sex offenders having the most restrictions (highest likelihood of committing another sex crime).

While Levels 1 and 2 place no restrictions prohibiting the individual's presence on a school campus, Levels 3 and 4 have specific prohibitions. These are specified in Policy KDDAA—SEX OFFENDERS ON CAMPUS (MEGAN'S LAW) and it is the responsibility of district staff to know and understand the policy and, to the extent requested, aid school administrators in enforcing the restrictions placed on campus access to Level 3 and Level 4 sex offenders.

It is the intention of the board of directors that district staff not stigmatize students whose parents or guardians are sex offenders while taking necessary steps to safeguard the school community and comply with state law. Each school's administration should establish procedures so attention is not drawn to the accommodations necessary for registered sex offender parents or guardians.

Cross Reference: Policy KDDAA—SEX OFFENDERS ON CAMPUS (MEGAN'S LAW)

Legal Reference: A.C.A. § 12-12-913 (g) (2)

Arkansas Department of Education Guidelines for "Megan's Law"

A.C.A. § 5-14-131

### **Insult or Abuse of Staff (A.C.A. 6-17-106)**

(a)(1) 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 that in its common acceptance is calculated to:

(A) Cause a breach of the peace;

(B) Materially and substantially interfere with the operation of the school; or

(C) Arouse the person to whom it is addressed to anger to the extent likely to cause imminent retaliation.

(2) A person who violates this section shall be guilty of a violation and upon conviction be liable for a fine of not less than one hundred dollars (\$100) nor more than one thousand five hundred dollars (\$1,500).

(3) Each school district shall report to the Department of Education any prosecutions within the districts under this section.

Students under suspension or expulsion are prohibited from coming on the campus of any District school or attending any school-related activity.

### **STUDENT PUBLICATIONS**

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

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 endorse such things as tobacco, alcohol, or drugs.

Publications may be regulated to prohibit writings which are, in the opinion of the appropriate teacher and/or administrator, ungrammatical, poorly written, inadequately researched, biased or prejudiced, vulgar or profane, or unsuitable for immature audiences.

Publications may be regulated to refuse to publish material which might reasonably be perceived to advocate drug or alcohol use, irresponsible sex, or conduct otherwise inconsistent with the shared values of a civilized social order, or to associate the school with any position other than neutrality on matters of political controversy.

Prohibited publications include:

- a. Those that are obscene as to minors;
- b. Those that are libelous or slanderous, including material containing defamatory falsehoods about public figures or governmental officials, which are made with knowledge of their falsity or reckless disregard of the truth;
- c. Those that constitute an unwarranted invasion of privacy as defined by state law,
- d. Publications that suggest or urge the commission of unlawful acts on the school premises;
- e. Publications which suggest or urge the violation of lawful school regulations;
- f. Hate literature that scurrilously attacks ethnic, religious, or racial groups.

Student publications that are displayed on school web pages shall follow the same guidelines as listed above and any additional guidelines established by district policy.

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

### **PARENT-TEACHER COMMUNICATION**

The Lee County 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 to discuss 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 students 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 or 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.

Note: A.C.A. § 9-28-113(b)(6) provides that when the court transfers custody of a child to the Department of Human Services, the court shall issue an order stating whether the parent or legal guardian may participate in parent/teacher conferences.

Legal References: State Board of Education Standards of Accreditation 12.04.1, 12.04.2, and 12.04.3  
A.C.A. § 6-15-1701(b) (3) (C)

### **E-school Plus Family App**

Parents will be able to access their child’s school information from mobile devices using the eSchoolPLUS Family app. They will be able to use the app to view attendance, class work, class and activity calendar events, fees, grades, and transportation information. Parents will also be able to email their child’s teachers. Information on how to download, access, and use the app will be distributed during registration and posted on the district’s website.

### **VIDEO SURVEILLANCE**

The school board 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 in any district building, on district property, and in district buses and vehicles. Video recorder placements shall be based on the presumption and belief that students, staff, and visitors have no reasonable expectation of privacy in areas or at events that occur in plain view of other students, staff, or visitors.

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.

The district shall retain copies of video recordings until they are erased<sup>1</sup> which may be accomplished by either deletion or copying over with a new recording.

Videos 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 surveillance cameras and equipment shall be subject to appropriate disciplinary action and referral to appropriate law enforcement authorities.

## ACADEMICS

### **STUDENT PROMOTION AND RETENTION**

The purpose of the following regulations is to provide guidelines for teachers and campus-level administrators to use in making decisions relating to promotion and retention of students from one grade to the next.

**Attendance:** Because student attendance is an absolute prerequisite for academic achievement, principals 7-12 (or his/her designee) will report to the prosecuting attorney all cases, which exceed twelve (12) absences per semester. An exception may be granted by the principal and/or superintendent, if documented evidence (physician's and/or hospital records) or an extended illness justify the number of absences accrued.

The lack of credits could jeopardize their grade promotion or classification due to insufficient credits to qualify for the next grade.

**Notification of Possible Retention 7th-8th:** Written warning of possible retention must precede official notification of retention, by mail to parent for a parent conference with the teacher(s). Such notification shall be given within ten (10) working days after the third (3rd) quarter.

**For Grades 7-12:** Students failing one or more core area subjects (reading, mathematics, language, science, social studies) will be required to attend the District's summer school program or enroll in a credit recovery program offered by the district and demonstrate mastery of skills. **Failure to demonstrate mastery of skills in subject area for grades 9-12 will result in repeat of course.**

Other criteria taken under consideration for 7<sup>th</sup>-8<sup>th</sup> grade promotion/retention are:

1. Current standardized test scores
2. Previous standardized achievement test scores
3. Daily class work
4. Publisher's assessment tests in reading and mathematics
5. Educationally deprived considerations
6. Attendance
7. Portfolios/student profiles/AIP
8. To be eligible for promotion, a student must obtain a minimum of a "D", for yearly averages, in three (3) of the core areas (reading, mathematics, language arts, science and/or social studies).

Any teacher, principal, counselor, parent or legal guardian of a student may make a recommendation for retention. All recommendations for retention will be reviewed by school unit committees composed of: the principal, the student's classroom teacher or teachers, school counselor, special service teacher and classroom teacher of the same grade level. Parents of students recommended for retention or promotions have the right to meet with the committee upon written request. A majority vote will determine the committee's decision with the parent(s) having one vote. However, the committee's final decision must be based on the aforementioned criteria. Either the parent or the school may appeal the decision. Written requests for an appeal must be submitted to the principal by September 1.



The IEP committee for special education students will determine appropriate placement.

### **Student Success Plans (SSP)**

Beginning with the 2018-19 school year, each student shall have a student success plan mapped out for him or her by the end of 8<sup>th</sup> grade. The plan will be developed collaboratively by school personnel, the student and the student's parents. At a minimum, it is to :

- Guide students along pathways to graduation
- Address accelerated learning opportunities
- Address academic deficits and interventions
- Include planning for college and career

Individualized education programs (IEPs) for special education students will serve as student success plans if the IEP addresses academic deficits and intervention needs and includes a transition plan that addresses college and career planning components.

Student success plans will be reviewed and revised annually.

***At least a total of twenty-two (22) units/credits earned in grades nine through twelve shall be required for high school graduation.*** Only one (1) of those units may be in Physical Education. High school seniors should be aware that they will not be allowed to participate in graduation ceremonies if they have not satisfied this requirement.

A unit of credit shall be defined as the credit given for a course which meets for the equivalent of a regular school period each day for a full school year (a minimum of 275 *minutes* per week for Laboratory/Vocational courses; 225 minutes per week for all other courses in high school).

### **Additional Credit Requirement**

Annual parent/student meeting will be held to explain Smart Core/Core with distribution of forms requiring signatures (parent and school official) necessary for the course of study selected. It is permissible for students to earn two units of additional credit by correspondence courses from an accredited extension service. A student may not enroll in a course for additional credit if it would place him/her in more than eight courses in a semester.

### **Early Graduation- ACT 275 of 1997**

Any student who is enrolled in Lee Senior High School and has earned the number of credits required for graduation shall be eligible to graduate from Lee Senior High School without regard to the grade level the student is enrolled in at any time such credits are earned. The Intent for Early Graduation form must be completed, submitted and approved prior to their junior year.

### **PROGRAMS OF STUDY**

Each student is encouraged to select a career focus after completing Career Orientation in the eighth grade. Upon entering ninth grade at Lee High School the student chooses a Program of Study (major) as part of his/her four-year plan.

#### **Required Core Courses in All Programs of Study**

- 4 Units English
- 4 Units Mathematics
- 3 Units Science
- 3 Units Social Studies
- ½ Unit Physical Education
- ½ Unit Fine Arts
- ½ Unit Health

½ Unit Oral Communications  
6 Units Career Focus  
1 Unit Community Service--75 Hours (Elective)

**Arkansas Department of Education requires that all students must pass a standardized test for Civics before graduating from high school.**

**A total of 22 Credits is required to graduate.**

Program of study such as the Arkansas Virtual School Program are available to students who wish to make up core courses that they have received failing grades in.

**NOTE: Additional classes will be available through Virtual Arkansas**

### **SMART CORE CURRICULUM AND GRADUATION REQUIREMENTS (7<sup>th</sup> through 12<sup>th</sup>)**

Beginning with the graduating class of 2009-2010, all students are required to participate in the Smart Core curriculum unless their parents or guardians, or the students if they are 18 years of age or older, sign an *Informed Consent Form* to not participate. 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. The signed *Informed Consent Form* shall be attached to the student's permanent transcript. *Informed Consent Forms* are required to be signed prior to registering for seventh grade classes, or if enrolling in the district for seventh through twelfth grade classes. 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.

This policy, the Smart Core curriculum, and the courses necessary for graduation shall be reviewed by staff, students, and parents at least every other year to determine if changes need to be made to better serve the needs of the district's students. The superintendent, or his/her designee, shall select the composition of the review panel.

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

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

The first year of this policy's implementation all employees required to be certified as a condition of their employment shall receive training regarding this policy so that they will be able to help successfully implement it. In subsequent years, administrators, or their designees, shall train newly hired employees, required to be certified as a condition of their employment, regarding this policy. The district's annual professional development shall include the training required by this paragraph.

### **GRADUATION REQUIREMENTS**

**The number of units students must earn in grades nine through twelve (9-12) to be eligible for high school graduation is to be earned from the categories listed below. A minimum of 22 units is required for graduation for a student participating in either the Smart Core or Core curriculum. There are some distinctions made between Smart Core units and Graduation units. Not all units earned toward graduation necessarily apply to Smart Core requirements.**

**SMART CORE CURRICULUM:  
(Graduating Class of 2014 and After)**

Smart Core is Arkansas's college and career- ready curriculum for high school students.

College and career readiness in Arkansas means that students are prepared for success in entry- level, credit bearing courses at two- year and four- year colleges and universities, in technical postsecondary training and in well-paid jobs that support families and have pathways to advancement. To be college and career ready, students need to be adept problem solvers and critical thinkers who can contribute and apply their knowledge in novel contexts and unforeseen situations. Smart Core is the foundation for college and career readiness. All students should supplement with additional rigorous coursework within their career focus.

*Parents or guardians may waive the right for a student to participate in Smart Core. By signing the Smart Core Waiver Form, you are waiving your student's right to Smart Core and are placing him or her in the Core Curriculum.*

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

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

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

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

- Algebra I or Algebra A & B\* which may be taken in grades 7-8 or 8-9
  - Geometry or Investigating Geometry or Geometry A & B\* which may be taken in grades 8-9 or 9-10
- \*A two-year algebra equivalent or a two-year geometry equivalent may each be counted as two units of the four-unit requirement for the purpose of meeting the **graduation** requirement, but only serve as one unit each toward fulfilling the **Smart Core** requirement.

- Algebra II
- Beyond Algebra II: this can include Pre-Calculus, Calculus, AP Statistics, Algebra III, Advanced Topic and Modeling in Mathematics, Mathematical Applications and Algorithms, Linear Systems and Statistics, or any of several IB or Advanced Placement math courses

(Comparable concurrent credit college courses may be substituted where applicable)

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

One unit of Biology; and

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

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

**Social Studies:** three (3) units

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

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

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

**Health and Safety:** one-half (1/2) unit

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

**Fine Arts:** one-half (1/2) unit

**\*Computer Science: (Optional units for 4<sup>th</sup> math and 3<sup>rd</sup> science requirements)**

**Career Focus – 6 units**

*Beginning with entering 9<sup>th</sup> grade class of 2014-2015 school year, each high school student shall be required to take at least one digital learning course for credit to graduate. (Act 1280 of 2013)*

*(Comparable concurrent credit may be substituted where applicable)*

- \* *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.*

**The Smart Core and career focus units must total at least twenty-two (22) units<sup>8</sup> to graduate.**

Cross References: Policy—GRADUATION REQUIREMENTS  
Policy 7.8 PROMOTION/RETENTION/COURSE CREDIT FOR 9-12 SCHOOLS  
Policy 7.8PROMOTION/RETENTION/COURSE CREDIT FOR K-8 SCHOOLS

Legal References: Standards of Accreditation 9.03 – 9.03.1.9, 14.02  
ADE Guidelines for the Development of Smart Core Curriculum Policy  
Smart Core Informed Consent Form

**ACADEMIC CHALLENGE SCHOLARSHIP**

The Arkansas Academic Challenge Scholarship is a college scholarship plan to promote academic achievement and encourage academically prepared Arkansas high school graduates to enroll in the State's colleges and universities. Arkansas Department of Higher Education establishes the eligibility standards. The award is made based on the applicant's meeting minimum standards with regard to the ACT composite score of 19 or an ACT equivalent score. (See the high school counselor for new regulations and guidelines pertaining to the Arkansas Academic Challenge Scholarship.

**GRADE LEVELS (9-12) CLASSIFICATION REQUIREMENTS -Successfully Completed:**

- Freshman** Promotion from eighth grade including passing core subjects of 8<sup>th</sup> grade English, Math, Science and Social Studies and attend summer school if either Math or English is not passed.
- Sophomore** Four (4) units towards graduation including passing English I, Physical Science, 1/2 credit of Civics ½ credit of Economics, and the equivalent of Algebra I
- Junior** Ten (10) units towards graduation including passing English II, Geometry, or its equivalent , Biology and World History.
- Senior** Fifteen (15) units towards graduation including passing English III, a third unit of Math and American History.

Acceleration for above grade level achievers will be offered in the form of an accelerated curriculum in the academic subjects. A student may accelerate in one or more subjects depending on his/her academic ability. The students will be identified by the following criteria: *Teacher referrals, and Standardized tests which accompany textbooks.*

Although the Lee County School District No. “1” does not recommend grade-skipping, a student who meets the guidelines set forth in the gifted and talented program shall be serviced by an accelerated curriculum or grade-skipping. Grade-skipping must be agreed upon by both the district promotion committee and the parent(s).

**GRADING- Grading policy includes educational objectives only.**

Parents or guardians shall be kept informed concerning the progress of their child. Parent-teacher conferences are encouraged and may be requested by parents, guardians, or teachers. If the progress of a student is unsatisfactory in a subject, the teacher shall attempt to schedule a parent-teacher conference. In the conference, the teacher shall explain

the reasons for difficulties and shall develop, cooperatively with the parents, a plan for remediation which may enhance the probability of the student succeeding. The school shall also send timely progress reports and issue grades for each nine-week grading period\*to keep parents/guardians informed of their student's progress.

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

The grading scale for K-12 students shall be as follows.

**GRADING SCALE \***

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

For the purpose of determining grade point averages for grades 9-12, the numeric value of each letter grade shall be as follows

A = 4 points, B = 3 points, C = 2 points, D = 1 point, F= 0 points

**For weighted courses:** A= 5 points, B= 4 points, C=3 points, D= 2 points F= 0 points

The grade point values for Advance Placement (AP) and approved honor courses shall be one point greater than for regular courses with the exception that an F shall still be worth 0 points.

Quality points for AP are contingent on student testing and teacher training. Ark. Code Ann. 6-15-902

Legal References: A.C.A. § 6-15-902

State Board of Education: Standards of Accreditation 12.02

Arkansas Department of Education Rules and Regulations Governing Uniform Grading Scales for Public Secondary Schools

**HONOR'S BANQUET QUALIFICATIONS/CRITERIA FOR ATTENDEES:**

- ❖ STUDENTS MUST BE IN TOP TEN PERCENT OF THEIR CLASS

**CONCURRENT CREDIT**

Students in ninth through twelfth grades who successfully completes a college courses(s) from an institution approved by the Arkansas Department of Education (ADE) 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 in the same subject area. 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.

Students are responsible for having the transcript for the concurrent credit course(s) they have 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 student who take concurrent credit courses as partial fulfillment of the required full day of class for students in grades 9-12 are to be received by the school by 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 or graduation.

Students will retain credit applied toward a course required for high school graduation from a previously attended, accredited, public school.

**NOTE: Parents will be responsible for reimbursing Lee County School District for payment of any concurrent credit courses that the student fails.**

Legal References: A.C.A. § 6-15-902 (c)(2)

Arkansas Department of Education Rules and Regulations: Concurrent College and High School Credit for Students Who Have Completed the Eighth Grade

**Dropping Concurrent Classes**-Students who drop concurrent classes before the 11<sup>th</sup> day of class shall complete a drop form through the high school counselor's office. The drop form must have the required signatures and shall be submitted to the institution of higher education. Students will not be allowed to drop concurrent classes after the 11<sup>th</sup> day of class.

If the drop form has received the required signatures and submitted to the institution of higher education, before the 11<sup>th</sup> day of class, students will be allowed to drop concurrent classes as listed on the drop form. At that point, students will be enrolled in classes at Lee Senior High School and their schedules shall reflect the change. If students officially drop concurrent classes on or before the 11<sup>th</sup> day of class, that will allow enough time for students to meet the Carnegie units requirements. Dropping concurrent classes after the 11<sup>th</sup> day of class are prohibited.

## **HOMEWORK**

**DEFINITION:** The term homework refers to an assignment to be prepared outside of class or an assignment which requires further individual student work.

Homework is synonymous with any independent activity.

**RATIONALE:** The Lee County School District recognizes homework as an important part of the educational process and directs that homework assignments meet, at a minimum, the following objectives: improvement of the learning processes, aid in mastery of skills, and the recreation and stimulation of interest on the part of the students.

The Lee County School District also recognizes that learning activities in the life of a student are not restricted to the classroom or homework assignments.

**GUIDELINES:** Instruction for homework assignments will be clear and specific so that the student may complete the work.

### **I. GENERAL PROCEDURES:**

- 1) Each principal will provide the teacher with textbooks for students to use for daily lessons and/or homework assignments.
- 2) Teachers will provide copied materials that can be seen clearly and have instructions to be used in completing them.
- 3) Homework assignments will emphasize the application of concepts and skills previously introduced.
- 4) Homework will be considered in the grading of students.
- 5) Homework should provide immediate feedback to the teacher on areas of weakness in students' understanding of concepts and/or acquisition of skills.
- 6) Teachers will provide homework in all subject areas each week: Reading is a priority; therefore, reading homework assignments are required daily for students in **grades 7-12.**

## **II. SPECIFIC PROCEDURES**

Homework assignments for the Secondary Level (7-12) should be given with an average of no more than thirty (30) minutes required for each of the subject areas.

All principals shall work with building committees to help coordinate long-term assignments or projects which might conflict with other assignments.

### **COMPUTER USE**

The Lee County School District recognizes the need to effectively use computer technology to further enhance the educational goals of the district. However, protection and security of the various information networks and computer systems are necessary. The district further expects all faculty, students staff, and associates to use the computers and networks responsibly. All computing resources should be used in an effective, ethical, and lawful manner. Users are also expected to learn and follow normal standards of polite conduct and responsible behavior in their use of computer resources.

It is the policy of the Board of Directors to equip all computers in the school system with Internet filters that seek to prevent minors from gaining access to harmful materials.

### **RULES AND PROCEDURES FOR USE OF COMPUTER RESOURCES**

#### **I. Use of Computer Hardware**

1. Computer hardware is like any other school property and shall be treated accordingly.
2. Only authorized individuals will install, service, and/or maintain district-owned computer hardware.
3. No hardware, including cables or peripherals, may be moved without authorization from the technology staff.
4. It is the responsibility of the faculty member to whom the computer is checked out to turn off and cover the computer and peripherals at the end of the day. It is the responsibility of the faculty, students, staff and associates to keep the computer clean and away from smoke, dust, magnets, food, liquid, and any other foreign material known to be harmful to the hardware or functionality of the system.
5. It is the responsibility of the faculty member to whom the computer is checked out to report malfunctions of the hardware to their site technology coordinator.
6. Students shall sign a computer user agreement form before being allowed to access the computer equipment.

#### **II. Use of Computer Software**

1. Only software, which is legally owned and/or authorized by the district, may be installed.
2. The unlawful copying of any copyrighted software and/or its use on district hardware is prohibited.
3. Modification or erasure of software without authorization is prohibited.
4. The introduction of any viral agent is prohibited. Every diskette should be checked for a virus each time it is put into a computer system.
5. Any individual who introduces a virus into the district system or violates the copyright laws shall be subject to appropriate discipline policies and to the penalty provisions of the computer/network use policy.

Legal Reference:  
Act 912 of 2001

An act to establish an internet use policy for public schools & libraries

## PROHIBITED CONDUCT

### SMOKING/USE OF TOBACCO

No student may use or possess tobacco or any tobacco product on school property, on a school bus, at a designated school bus stop or at a school sponsored activity. Parental permission to smoke or otherwise use tobacco does not exempt a student from this policy.

**First Offense:** Enrollment in and completion of a smoking cessation program and three (3) days out-of-school suspension

**Second Offense:** Enrollment in and completion of a smoking cessation program and five (5) days out-of-school suspension

**Third Offense:** Enrollment in and completion of a smoking cessation program and ten (10) days out-of-school suspension

Ref.: Ark. Stat. Ann §80-509,80-1629

Legal Reference: Act 681 of 2003

A.C.A. § 6-18-514

## SCHOOL-WIDE SAFETY

### EMERGENCY DRILLS

All schools in the District shall conduct fire drills at least monthly. Tornado drills shall also be conducted not fewer than four (4) times per year with at least one each in the months of September, October, January, and February. Students who ride school buses shall also participate in emergency evacuation drills at least twice each school year. Active shooter drills shall be conducted at least once per year by May 30.

Other types of emergency drills may also be conducted. These may include, but are not limited to:

1. Earthquake;
2. Act of terrorism;
3. Chemical spill;
4. Airplane crash.

Legal Reference: A.C.A. § 12-13-109

A.C.A. § 6-10-121

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

### COMMUNICATING A FALSE ALARM

A. person commits the offense of communicating a false alarm if the person purposely initiates or circulates a report of a present, past, or impending bomb, fire, offense, catastrophe, or other emergency knowing that the report is false or baseless and knowing that it is likely:

1. To cause action of any sort by an official or volunteer agency organized to deal with emergencies; or
2. To place any person in fear of physical injury to him-self or herself or another person or of damage to his/her property or that of another person; or
3. To cause total or partial evacuation of any inhabitable structure, vehicle, or vital public facility.

B. Communicating a false alarm is a Class D felony if:

1. Physical injury to a person results; or
2. The false alarm communicates a present or impending bombing and is made to or



about a public or private educational institution.

C. Otherwise, communicating a false is a Class A misdemeanor.

Legal References: Act 567 of 2001

## **ATTENDANCE REQUIREMENTS FOR STUDENTS 7-12**

Students in grades seven through twelve (7-12) are required to schedule and attend at least 360 minutes of regularly scheduled class time daily.

In grades 9-12, part of this requirement may be met by students taking post-secondary courses. Eligible students' enrollment and attendance at a post-secondary institution shall count toward the required weekly time of school attendance. Each credit hour shall count as three (3) hours of attendance time. This means a three (3) hour course shall count as nine (9) hours of the weekly required time of attendance.

### **Study Halls**

Students may be assigned to no more than one (1) class period each day for a study hall that the student shall be required to attend and participate in for the full period. Such study halls are to be used for the purposes of self-study or for organized tutoring which is to take place in the school building. If a student attends courses at East Arkansas Community College and is transported by the school district, when that student returns to campus in the afternoon, he or she is required to attend a study hall. Students will not be allowed to loiter in the hallways.

### **Extracurricular Classes**

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

### **Course Enrollment Outside of District**

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

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

Legal References: A.C.A. § 6-18-210, 211

Arkansas Department of Education Rules Governing the Mandatory Attendance Requirements for Students in Grades Nine through Twelve

## **TEXTBOOKS**

ADE approved textbooks may be issued to students in grades kindergarten through twelve in each individual classroom by the teacher. The teacher will place the student's name and a book number in the book in ink. Lost or damaged books must be paid for in accordance with the nature of the damage and the age of the book. Students are expected to use care in the use of all textbooks. Book bags may be used for textbooks, however, no book bags with wheels are allowed, unless ordered by a licensed medical doctor. All classrooms will have designated areas for book bags, purses, and other bags. Students will only bring to their desks materials needed for that class.

## **STUDENT MEALS**

Because the Lee County School District has been designated as Provision II, all students, regardless of their ability to pay, will eat breakfast and lunch during the 2017-2018 school year at no cost.

**\*Absolutely NO food shall be taken out of the Lee High School cafeteria.**

## **TRANSPORTATION**

### **SCHOOL BUS POLICY**

The goal of the Transportation Department of the Lee County School District is to provide the safest, most efficient transportation possible for those students who are to be transported between their homes and schools.

This process is the responsibility of the entire community and requires the cooperation of all students, parents, school personnel, and citizens who drive on the streets in the presence of the school buses. Students and parents are expected to read these regulations carefully. They must be followed if we are to provide safe, efficient transportation for the students of this District.

These rules are set to ensure that the students riding a bus in the Lee County School District are transported as safely as possible and, at the same time, are provided a pleasant trip to their destination.

1. Be at the bus stop at the scheduled time. Stand back about ten feet from the bus stop and wait until the door is opened before moving close to the bus.
2. While loading or unloading, enter or leave the bus orderly and quickly.
3. While riding the bus, students are under the supervision of the bus driver and must obey him/her at all times. Students causing disciplinary problems on buses will be identified and disciplinary action will be taken.
4. Students are expected to conduct themselves in a manner such that they will not distract the attention of the driver or disturb others riding the bus.
5. No food or drink will be distributed or eaten on buses. No knives or sharp objects are allowed. No firearms, ammunition, fireworks, pets, or other animals are allowed. No skateboards, radios, video games, or tape players are allowed.
6. Students must remain seated while the bus is in motion. Do not put arms, hands, heads or body parts out of the windows.
7. Students will be liable for any damage they cause to the bus.
8. Students who must cross the road or highway to enter the bus must always be on the proper side of the road waiting for the bus. If students arrive at the bus stop just as the bus approaches the stop, wait until the bus has come to a complete stop and the driver has signaled them to cross the road.
9. Students who must cross the road after leaving the bus in the afternoon, must go to a point on the shoulder of the road, approximately fifteen (15) feet in front of the bus, or until they can plainly see the bus driver who will signal them to cross the road.
10. Students must ride their assigned bus. Those needing to ride another bus or get off the bus at points other than normal stops must bring notes from their parents to their building principals. The principals will issue "Permit to Ride Bus" forms which students will present to the drivers.
11. Lee County School District No. "1" will not be responsible for any personal items lost, stolen, broken, or damaged on school buses.
12. If a student misses his/her bus in the afternoon, he/she is to report to the principal's office immediately. The principal will be responsible for getting the child home safely.

The following offenses will be applied to those students that do not follow the rules of the school bus policy:

1<sup>st</sup> Offense: 3 Day Suspension

2<sup>nd</sup> Offense: 5 Day Suspension

3<sup>rd</sup> Offense: 10 Day Suspension

\*After 3<sup>rd</sup> offense, student will be removed from the school bus for the remainder of the school year.

If the student does not use his/her assigned stop for more than two weeks, the parent/guardian must notify the District's Transportation Coordinator to prevent its deletion.

Any deleted stop will not be reinstated if an existing stop is within a few blocks of a student's address.

Only use the stop nearest to your residence unless written permission is obtained from the principal and provided to the bus driver.

Buses will have surveillance cameras, which will be used to monitor students' safety, including their behavior on the bus.

## **BUS EMERGENCY PROCEDURES**

In an emergency, students should remain calm and quiet and listen for instructions from the bus driver. If the driver is unable to conduct emergency measures, the students should follow the procedures below in leaving the bus:

If the exit is through the front door, students sitting in the front seat to the left of the aisle will move out first, followed by those in the right front seat and proceeding in this manner until all seats are emptied. If the exit is through the rear emergency door, those students sitting next to the aisle shall leave first, beginning with those students in the rear of the bus.

If a rapid exit is necessary and it is possible to exit from both doors, students in the rear half of the bus should move out the back door, and those in the front half should move out the front door.

In the event of an accident resulting in injury, persons injured should, if possible, be moved only under competent medical supervision.

If the bus should be overturned, students should evacuate through windows or through either door.

Upon leaving the bus in an emergency, students are to move immediately off the roadway to a safe distance from traffic. They should not cross the road unless instructed by the driver.

In the event of a tornado or other natural disaster, students should follow the instructions of the bus driver regarding emergency procedures.

## **LOST AND FOUND**

**Students should observe the following rules:**

1. Report loss of articles to the office so that they may have assistance in locating the lost article.
2. Articles found on the campus or in the building should be turned in to the office as soon as possible.
3. Articles not claimed within two weeks will be disposed of or given to the finder.
4. Students are encouraged to mark personal property with their name.

## STUDENT CONDUCT CODE

The Lee County School District Board of Directors, by its authority, establishes the following student behavioral expectations. It is the intent of the Lee County School District Board of Directors in establishing these behavioral expectations that they be taught to students as a necessary part of the learning process. These behavioral expectations are important as desirable learning outcomes, as well as being critical to the students' academic development.

All students shall:

- (A) show respect to others and show respect for the rights of others;
- (B) respect the authority of all school personnel;
- (C) behave in a courteous manner;
- (D) learn and demonstrate acceptable social behavior;
- (E) bring to school and to individual classes the necessary materials (books, pencils, paper, assignments) and actively participate in the learning process;
- (F) use appropriate personal hygiene habits and dress in a manner that is not disruptive to the learning environment; and
- (G) adhere to all school rules and regulations.

School authorities reserve the right to punish behavior, which is not conducive to good order and discipline in the school and at school events, whether at the home campus or away, even though that behavior is not specified. Principals shall have both the authority and the duty to take disciplinary action whenever the behavior of the student materially interferes with or disrupts maintenance of a proper atmosphere for learning within classrooms or other parts of the school. The school and/or persons acting in its behalf (certified personnel) will determine disciplinary action. The administrators will be sole judge of inappropriate behavior as it pertains to this section.

Certain privileges that are normally associated with school (such field trips, school assemblies, and participation in classroom/building activities designed as a reward for appropriate behavior) may be removed for certain inappropriate behaviors.

## CATEGORICAL OFFENSES

Breaking the rules is never good, but sometimes it is more serious than other times. The offenses and penalties which accompany them are divided into three categories. In Category 1, building principals will decide the type of disciplinary action to be used as a positive means of correcting unacceptable behavior. Categories 2 and 3 Offenses are those defined under city and state law as criminal in nature and which may result in suspension or expulsion.

We believe that for younger children, parents need to understand exactly what responsibilities their children must accept and the consequences for breaking rules. Therefore, these consequences are set out in this section of the handbook. These rules and regulations apply to all children grades K-12. Parents should study them thoroughly and share as much as possible with students.

The minimum penalty for student misconduct will be a verbal warning and the maximum penalty will be expulsion by the Board or legal action dependent upon the severity and frequency of the misconduct. The ranges of consequences is as follows:

### **CATEGORY 1: Minimum- Warning      Maximum- Out of School Suspension**

Category 1 Offenses are considered minor in nature and should be dealt with by school building administrators and staff in consultation with the students' parents/guardians. Suspension may be in-school (ISS) or out-of-school (OSS).

Normally, disciplinary actions for Category 1 Offenses will become progressively more severe if minor rule infractions persist. However, the administrator may choose a more severe penalty, at any time, based on the student's past disciplinary record and may reduce disciplinary sanctions when warranted. Documentation is required when sanctions are imposed on a student and the parent/guardian should be notified.

Possible disciplinary actions for Category 1 Offenses include:

1. Teacher/Student Consultation

2. Parent Contact (phone, letters, text, etc.)
3. Emergency Removal (student cannot return unless parent has conference with teacher/principal)
4. In-School Suspension (ISS), Counseling, and/or Behavioral Plan
5. Corporal Punishment or Out of School Suspension

**Note:** *At the principal's discretion, corporal punishment may be occasionally used in place of short-term suspension. If parent fails to provide permission to administer corporal punishment upon a student, the student will be suspended. Please refer to Form: Authorization to Administer Corporal Punishment.*

**Rule 1: Academic Dishonesty**

Cheating on tests or copying the work of another student shall not be tolerated. For all offenses involving academic assessments, the student will receive a grade of zero on the assessment or test. Teachers will contact parents to notify them of this offense and its consequences.

**Rule 2: Failure or Refusal to Follow Reasonable Directives of School Staff and/or School Rules and Regulations.**

Failure or refusal to obey reasonable instructions from teachers, administrators, instructional aides, or any other authorized school district employee is prohibited.

**Rule 3: Horseplay/Minor Altercations**

Horseplay is defined as the act of pushing, grabbing, patting, etc., another child, playfully and with care not to harm the recipient of the physical conduct. Horseplay is forbidden because it can result in accidental injury or hurt feelings that lead to minor altercations and/or fights. All participants engaged in horseplay and/or minor altercations will be disciplined according to the degree of involvement of each student. Peer Mediation/conflict resolution is recommended.

**Rule 4: Cigarette Lighters/Matches**

Students are not allowed to be in possession of cigarette lighters or matches during the school day, while on school property, or at any school-related activity.

**Rule 5: Failure to Serve Detention**

A student who fails to serve detention when directed to do by a school administrator or other authorized school personnel will be suspended for a number of days not to exceed the number of detention days assigned.

**Rule 6: Dress Code Violations**

Any deviation from the dress code found in this handbook is a violation that will not be tolerated.

**CATEGORY 2: Minimum-Suspension    Maximum- ALE Recommendations**

Generally, disciplinary actions for violation of a Category 2 Offense will move progressively through a defined schedule at each rule violation. Suspension may be In-School (ISS) or Out-of-School (OSS).

First Offense:	Suspension: 3 days
Second Offense:	Suspension: 5 days and counseling
Third Offense:	Suspension: 10 day and counseling
Fourth Offense:	Alternative Learning Environment recommendation and counseling

**NOTE:** The act of **bullying and or cyberbullying** will not be tolerated.

**Food fighting will not be tolerated at anytime.**

**Violations of Category 2 rules that are felony offenses or serious, violent misdemeanors will be reported to the Police Department.**

**Rule 7: Using Verbally Abusive Language, Obscene Gestures, or Fighting Words**

Profanity, inflammatory or verbally abusive language or obscene gestures are prohibited in the school environment toward any individual, including teachers, staff members, and other students.

**Rule 8: Smoking or Use of Smokeless Tobacco**

Smoking or possession of tobacco products of any kind on school district property or on the school bus is prohibited.

**Rule 9: Possession of Mace, Chemical Agents, Laser Pen Lights, Multi-fingered Rings, or Drug Paraphernalia**

The possession of mace, pepper spray or other chemical agents that may cause irritation or physical discomfort and/or bodily harm, by students, on school district property is prohibited and will be confiscated by school district personnel.

The possession of multi-fingered rings, laser penlights, fireworks and drug paraphernalia is also prohibited on school district property and will be confiscated by school district personnel.

**Rule 10: Theft/Theft by Receiving**

The act of burglary and/or larceny will not be tolerated. To steal school property or property belonging to another person or to knowingly receive stolen property is prohibited. The student and/or parent guardian shall be responsible for making full restitution for any property stolen and for all damages to property caused by the student's actions.

**Rule 10A.** Items stolen/received that are valued \$100 or less is prohibited. Students will receive consequences according to the Category 2 procedures.

**Rule 10B.** Items stolen/received that are valued in excess of \$100 is prohibited. **Items stolen valued in excess of \$100 will require police notification.**

**Rule 11: Gambling**

Playing a game of chance for something of value shall not be tolerated.

**Rule 12: Fighting**

Mutual combat in which participants **intentionally** inflict bodily injury to another person is prohibited. All participants in a fight will be disciplined according to the degree of involvement of the participants. If it can be determined which student initiated the fight, that student will be suspended; however, this does not mean that the other student will not receive any consequences. All participants in the fight must complete Conflict Resolution/Peer Mediation.

This rule applies to all such incidents whether taking on a school's campus, extra-curricular activities/school-sponsored events, on the bus or at the bus stop.

**Rule 13: Instigating a Fight**

To urge, provoke, or manipulate others into a verbal or physical conflict or confrontation.

**Rule 14: Insubordination towards staff**

The following will not be tolerated at anytime: a) obstinacy, b) chronic defiance of adult authority, c) inappropriate language directed towards staff, d) refusal to identify self to faculty or staff

### **Rule 15: Loitering**

Lingering on the grounds of a school or within 100 feet of the school, without good cause and permission of school administrator, is prohibited. No suspended and/or expelled student is allowed on District property, for any purpose, while serving a suspension/expulsion without the permission of an administrator.

### **Rule 16: Repeated Violation of Category I Offenses**

Habitual or repeated violation of school rules and regulations shall not be tolerated.

### **Rule 17: Disorderly Conduct/Hindering/Interfering with a School Function**

Inappropriate behavior that substantially disrupts or interferes with or is likely to disrupt or interfere with any school function, activity, or school program is prohibited.

### **Rule 18: Failure to Permit a Lawful Search or Inspection by a School Official**

The act of preventing or impeding a school official from conducting a search or inspection authorized by this handbook is prohibited.

### **Rule 19: Forgery or Falsification of Information**

The act of falsifying teacher/administrator signatures or information on official school records shall not be tolerated.

### **Rule 20: Participation in Prohibited Clubs, Street Gangs, Fraternities, Sororities or Similar Organizations**

Students shall not participate in secret societies or organizations of any kind while on school property, at school-sponsored activities, or while on the way to or from school. Street gangs, hate groups, cults, or similar groups, whether organized in the community or in other settings, are prohibited on school grounds or at any school-sponsored activity.

Behaviors such as the use of signs, signals, visible body markings/ adornments, verbal or written language that connotes street gang affiliations and/or membership in other prohibited groups/or organizations at school or at school-related activities are prohibited and will be considered to be in violation of this rule.

### **Rule 21: Possession/Use of Paging Devices, Cellular Phones and/or Other Electronic Devices**

The deliberate use or possession of electronic communication devices on a school campus during the school day is prohibited, except when they are required for medical reasons. In such cases, medical documentation must be on file at the school building. It shall not be considered a violation of this rule for a student to retain a cell phone or pager in the vehicle used by the student for transportation to and from school, as long as the device is neither brought by the student into the school at any time nor used by the student during the school day. Headphones (i.e. earbuds, Beats or Bluetooth devices) may not be visible outside of the classroom setting. Headphones are only acceptable under the direct instruction of the classroom teacher.

The following consequences apply for violation of this policy:

- First Offense—Cell phone will be confiscated for 5 days
- Second Offense—Cell phone will be confiscated for 10 days
- Third Offense—Cell phone will be confiscated for 15 days
- Fourth Offense—Cell phone will be confiscated until the end of the year
- **Teachers must give confiscated electronic/mobile devices to the building administrator. Only the building administrator is allowed to return the electronic device to the parent/guardian in all cases.**

In the event that a student refuses to submit the mobile device or phone to the teacher, the following consequences apply:

- First Offense—2 days ISS plus parent conference
- Second Offense—3 days ISS plus parent conference
- Third Offense—Follow procedure for Category 2 violations

**Rule 22: Leaving School Grounds without Permission**

No student, regardless of age, is allowed to leave the school campus after arrival without being checked out by a parent/guardian in person and with proper identification or without the approval of a school administrator.

**Rule 23: Skipping/Cutting Class/Leaving Class without Permission**

No student is to leave class without permission. No student is to miss attending a class without the written permission of a school administrator or direct verbal contact to appropriate faculty/staff from the school administrator. The consequences for such actions are as follows:

- First Offense—2 days ISS
- Second Offense—3 days ISS
- Third Offense—follows Category 2 procedures

**CATEGORY 3: Minimum- Suspension                      Maximum-Expulsion**

Students found guilty of Category 3 offenses will be suspended for 10 days and will be recommended for expulsion at the superintendent’s discretion. The Police Department may be immediately notified and violators will be prosecuted to the fullest extent of the law.

**Rule 24: Assault / Battery**

An act initiated by one or more persons that purposely or recklessly causes physical injury to another person by beating or striking, or that creates apprehension of imminent physical injury to another person such as a threatening or menacing gesture is prohibited.

**Rule 25: False Alarm**

The act of pulling or calling in an alarm of a fire, bomb threat, or other emergency without a lawful purpose is prohibited. **Fire Marshall and/or Police notification is required.**

**Rule 26: Use of Multi-fingered Rings, Chemical Agents, or Laser Pin Lights**

The use of pepper spray, mace or similar chemical agents, laser pin lights or multi-fingered rings on school district property is prohibited.

**Rule 27: Arson**

The willful and deliberate burning of or attempting to burn school property is prohibited.

**Rule 28: Possession, Use or Sale of Alcohol, Controlled Substances or Unauthorized Drugs or Substances**

The possession or use of alcohol, non-prescribed narcotic drugs, hallucinogens, marijuana, or any unauthorized drug or substance is a violation of district policy. In addition to being expelled, students must show proof of having enrolled in an approved drug/alcohol-counseling program prior to reinstatement. \*(Students will be suspended if they or their property smell of drugs).



The sale or distribution of alcohol, marijuana, non-prescribed/prescribed drugs, hallucinogens, or similar substances is prohibited. Students expelled for this violation shall be required to submit proof of the successful completion of drug/alcohol counseling and/or treatment program prior to petitioning the Board for reinstatement.

**\*If a student has been suspended for the use of drugs and that student can produce documentation of a negative drug screen within 48 hours, the suspension will be absolved/purged from the student's record.**

**Rule 29: Physical Assault on Staff**

The act of striking or attempting to strike a teacher or other school personnel shall not be tolerated.

**Rule 30: Verbal Abuse of Staff**

The use of violent, abusive, or obscene language or gestures addressed to a teacher or staff person in a **threatening** manner shall not be tolerated.

**Rule 31: Use of Weapon**

The act of using a weapon to cause injury or to threaten injury to another person is prohibited.

**Rule 32: Possession or Use of Fireworks or Other Explosives**

The possession, use, or threat to use fireworks, explosives, or other such devices or accessories capable of inflicting bodily harm are prohibited on the all school campuses or school-related activities.

**Rule 33: Extortion**

Obtaining or attempting to obtain money or property from an individual by force or threat of force is prohibited.

**Rule 34: Unlawful Assembly**

Three or more students getting together with the intent to commit an unlawful act will not be tolerated.

**Rule 35: Inciting to Riot**

An act or conduct which results in a riot or which urges others to commit acts of force and violence or participation in a group/gang fight or similar disturbance at school or at school-related activities is prohibited.

**Rule 36: Possession of Weapon or Facsimile Weapon**

The possession of a knife, gun (loaded or unloaded), facsimile weapon, or any other instrument that is specifically designed, made or adapted, or is capable of inflicting physical injury to another person is prohibited at school or at any school-related activity or on transportation provided by the district. (Consideration will be given to the student if it is determined that the weapon was brought unintentionally and it was immediately turned in.)

**Rule 37: Robbery**

The violent taking of any goods, money or other valuable items from another person by force, threats or with a weapon shall not be tolerated.

**Rule 38: Terroristic Threatening**

The act of threatening to cause death or serious physical injury to another person or substantial damage to school property for the purpose of terrorizing another person will not be tolerated.

## **Rule 39: Sexual Misconduct**

**Rule 39A:** The unauthorized use and abuse of the computer to visit sexually explicit web sites or to access, store or distribute obscene pornographic or inappropriately suggestive material is prohibited. Students shall not possess or distribute pornography, whether it is the original work of the student or material that has been commercially produced.

**Rule 39B:** The act of deliberately showing sex organs in a public place shall not be tolerated.

**Rule 39C:** The act of attempting to engage in a sexual act with another person or to touch a person in a sexually offensive manner on District property or at a school-related activity is prohibited.

**Rule 39D:** (Sexual harassment) The act of making unwelcome sexual advances, requests for sexual favors, or other personally offensive verbal, visual, or physical conduct of a sexual nature.

### **For 39B-39D the following applies;**

First Offense:	Suspension: 10 days
Second Offense:	Alternative Learning Environment Recommendation
Third Offense:	Expulsion recommendation

## **Rule 40: Sexual Activity**

The act of engaging in sexual activity on District property or at a school-related activity is prohibited.

## **Rule 41: Breaking and Entering/Vandalism**

The act of breaking into property belonging to another person or belonging to the school district is prohibited.

**Rule 41A:** The act of intentionally destroying property, cutting, defacing, or otherwise damaging property belonging to another person or belonging to the school district is prohibited. Also, intentionally destroying, modifying, or abusing computer hardware or software, and computer files or accessing the computer files of others is prohibited. The parent/guardian shall be responsible for all damages to property caused by his/her child. An administrator may reduce disciplinary sanctions according to the value of the property.

**Rule 41B:** The act of breaking into property belonging to another person or belonging to the school district that is valued in excess of \$100 is prohibited. Full restitution for damages to or destruction of property is required

## **Rule 42: Harassment/Bullying (Zero Tolerance)**

**Rule 42A:** Bullying means the intentional harassment, intimidation, humiliation, ridicule, defamation, or threat or incitement of violence by a student against another student or public school employee by a written, verbal, electronic, or physical act that causes or creates a clear and present danger of:

- Physical harm 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;

**Rule 42B:** Electronic act means without limitation, a communication or image transmitted by means of an electronic device, including 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;

**Rule 42C:** 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.

#### **Rule 42D: Harassing Communications**

Harassing communication on school property is prohibited. The use of the voice, the telephone, telegraph, the mail, E-mail, facsimile (Fax), or any other form of written, verbal, or electronic communication that intimidates, annoys, causes alarm, or threatens harm to another person, is deemed in violation of this rule. To knowingly allow another person to use a telephone or other electronic device under your control for such a purpose is a crime.

#### **Procedures**

Any student who is a victim of bullying or who witnesses or has reliable information that a student has been a victim of bullying or who witnesses or has reliable information that a student has been a victim of bullying should report the incident to a school counselor, teacher or principal. The student's identity will be kept anonymous if he/she feels in danger of retaliation.

Any school employee who witnesses or has reliable information that a student has been a victim of bullying will report the incident to any administrator. Any school employee who reports violations of this policy will be immune from any tort liability that may arise from the failure to remedy the reported incident.

The building administrator will act promptly to investigate all complaints of bullying. If it is determined that bullying has occurred, the administrator will discipline any student or group of students according to the consequences listed below.

**First Offense:** The student or students who are the perpetrators of bullying must participate in Behavior Modification/Conflict Resolution Program or other programs, as determined by District personnel. At least one parent or guardian will be required to attend a conference with the principal or his/her designee concerning the student's bullying offense.

**Second Offense:** The building administrator will determine the appropriate disciplinary action as listed for category one offenses in the "Student Handbook." The student must complete a unit of study on bullying, empathy and anger management. The parents/guardians will be required to attend a conference with the principal or his/her designee concerning the student's bullying offense.

**Third Offense:** If the third offense occurs within one school year, the student will receive a short-term out-of school suspension. Additional behavior interventions will be required.

**NOTE: Students are accountable for their behavior throughout the school year. Any infraction of the rules on the last day of school shall be reviewed for disciplinary action at the opening of the following school term.**

### **DISCIPLINARY ACTIONS/PROCEDURES**

#### **General Rules**

**Reduction of Sanction:** The Board, Superintendent, Superintendent's Designee or the Principal may at any time

reduce the sanction imposed against a student. All decisions may be appealed to the highest level applicable. However, once the student has exhausted the appeals process, the decision is final. Reduction of the sanction does not affect the student's right to appeal the lesser sanction.

**Time:** Where a time period (e.g., 24 hours or 48 hours) is established for the taking of some action; Saturdays, Sundays, and student holidays shall not be counted.

**Student ages 18 to 21:** Students 18 to 21 years old may act on their own behalf and shall not be required to be represented by a parent or guardian as otherwise provided in these rules. The District reserves the right to notify the parents of students 18 to 21 years old so that they may participate in the discipline process.

**Record of Proceedings:** No audio, video or stenographic recording of any kind shall be permitted for any conference or hearing except as provided for in these rules.

**Failure to Appear at an Appeal Hearing:** The failure of the student and his parent or guardian to appear at an appeal hearing as provided for in these rules shall be considered a waiver of the student's right to appeal. The representative hearing the appeal shall determine if good cause exists and if an appeal hearing will be rescheduled.

## Definitions

### Emergency Removal / Informal Suspension

A Send Home is used to establish contact with a parent/guardian to resolve problems that do not yet require suspension. It is used only for a short period of absence, not to exceed 24 hours, and its purpose is to have the parent come to the school for a conference with an administrator within 24 hours. Telephone conferences are acceptable at the discretion of the principal or the principal's designee.

### School Detention

The principal or designee has the authority to assign students, with notification to the parent/guardian, to lunch detention or before or after school detention. Detention should not extend beyond two (2) hours before or after school. Transportation for students to serve detention is the responsibility of the parent or guardian.

### Saturday School

The principal or designee has the authority to assign students to Saturday School, with notification to the parent/guardian, for repetitive misbehavior that has not been corrected by other sanctions. Saturday School may be assigned in lieu of detention hall or prior to an in-school suspension or short-term, out-of school suspension. Transportation for students to serve Saturday School is the responsibility of the parent or guardian.

### In-School Suspensions

- An in-school suspension is usually issued to the student by the school for minor misbehaviors in lieu of or prior to a short-term, out-of-school suspension based upon the building principal's recommendation.
- Each in-school assignment may be from 1-5 days.
- In-school suspension assignments should not exceed five (5) days for any one offense.
- The same process for imposing short-term suspensions is applicable to in-school suspensions.
- A student may be placed in ISS by the principal or designee for the class period in which he/she committed an infraction. Teachers may not assign ISS.
- If a student is suspended, the student may be placed in ISS, pending pick up by the parent.
- Student placement in ISS is not to exceed 15 days (partial ISS days do not count) per semester. Once the fifteen (15) days have been exhausted the student will be suspended according the discipline policy.
- The building-level principal's decision is final in the appeal process governing in-school suspensions.
- Students are not allowed to participate in school-sponsored extracurricular activities while serving an in-school suspension.
- ISS placement may be used as many times as deemed necessary by the principal in any semester.

- If a student refuses ISS, the student will be suspended from school for the number of days set for ISS.
- A student's failure to follow ALL rules of ISS will result in suspension from school.

*NOTE: Students must be reinstated on the following day after serving an in-school suspension. Students will then be eligible to participate in extracurricular activities. For example, if the last ISS day falls on Tuesday, the student will be able to participate in school-related activities on Wednesday.*

### **Short-term Suspension**

A short-term suspension is used to exclude students from school attendance for a period of 1-10 days for violations of classroom, building or transportation rules.

## **DISTRICT ALTERNATIVE LEARNING ENVIRONMENT**

The district's alternative learning environment may be utilized for the exclusion of a student from regular school attendance for serious violations of disciplinary policies for a period in excess of ten school days or for academic deficiencies. In lieu of being expelled or dropping out of school due to poor academic performance or other issues, a student may be assigned to an alternative educational setting. Lee County School District's ALE program is the Transitional Learning Center for students in grade 7-12.

### **TRANSITIONAL LEARNING CENTER PROGRAM**

The Lee County School District believes all students can learn and should have the opportunity to reach their maximum potential. A safe, orderly, and supportive learning environment is imperative to provide this opportunity. The District also recognizes that some students' academic and learning styles can best be met through placement in an alternative learning environment program that provides differentiated academic, self-paced, and social skills instruction in order to facilitate student learning. The District's Transitional Learning Center provides an alternative setting to meet various students' behavioral, social, academic, and personal needs, and is tailored to a varied population of students with different needs.

A student may be placed in an alternative program for the following reasons: (1) student assignment by the board of education, (2), students experiencing unusual or extreme circumstances that affects their academic progress, (3) student who demonstrates the inability to function in the regular classroom setting, (4) social immaturity on the part of the student, and (5) students who have fallen behind in credits towards graduation. A student will also be placed in the alternative learning environment who has been convicted of a felony or has been incarcerated, or has returning from a residential placement facility, before returning to the regular school setting. A student's TLC assignment may be reduced due to overcrowding or behavioral correction.

### **Program Description**

The academic program for TLC focuses on the core curriculum. Technology assistance will enable the student to perform at grade level and will include English, math, science, and social studies. Classes are limited in size and are designed to meet the student's individual needs. The student must comply with the terms of placement and meet individual behavior management and academic expectations prior to returning to the home campus.

### **Placement in Transitional Learning Center**

Upon being assigned to TLC by the Superintendent or his/her Designee or by the Board of Directors, a student may be placed at TLC for a period of time, not to exceed one year depending on the circumstances that cause him to be placed at the TLC. The parent/guardian and student are required to attend an entrance conference with the Center's administration. The entrance conference process will outline with the parent and child the required rules to be observed, the expected behavior and goals to be achieved, and the criteria needed to earn an exit conference at the end of an enrollment period. An exit conference will be granted to a student at the end of his/her enrollment period to determine placement for the next semester or next school year. A student's assignment to the setting may be extended if it is determined by the exit committee that the student's presence in the regular classroom or campus presents a danger or harm to the home school or if the student has not demonstrated success with TLC's rules and expectations. If a student continues to be disruptive to the learning environment, while assigned to the TLC, he/she may receive an expulsion recommendation and may be referred to the Board as outlined in procedural due process for repeated misbehaviors and serious violations.

Parents and students must meet with TLC staff every nine weeks to review the student's action plan.

Transportation to TLC will be provided by the District and is coordinated at the transitional site.

ALE students will be allowed to participate in school district athletic/extra-curricular activities, if they have a 2.0GPA and good behavior. Students with Category 3 offenses are ineligible to participate. TLC students on a short term suspension or expulsion, are not permitted on regular school campuses or district-sponsored extracurricular activities during the duration of suspension/expulsion.

### **Physical Restraint**

Any school employee may use such physical force as is necessary to restrain or control a student who poses a physical threat to another person or persons. This school employee upon such action shall:

- (A) immediately, or as soon thereafter as possible, notify the principal of the incident;
- (B) provide a written report of the situation indicating why such action was deemed necessary; and
- (C) the principal or his/her designee shall inform the parent/legal guardian of the incident via the appropriate disciplinary reporting form.

### **Emergency Removal/Send Home**

A building administrator may remove a student without an informal hearing, if it is determined that the student's continued presence poses an immediate danger to persons or property or may substantially disrupt the school's orderly operation. A written notice shall be provided to the parent explaining the reason for the emergency removal of the student from school

### **Informal Suspension**

Informal Suspension is used to establish contact with a parent/guardian to resolve problems that do not yet require suspension. It is used only for a short period of absence, not to exceed 24 hours, and its purpose is to have the parent come to the school for a conference with an administrator within 24 hours. Telephone conferences are acceptable at the discretion of the principal or the principal's designee.

Whenever a student is removed under these conditions, a parent/guardian shall be notified when the informal suspension hearing will be held. This hearing will normally be provided within three (3) school days. Generally, notice and hearing should precede the student's removal from school, but if prior notice and hearing are not feasible, as to 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: 1) primary call number; 2) the contact may be by voice, voice mail, or text message; 3) email address; and/or 4) 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.

If a student is found innocent of the infraction, he or she will be able to make any missed assignments.

### **Parent/Guardian Notification of Suspension/Send Home**

Every reasonable effort will be made by school officials to notify the parent/guardian or emergency contact designee of a suspension and the reasons for the action before the student is sent home. In no case should a student be sent home, prior to the end of the school day, before a parent/guardian contact is made. If a student is disruptive to the learning environment and a parent/guardian may not be contacted, the student will be transported to the Police Department.

Parents should be informed that a student suspension includes a loss of opportunity to participate in any school-related extracurricular activity. The student is also prohibited from entering any school or other district properties without prior authorization of the Principal, Superintendent or his/her designee.

### **Student/Parent Reinstatement Conference**

A conference should be held with the parent and the student to seek resolution of the misconduct before or at the conclusion of the student serving a short-term suspension. The building administrator may select an alternative means for a reinstatement conference if the parent/guardian is unable to attend. If an extenuating circumstance exists, a telephone conference may be held.

## **DUE PROCESS PROCEDURES**

### **Short-Term Suspensions**

The principal of a school may suspend a student from school for a period of one (1) to ten (10) school days. Before a short-term suspension is imposed, the following process shall be followed:

1. Before leaving school, the student must be provided an informal conference to give his/her side, give names of witnesses and to hear the evidence upon which the administrator has based his/her decision for the suspension.
2. During the informal conference, the Principal shall advise the student orally or in writing of the alleged offense(s).
3. The informal conference need not occur before a student is removed from school, where circumstances justify emergency removal (see p.31).
4. During the informal conference, the student may have witness statements. However the student is not entitled to an attorney or to cross-examine witnesses.
5. If the administrator determines there is sufficient evidence to support a short-term suspension, the student must be given a written statement of the charge(s), and parents must be notified promptly.
6. The administrator shall make every effort to notify the parent/guardian by phone, within 24 hours of the student being suspended, if possible.
7. Written notice of suspension, the offense(s) and an explanation of the appeal process shall be mailed to the student's parent or legal guardian at the student's address of record, within a reasonable amount of time of the suspension.
8. The notice must explain the procedure for the student's appeal and reinstatement.
9. If the student disagrees with the school's charge(s) and evidence, he/she may appeal the suspension to the Superintendent or his/her Designee. If the student is under eighteen (18), a parent or guardian must come with him/her to the conference.

### **Short-term Suspension Appeals Procedure**

The process below shall be followed for the appeal of a short-term suspension:

1. Any student, who receives a short-term suspension and desires to appeal, must do so within forty-eight (48) hours after receiving the suspension.
2. The student's parent or guardian shall within forty-eight (48) hours of the student being notified of the short-term suspension, give notice to the principal, in person or by phone, of the student's desire to appeal the short-term suspension.
3. A request to appeal beyond the building principal/designee should be made to the principal. The principal will notify the Superintendent's designee of the parent's/guardian's request.
4. The Superintendent or his/her Designee or designee will schedule an appeal hearing as soon as possible.
5. At the hearing, the Principal, Assistant Principal or his/her designee shall present to the Superintendent or his/her Designee the evidence supporting the charge. The student shall be represented by his or her parent or guardian; an attorney(s) will be permitted. Once the student or his parent/guardian has responded on behalf of the student, the Administration shall then have an opportunity to reply.
6. Following the Administration's reply, the Superintendent or his/her Designee shall render his or her decision. Written notice of the decision shall be provided to the student's parent/guardian and the Administration at the conclusion of the hearing. The decision of the Superintendent or his/her Designee is final.

## **CORPORAL PUNISHMENT**

As used in this policy, "teachers and administrators" means those persons employed by the school district and required to have a state-issued certificate as a condition of their employment. The Board of Education shall allow reasonable corporal punishment of unruly pupils. If such punishment is required, it shall be administered with extreme care, tact and caution, and then only by the principal or his designated representative in the presence of another adult school employee. At no time shall corporal punishment be administered in the presence of another student.

Teachers shall be supported by the Board of Education and the administration in their efforts to teach good citizenship by requiring proper conduct. While teachers shall be reasonable in all student-related demands, they need not tolerate disrespectful, boisterous, rough, and violent outbursts of language and temper on the part of the pupils.

For corporal punishment to be completely defensible and otherwise valid, the following guidelines shall be adhered to:

- A. Except for those acts of misconduct which are extremely anti-social or disruptive in nature, corporal punishment should never be used unless the student is informed beforehand that specific misbehavior could occasion its use; and, subject to this exception, it should never be used as a first line of punishment. Its use should follow specific failures of other corrective measures to effect student behavior modification.
  
- B. In the event it becomes necessary for a certified staff member to administer corporal punishment to a student, he will administer such punishment in the presence of a school administrator or his/her designee who must be a contractually certified employee of the district.
  
- C. In cases where a student protests innocent of the offense or ignorance of the rule, a brief but not adequate opportunity should be provided by the student to explain his side of the situation.
  
- D. School principals or teachers who have administered corporal punishment shall provide the child's parents or legal guardians, upon request, a written explanation of the reasons and the name of the certified employee who was present as a witness.

In addition to the above, the following guidelines shall apply to any use of corporal punishment in the schools of the school district:

- A. Corporal punishment shall be administered in the office of the principal or in such place or places as may be designated by the principal.
  
- B. Corporal punishment shall not be administered in the visual presence of other students.
  
- C. Corporal punishment shall be used only by the principal or his designated certified professional representative, e.g., teacher.
  
- D. Utmost care, tact and judgment shall be exercised, and all cases of corporal punishment shall be documented by both the person administering the punishment and the witness and kept on file in the principal's office.
  
- E. The use of corporal punishment shall at all times be reasonable and proper.

Considerations in this regard shall include but not be limited to the following:

1. Age of child.
2. Size of child.
3. Sex of child.
4. Ability of the child to bear the punishment.



5. Overall physical condition of the child.

F. Corporal punishment shall not be administered in anger or with malice at any time.

G. Refusal to take corporal punishment may result in suspension or other disciplinary measures.

**Legal References:**

U.S.Const.Amend.XIII; U.S. Const.Amend. XIV. Sl; Ingraham v. Wright, 97 S. Ct. 1401, (1977); Baker v. Owen, 96 S.Ct. 210, affirming 395 F. Supp. 294 Supp. 294 (m.D.N.C., 1975); Arkansas Commission on pupil Discipline in Public Schools, Model School Board Policies for Student Discipline. Act 333 of 1995; Act 904 of 1977.

## **EXPULSION**

An expulsion is the exclusion of a student from school attendance for extremely serious violations of district policy. The Board of Directors issues expulsions for a period of time determined by the Board, not to exceed one calendar year. The student is also denied the right to take part in or attend any school function during the expulsion period. Expulsions for handguns and weapon violations shall be for one calendar year. The Superintendent has the right to alter the expulsion on a-case-by-case basis. In lieu of being expelled from the District, students may be assigned to an alternative educational setting.

Note: Students on a short term suspension, alternative learning environment assignment or expulsion, are not permitted on school regular campuses or district-sponsored extracurricular activities during the duration of suspension/expulsion.

### **Loss of Academic Credit - Expulsion**

A student shall lose all academic credit for the semester(s) in which the expulsion occurs.

### **Expulsion Recommendation Pre-Hearing**

Before an expulsion is recommended, the following process shall be followed.

1. The student shall be informed orally or in writing of the charges against him/her including a summary of the evidence upon which charges are based and shall be given an opportunity to give his/her side of the story.
2. A copy of the expulsion recommendation stating the offense(s) and an explanation of the appeal process shall be delivered or sent by certified mail to the parent or guardian at the student's address of record within a reasonable amount of time following the principal's decision to recommend an expulsion.
3. The student's parent or guardian should give notice, in person or by phone, within forty-eight (48) hours of the student being notified of the expulsion recommendation, of the student's desire to appeal the recommendation to the Superintendent or his/her Designee (295-7100).
4. A prompt hearing shall be scheduled by the Superintendent or his/her Designee as soon as possible, not to exceed ten (10) school days from the date of the expulsion recommendation.
5. The student is entitled to representation by a lawyer or lay counsel.
6. If the student will be represented by an attorney, written notice of representation must be provided to the Superintendent or his/her Designee at least forty-eight (48) hours before the hearing. The Administration reserves the right to be represented by an attorney at any hearing where the student will be represented by an attorney. If notice is not given within forty-eight (48) hours, the Administration shall be entitled to have the hearing rescheduled to a date and time when an attorney can be present on their behalf.
7. A formal pre-hearing shall be provided to the student by the Superintendent or his/her Designee. The following guidelines must be adhered to:
  - A. Information supporting the principal's recommendation, as well as those who will appear at the hearing, will be made available to the student by the building principal prior to the formal hearing by the Superintendent or his/her Designee.
  - B. The Superintendent or his/her Designee presides at the hearing. The student will have the factual basis for the alleged offense(s) read to him/her by the Superintendent or designee and will be asked if the

facts are true.

- C. If the student admits to the truth of the factual allegations, the Superintendent or his/her designee will proceed with the hearing for determination of any disciplinary action.
8. If the student does not admit to the allegations, the principal or his/her designee shall present evidence of the events and circumstances to support the recommendation for long-term suspension/expulsion. The presentation will include statements, documents, and other evidence by and on behalf of the school from people who witnessed the alleged offense(s) and from others involved.
9. Presentation of statements, documents, and other evidence by and on behalf of the student may be presented if the student so desires. The student may testify and may offer the statement of others. However, the student may not be required to testify. The student may present witnesses on his/her behalf.
10. The Superintendent or his/her Designee may permit cross-examination of witnesses. The cross-examination may be limited if the Superintendent or his/her Designee believes it is abusive or interferes with the conduct of an orderly hearing. The student or his/her representative can make any desired statement or present evidence which might influence the decision in his/her favor.
11. The Superintendent/designee may ask questions.
12. Based on the written and oral evidence, the Superintendent or his/her Designee determines the disciplinary action to be taken. Written notice of the decision shall be provided to the student's guardian and the school's administrator at the conclusion of the hearing.
13. A record of the pre-hearing will be kept, and if a written request is made, the parent or legal guardian will be furnished a record of the pre-hearing.

### **EXPULSION APPEALS PROCEDURE**

The student will be advised of his/her right to appeal the decision to the Board of Directors. The Superintendent or his/her Designee will schedule the expulsion appeal with the Board. The final level of appeal is to the Board of Directors.

If an expulsion is to be appealed to the Board, the student must give notice to the Superintendent or his/her Designee who will schedule the appeal for the next the regularly scheduled meeting of the Board of Directors.

### **EXPULSION HEARING PROCEDURES**

#### **Board of Directors**

Only the Board of Directors is authorized to expel a student from the Lee County School District No. "1". All appeal hearings for students recommended for expulsion will be conducted by the Board. An expelled student loses all academic credit for the period of the expulsion.

1. Notice of date, hour, and place where the School Board will consider and act upon the expulsion recommendation shall be hand delivered or sent by certified US mail, to the student's parent or legal guardian.
2. The hearing shall be conducted at a special, call meeting of the Board of Directors. In cases where both the parent and the District representative agree, the hearing may be scheduled for another time.
3. Information supporting the principal's recommendation, as well as those who will appear at the hearing, will be made available to the student as soon as possible.
4. The President of the School Board or his/her designee presides at the hearing. The student will have the factual basis for the alleged offense(s) presented to him/her by the Administration and will be asked if the facts are true.
  - A. If the student denies the truth of the allegations or is not present, the Board will proceed with the hearing for its factual determination.
  - B. If the student admits the truth of the allegations, then the Board will proceed with the hearing for determination of any disciplinary action.
5. The student is entitled to representation by a lawyer or lay counsel. Written notice of representation must be provided to the Superintendent's Office forty-eight 48 hours before the Board hearing. If the student fails to provide notice within forty-eight (48) hours, the Administration shall be entitled to have the hearing rescheduled.
6. At the hearing, the principal or his/her designee shall present evidence or circumstances for the recommendation for expulsion. The procedure may include:
  - A. Presentation of statements, documents, and other evidence by and on behalf of the District from

people who witnessed the alleged offense(s) and others involved. Members of the Board and the student may ask questions.

- B. Presentation of statements, documents, and other evidence by and on behalf of the student, if the student so desires. Members of the Board may ask questions.
  - C. The Board votes on the question of whether or not the student had committed the specified offense(s) and announces its decision. If the vote is the affirmative, the procedures continue.
7. The student may testify and may offer the statements of others. The student may not be required to testify during the hearing.
  8. The presiding officer may permit cross-examination of witnesses. The cross-examination may be limited if the presiding officer believes it is abusive or interferes with the conduct of an orderly hearing.
  9. Factual determination by the Board of any punitive action to be taken.
    - A. The student's records and disciplinary background may be made available to the Board members.
    - B. The Superintendent makes a recommendation to the Board.
    - C. The student or his/her representative may present evidence which might influence the Board's decision in his/her favor.
    - D. The Board votes on any disciplinary action to be taken and announces its decision. The Board may go into executive session to discuss the evidence before making a decision.

A record of the hearing is kept, and if a written request is made, a parent or legal guardian will be furnished a recorded copy of the hearing.

***Note: The District may at any time during the discipline process decide to assign a student to an alternative educational setting in lieu of removing the student from the District. No formal appeal process exists for such a decision. Also, students who have been expelled for weapon violations and/or other violent-related offenses must complete a Conflict Mediation Training Program, Behavior Modification or Drug Counseling/Rehabilitation Program prior to being reinstated to the District.***

**2018-2019 District Administration Calendar**

**APPROVED: 6/19/2018**

**LEE COUNTY SCHOOL DISTRICT NO. "1"  
2018-2019 SCHOOL YEAR CALENDAR**

AUGUST 7-14	(TUE-TUE) STAFF DEVELOPMENT	(5 DAYS)
AUGUST 15	(WED) FIRST DAY FOR STUDENTS	
SEPTEMBER 3	(MON) LABOR DAY HOLIDAY	
SEPTEMBER 13	(THUR) ISSUE PROGRESS REPORT #1	
<b>OCTOBER 12</b>	<b>(FRI) END OF FIRST QUARTER</b>	<b>(42 DAYS)</b>
OCTOBER 18	(THUR) PARENT-TEACHER CONFERENCES #1 (ISSUE REPORT CARD #1)	(2 DAYS)
OCTOBER 19	(FRI) STAFF DEVELOPMENT/STUDENT HOLIDAY	(1 DAY)
NOVEMBER 1-2	(THUR-FRI) AEA/DISTRICT STAFF DEVELOPMENT	(2 DAYS)
NOVEMBER 15	(THUR) ISSUE PROGRESS REPORT #2	
NOVEMBER 19-23	(MON-FRI) THANKSGIVING HOLIDAY	
<b>DECEMBER 19</b>	<b>(WED) END OF SECOND QUARTER</b>	<b>(40 DAYS)</b>
	<b>END OF FIRST SEMESTER</b>	<b>TOTAL DAYS (82 DAYS)</b>
DECEMBER 20-JANUARY 2	MID-WINTER HOLIDAYS	
<b>JANUARY 3</b>	(THUR) STUDENTS FIRST DAY FOLLOWING HOLIDAYS	
JANUARY 10	(THUR) ISSUE REPORT CARD #2	
JANUARY 21	(MON) MARTIN LUTHER KING, JR. DAY-HOLIDAY	
FEBRUARY 14	(THUR) ISSUE PROGRESS REPORT #3	
FEBRUARY 18	(MON) PRESIDENTS DAY-HOLIDAY	
<b>MARCH 14</b>	<b>(THUR) END OF THIRD QUARTER</b>	<b>(49 DAYS)</b>
MARCH 18-22	(MON-FRI) SPRING BREAK	
MARCH 28	(THUR) PARENT- TEACHER CONFERENCE #2 (ISSUE REPORT CARD #3)	(2 DAYS)
MARCH 29	(FRI) STAFF DEVELOPMENT/STUDENT HOLIDAY	(1 DAY)
APRIL 19	(FRI) GOOD FRIDAY HOLIDAY	
APRIL 22	(MON) STAFF DEVELOPMENT/STUDENT HOLIDAY	(1 DAY)
MAY 2	(THUR) ISSUE PROGRESS REPORT #4	
MAY 27	(MON) MEMORIAL DAY HOLIDAY	
MAY 31	(FRI) END OF FOURTH QUARTER (FRI) LAST STUDENT DAY	(47 DAYS)
	<b>END OF SECOND SEMESTER</b>	<b>TOTAL DAYS (96DAYS)</b>

**CALENDAR SUMMARY**

<b>INSTRUCTIONAL DAYS</b>	<b>178 DAYS</b>
<b>STAFF DEVELOPMENT DAYS</b>	<b>10 DAYS</b>
<b>PARENT-TEACHER CONFERENCE DAYS</b>	<b>2 DAYS</b>
	<b>190 DAYS</b>

\* MAKE-UP DAYS FOR INCLEMENT WEATHER: JUNE 3, 4, 5, 6, 7

Trojan



NOTES

Handwriting practice area consisting of multiple sets of horizontal lines. Each set consists of a solid top line, a dashed midline, and a solid bottom line, providing a guide for letter height and placement.

