

## ALMA MATER

Alma Mater, Alma Mater,  
May we lift our eyes to thee.  
May thy glory and thy honor  
Be fore'er our destiny.  
'Neath our colors, blue and white,  
May we united ever fight,  
And our memories live forever  
In our hearts from day to day.

## SPORTSMANSHIP CODE

We cheer for our Bulldogs rather than against the opponents.  
We treat athletic opponents as friends and guests.  
We accept decisions of officials.  
We do unto others as we would have others do unto us.  
We never hiss or boo.  
We do not condone abusive remarks from the sidelines.  
We seek to win by fair and lawful means according to the rules.  
We try to win without boasting and lose without excuse.  
We ask every player and fan to live up to this code.

## Telephone Directory

Administration Office	724-3361/3273
Adult Education	724-5621
Alternative School	724-6464
Band	724-3843
Bus Garage	Ext. 180
Cafeteria	Ext. 127
Custodial	Ext. 119
Elementary Counselor	Ext. 152
Elementary Office	724-3714/5453
Even Start	724-2601
Fax Administration	724-6621
High School	724-8323
Middle School	724-2062
Elementary School	724-6253
Federal Programs	Ext. 101
JAG Program	724-6159
Gifted and Talented Coordinator	724-5652
Gymnasium/Field House	724-3312
Head start	724-3918
High School Office	724-3843/6464/6840/3312
Infant/Toddler Day Care	724-5904/2345
ISS In-School-Suspension	Ext. 170
Journalism	Ext. 128
Library	Ext. 129
Maintenance	Ext. 190
Middle School Office	724-5652/3635/3315/5904
Migrant Services	724-6227
Nurse	Ext. 136
Parent Enrichment Program/HIPPY	724-2601
Vocational Technical Center	724-3614/6865
Head Start	724-3914

**Bald Knob School District  
2018-2019 School Calendar**

August 6-9	Mon.-Thur.	Teacher In-Service at Bald Knob
August 6	Monday	Back to School Breakfast
August 6 and	Monday	Open House (Early Childhood Center, Elementary, Middle School High School (5:00 P.M. - 7:00 P.M.)
August 13	Monday	1 <sup>st</sup> Day of School
September 3	Monday	Labor Day – No School
September 18	Tuesday	Parent/Teacher Conferences (3:00 P.M. – 6:30 P.M.)
October 8	Monday	Inclement Weather Day
October 17	Weds.	End of 1 <sup>st</sup> Quarter (46 days)
October 2018		Elementary Parent / Teacher Involvement Night*
November 19-23	Mon. - Fri.	Thanksgiving Holiday – No School
December 19	Weds.	End of 2 <sup>nd</sup> Quarter (40 days)
Dec. 20 – Jan. 3		Christmas Holiday – No School
January 3	Monday	Begin Spring Semester
January 21	Monday	MLK Day Holiday – No School
February 12	Tuesday	Parent / Teacher Conferences (3:00 P.M. – 6:30 P.M.)
February 18	Monday	Inclement Weather Day – No School
March 12	Weds.	End of 3 <sup>rd</sup> Quarter (47 days)
March 18-22	All Week	Spring Break – No School
April 19	Friday	Good Friday / Inclement Weather Day – No School
April 2018		Parent / Teacher Involvement Night*
May 5	Sunday	Graduation (3:00 P.M.)
May 22	Weds.	Last Day of School- End of 4 <sup>th</sup> Quarter (45 days)
May 23 – 24	Tues.-Wed.	Inclement Weather Days

1 <sup>st</sup> Quarter	August 13 – October 17	46 days
2 <sup>nd</sup> Quarter	October 18 – December 19	40 days
3 <sup>rd</sup> Quarter	January 3 – March 12	47 days
4 <sup>th</sup> Quarter	March 13 – May 22	<u>45 days</u>
		178 days

\*Specific information about parent/teacher involvement nights will be provided by each school.

**WELCOME**

On behalf of the faculty and administration of the Bald Knob School District, we extend a cordial welcome to you and your child. We sincerely hope that your time spent with us proves to be an enjoyable educational experience. Our students have traditionally shown high standards of performance in academics, activities, and behavior. We urge you to enter into the life of our school with interest and enthusiasm. We encourage you to participate in the many school activities that are scheduled. Your child's academic work, however, is the foundation upon which the school is built, and it should occupy the major part of your child's time and interest. This handbook is designed to help you understand the operation of our schools. We ask that you take a few moments and familiarize yourself with its contents. Please discuss this information with your child so that all are aware of these policies and procedures. If you have a question, comment, or suggestion, please visit with our principals.

**MISSION STATEMENTS**  
**H.L. Lubker Elementary School**

At H. L. Lubker Elementary, we know that every child is a valuable part of our team and has the ability to learn. We recognize that our students need and deserve a safe environment with dedicated teachers who make meeting individual needs a priority. Positive relationships between staff, parents, and the community are keys that will assist us with becoming a successful learning community.

**Bald Knob Middle School**

Bald Knob Middle School, with the help of our parents and community, is committed to providing the opportunity for each student to experience success and a life-long love for learning by developing overall physical, mental, and social wellness through literacy, mathematics, and technology within a safe environment.

**Bald Knob High School**

Bald Knob High School, in cooperation with the home and community, will provide the opportunity and encouragement for each student to meet his/her educational needs. We will make available to our students the tools necessary to achieve the highest levels of success in current and future academic, artistic, athletic, and technical challenges. We will accept each of our students as a unique individual and encourage him or her toward the development of social, emotional, and civic accountability, enabling each to contribute positively to society.

**H.L. Lubker Elementary School Schedule**

7:55	First Bell
8:00	Beginning of School Day
3:15	End of School Day

**Bald Knob Middle School**

7:45	First Bell
7:50-8:35	1 <sup>st</sup> period
8:40-9:35	2 <sup>nd</sup> period
9:40-10:25	3 <sup>rd</sup> period
10:30-11:15	4 <sup>th</sup> period
11:15-11:45	5 <sup>th</sup> LUNCH
11:50-12:35	6 <sup>th</sup> period
12:40-1:25	7 <sup>th</sup> period
1:30-2:15	8 <sup>th</sup> period
2:20-3:05	9 <sup>th</sup> period

**Bald Knob High School**

7:45	First Bell
7:50-8:35	1 <sup>st</sup> period
8:40-9:35	2 <sup>nd</sup> period
9:40-10:25	3 <sup>rd</sup> period
10:30-11:15	4 <sup>th</sup> period
11:20-12:05	5 <sup>th</sup> period
12:05-12:35	6 <sup>th</sup> LUNCH
12:10-12:55	6 <sup>th</sup> period
12:40-1:25	7 <sup>th</sup> period
12:55-1:25	7 <sup>th</sup> LUNCH
1:30-2:15	8 <sup>th</sup> period
2:20-3:05	9 <sup>th</sup> period

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**ALL visitors must sign in at the office.  
No unauthorized persons are allowed on the campus.**

**Elementary School Hours**

The school day begins when the student enters the school bus en route to school; for those who walk or use private transportation, the school day begins when the student enters the school grounds. The school day ends when the student departs the school bus; for those who do not ride the bus, the school day ends when the student leaves the school grounds. The academic day begins each morning at **8:00 a.m.** **If your child arrives after 8:00 a.m., you will need to check him/her in at the office with your signature.** Once a student arrives on campus, he or she may not leave the campus without checking out through the principal’s office. For safety reasons, all visitors must check in at the office before entering any school building.

For school closing information during inclement weather, you will receive a **Blackboard Connect** phone message. In addition, the district and school Facebook pages, **television channels 4, 7, and 11, and radio stations 99.9 and 104.7** will report our school information regarding weather conditions.

**Elementary Arrival**

**STUDENTS SHOULD ARRIVE ON OUR CAMPUS AFTER 7:30 A.M.** All students need to be lined up in their assigned locations by 7:55 a.m. We have duty teachers stationed around campus at 7:30 each morning. We want to make sure students are appropriately supervised. Our cafeteria opens for breakfast at 7:30 a.m. and buses begin arrival at that time. If it is necessary for a student to arrive later than 8:00 a.m., the parent is to report to the office and sign in the student. If a student arrives late or leaves early during the school day, a parent/guardian must personally contact the principal’s office for student admission or dismissal.

**Morning Car Riders/Drop Off:** Elementary students may be dropped-off at the main entrance on Park Street in the morning. Both Park Street and Pine Street will be one-way streets during the morning and afternoon drop-offs. Entry onto Park Street must come from Pine Street and will proceed left onto Park Street. Vehicles will proceed to Park Street and turn left onto Collison Street.

Parents dropping off children in the morning car line will need to pull all the way to the end of the building, parking within the boxes that have been drawn on the pavement. Students need to exit on the passenger side of the vehicle. Please wait until the vehicle in front of you has moved to proceed further. (Under no circumstances should any vehicle use the left lane to pass other vehicles to exit the line.)

In the event you must exit your vehicle, you will need to use the visitor parking in front of the building to do so. **DO NOT** come through the car rider line and exit your vehicle for any reason. This stops traffic and does not allow for a timely drop off pattern.

**Please remember that state law prohibits driver cell phone use in a moving vehicle within a school or work zone. Also, there is no smoking on school property, and this includes smoking within your vehicle while waiting for school dismissal.**

**Morning Bus Riders:** All loaded school buses will enter the high school campus from Hickory Street. The high school students will unload, and the bus will travel to the elementary campus. Elementary school students will unload in front of the safe room. This arrival begins at approximately 7:30 a.m.

**Elementary Dismissal**

**PARENTS ARE ENCOURAGED TO CHECK STUDENTS OUT ONLY FOR EMERGENCY SITUATIONS.** If an emergency arises that would require an early check out for any child, a parent/guardian must come by the office and sign for his/her child's dismissal. Teachers are not allowed to release students until they are cleared through the principal's office.

**Dismissal times are as follows:**

<b>K-5 - CAR RIDERS AND WALKERS.....</b>	<b>3:08</b>
<b>K-5 -- BUS RIDERS.....</b>	<b>3:15</b>
<b>K-5 Walkers .....</b>	<b>3:20</b>
<b>MIDDLE SCHOOL DISMISSAL.....</b>	<b>3:05</b>
<b>HIGH SCHOOL DISMISSAL.....</b>	<b>3:05</b>

**Afternoon Car Rider/Parent Pick Up:** Elementary students may be picked up at the main entrance on Park Street in the afternoon at **3:10 p.m.** Both Park Street and Pine Street will be one-way streets in the afternoon. Entry onto Park Street must come from Pine Street and will proceed left onto Park Street. Vehicles will proceed on Park Street and left onto Collison Street.

It is important that the child's **school provided nameplate** be displayed in the front windshield, on the dash, or on a passenger side window visor. Without this nameplate, photo identification will be required. You should stay in your car and wait for a teacher to escort your child to you. At no time will a child be allowed to walk away from this area with an adult without photo identification. **Please remember that state law prohibits driver cell phone use in a moving vehicle within a school or work zone. Also, there is no smoking on school property and this includes within your vehicle while waiting for school dismissal.**

**Afternoon Walkers:** If you park your car, walk on to the campus, and pick up your child in the afternoon, your child will be dismissed at 3:08 with the car riders. You will need to have the **school provided nametag** to pick up your child. There is an assigned fenced waiting area for walking children to wait for their parents with an adult.

**Afternoon Bus Riders:** Each afternoon, beginning at 3:05 p.m., all high school and middle school students will load the buses. At 3:15 p.m., the buses will travel to pick up the elementary students. Buses will leave at approximately 3:20 p.m.

**BKMS and BKHS Check In/Out Procedures**

Parents/guardians are encouraged not to check students in late or out early except for emergencies. The principal (or his/her designee) shall have the authority to use discretion in unusual situations and emergencies.

**Breakfast and Lunch**

Lunch applications will be sent home with students no later than the first day of school. Make sure the application is **SIGNED AND FILLED OUT COMPLETELY**. Make sure your child brings the lunch application back to his/her teacher by Friday of the first week of school.

Free or reduced meal applications may be picked up at the principal's office. Notification will be sent home of the approval or denial of free or reduced meals. All students are encouraged to eat the well-balanced meals. The cost of the meals will be held to a minimum. Lunch charge limits will be in effect. The charge limit for the regular paying student will be \$15.00, for the reduced student it will be \$5.00, and the free student will have a limit of \$3.00.

STUDENT BREAKFAST	REGULAR PRICE	\$1.40	REDUCED PRICE	\$ .30
ADULT VISITOR BREAKFAST			\$2.25	
STUDENT LUNCH	REGULAR PRICE	\$2.15	REDUCED PRICE	\$ .40
ADULT VISITOR LUNCH		\$3.55		

**Parties and Gum**

The H.L. Lubker Elementary School will have two scheduled parties a year. A Christmas party and Valentine party will be planned with the help of homeroom mothers. A monthly reward/birthday celebration party may be planned by the individual teacher(s). Bald Knob Middle School will have a Christmas party and a Valentine party. Due to state legislation, **ONLY COMMERCIALY-PREPARED FOOD** may be brought to school for students at these events. We ask that you do not allow your children to bring gum to school and **DO NOT SEND GUM AS A TREAT** for your child’s class.

**Residency Requirements (4.1)**

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

**Definitions:**

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

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

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

Any person eighteen (18) years of age or older may establish a residence separate and apart from his or her parents or guardians for school attendance purposes.

In order for a person under the age of eighteen (18) years to establish a residence for the purpose of attending the District’s schools separate and apart from his or her parents, guardians, or other persons having lawful control of him or her under an order of a court, the person must actually reside in the District for a primary purpose other than that of school attendance. However, a student previously enrolled in the district who is placed under the legal guardianship of a noncustodial parent living outside the district by a custodial parent on active military duty may continue to attend district schools. Under instances prescribed in A.C.A. § 6-18-203, a child or ward of an employee of the district or of the education coop to which the district belongs may enroll in the district even though the employee and his/her child or ward reside outside the district.

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

**Entrance Requirements (4.2)**

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

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

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

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

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

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

Home school students enrolling or re-enrolling as a public school student shall be placed in accordance with policy 4.6—HOME SCHOOLING.

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

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

1. The parent, guardian, or other responsible person shall furnish the child's social security number, or if they request, the district will assign the child a nine (9) digit number designated by the department of education.
2. The parent, guardian, or other responsible person shall provide the district with one (1) of the following documents indicating the child's age:
  - a. A birth certificate;
  - b. A statement by the local registrar or county recorder certifying the child's date of birth;
  - c. An attested baptismal certificate;
  - d. A passport;
  - e. An affidavit of the date and place of birth by the child's parent or guardian;
  - f. United States military identification; or previous school records.
3. The parent, guardian, or other responsible person shall indicate on school registration forms whether the child has been expelled from school in any other school district or is a party to an expulsion proceeding. The Board of Education reserves the right, after a hearing before the Board, not to allow any person who has been expelled from another school district to enroll as a student until the time of the person's expulsion has expired.
4. The child shall be age appropriately immunized or have an exemption issued by the Arkansas Department of Health.

**Uniformed Services Member's Children**

**For the purposes of this policy,**

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



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

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

**"Eligible child"** means the children of:

- active duty members of the uniformed services;
- members or veterans of the uniformed services who are severely injured and medically discharged or retired for a period of one (1) year after medical discharge or retirement; and
- members of the uniformed services who die on active duty or as a result of injuries sustained on active duty for a period of one (1) year after death.

An eligible child as defined in this policy shall:

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

### **Compulsory Attendance (4.3)**

Every parent, guardian, or other person having custody or charge of any child age five (5) through seventeen (17) years on or before August 1 of that year who resides 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 have been met.
3. The child will not be age six (6) on or before September 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).

In compliance with Arkansas Legislative Amended Codes concerning excessive student absences from public schools, Bald Knob School District has set maximum absences as ten (10) unexcused per semester. The goal is to discourage excessive absences.

By the law, the parent/guardian and truancy officials will be notified when a child has accumulated one-half (½) of the district's allowed absences. This will be after a child has five (5) absences in a semester. Before a child reaches the maximum allowable absences (10), the student and/or parent/guardian may request a conference regarding the student's absenteeism and establish an attendance plan. When a student has missed the total number (10) days in the semester, an attendance committee will meet to accept documentation relating to the absences. The acceptable written documentation includes verification of medical visits, funeral information, court papers, or other emergency documentation approved by the administration. When a student exceeds the maximum allowable absences (10), the White County Truancy Officer will be notified. Additional absences will result in attendance committee action, court action, possible loss of credit for courses, and/or grade promotion and any other consequence that is mandated by law.

#### **Attendance Report to Officials**

Arkansas law A.C.A. 27-16-701 requires every applicant for a driver's license or learner's permit under the age of 18 to present proof of enrollment and satisfactory attendance in a public, private, parochial, or home school, or receipt of a high school diploma or the equivalent. Students must also have a C average (2.0) for the previous semester. Exceptions are made for disabled students or those students deemed to be performing at their highest level of capability. In the event that a student (under age eighteen) fails to regularly attend school or withdraws from school and does not transfer to another school, Arkansas law A.C.A. 6-18-222 requires that the Department of Finance and Administration be notified. The student's driver's license may be suspended as a result. The law states that when a student exceeds the number of excessive absences, the school may notify the prosecuting or city attorney and that the student's parents/guardians shall be subject to fine (not to exceed \$500) as imposed by the court. It is the responsibility of the parent/ guardian to see that their school age children are in attendance at school. The parent/ guardian is to notify the school principal's office by phone, note, or in person on the day of the absence, or accompany the student to school following the absence explaining the reason for the absence. As evidence of parental support of our attendance policy, parents/guardians are asked to schedule any necessary (doctor/dentist) appointments after school hours if possible.

#### **Attendance Committee**

A committee consisting of the principal, counselor, teacher, and a student representative shall be established and will review attendance and create an attendance plan. Excessive absences beyond ten (10) days per semester class may result in loss of credit in that class unless the student provides valid documentation which adequately justifies the absence.

#### **Student Transfers (4.4)**

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

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

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

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

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

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

### **School Choice (4.5)**

#### **Definition**

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

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

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

The District shall advertise in appropriate broadcast media and either print media or on the Internet to inform students and parents in adjoining districts of the range of possible openings available under the School Choice program. The public pronouncements shall state the application deadline and the requirements and procedures for participation in the program. Such pronouncements shall be made in the spring, but in no case later than April 15.

#### **Application Process**

The student's parent shall submit a school choice application on a form approved by ADE to this district. The transfer application must be postmarked or hand delivered on or before May 1 of the year preceding the fall semester the applicant would begin school in the District. The District shall date and time stamp all applications as they are received in the District's central office. It is the District's responsibility to send a copy of the application that includes the date and time stamp to the student's resident district within ten (10) days of the District receiving the application. Applications postmarked or hand delivered on or after May 2 will not be accepted. Statutorily, preference is required to be given to siblings of students who are already enrolled in the District. Therefore, siblings whose applications fit the capacity standards approved by the Board of Directors may be approved ahead of an otherwise qualified non-sibling applicant who submitted an earlier application as identified by the application's date and time stamp.

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

The Superintendent will consider all properly submitted applications for School Choice. By July 1, the Superintendent shall notify the parent and the student's resident district, in writing, of the decision to accept or reject the application.

#### **Accepted Applications**

Applications which fit within the District's stated capacity standards shall be provisionally accepted, in writing, with the notification letter stating a reasonable timeline by which the student shall enroll in the

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

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

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

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

#### **Rejected Applications**

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

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

Rejection of applications shall be in writing and shall state the reason(s) for the rejection. A student whose application was rejected may request a hearing before the State Board of Education to reconsider the application which must be done, in writing to the State Board within ten (10) days of receiving the rejection letter from the District.

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

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

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

Unless there is a lack of capacity at the District's school or the transfer conflicts with the provisions of a federal desegregation order applicable to the District, a student who is enrolled in or assigned to a school classified by the ADE to be in academic distress or in a district classified by ADE as in need of Level 5 Intensive Support is eligible to transfer to the school closest to the student's legal residence that is not in academic distress or in a district classified by ADE as in need of Level 5 Intensive Support. The student's parent or guardian, or the student if over the age of eighteen (18), must successfully complete the necessary application process by July 30 preceding the initial year of desired enrollment.

Within thirty (30) days from receipt of an application from a student seeking admission under this section of the policy, the Superintendent shall notify in writing the parent or guardian, or the student if the student is over eighteen (18) years of age, whether the Opportunity School Choice application has been accepted or rejected. The notification shall be sent via First-Class Mail to the address on the application. If the application is accepted, the notification letter shall state the deadline by which the student must enroll in the receiving school or the transfer will be null and void.

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

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

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

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

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

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

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

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

All Standard School Choice applications shall be granted unless the approval would cause the District to have a net enrollment loss (students transferring out minus those transferring in) of more than three percent (3%) of the average daily membership on October 15 of the immediately preceding year. By December 15 of each year, ADE shall determine and notify the District of the net number of allowable choice transfers. Students are not counted for the purpose of determining the three percent (3%) cap if the student transfers from a school or district in:

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

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

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

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

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

- The receiving district cannot be in facilities distress;
- The transfer is only available for the duration of the time the student's resident district remains in 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.

#### **Enrollment in Home School (4.6)**

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

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

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

- Electronically, including without limitation by email;
- By mail; or
- In person.

The notice shall include:

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

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

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

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

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

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

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

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

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

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

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

#### **Absences (4.7)**

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

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

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

#### **Excused Absences**

Excused absences are those where the student was on official school business or when the absence was due to one of the following reasons and the student brings a written statement to the principal or designee upon his/her returns to school from the parent or legal guardian stating such reason. A written statement presented for an absence must be submitted by the end of the semester. It is recommended that the excuse be presented within 5 days of the absence.

1. The student's illness or when attendance could jeopardize the health of other students. A maximum of six (6) such days are allowed per semester unless the condition(s) causing such absences is of a chronic or recurring nature, is medically documented, and approved by the principal.

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

Students who serve as pages for a member of the General Assembly shall be considered on instructional assignment and shall not be considered absent from school for the day the student is serving as a page. It is the Arkansas General Assembly's intention that students having excessive absences be given assistance in obtaining credit for their courses. Excessive absences may, however, be the basis for the denial of course credit, promotion, or graduation.

A student who misses more than ten (10) minutes of a period in grades 6-12 will be considered absent.

#### **Unexcused Absences**

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

When a student has five (5) unexcused absences, his/her parents, guardians, or persons in loco parentis shall be notified. Notification shall be by telephone by the end of the school day in which such absence occurred or by regular mail with a return address sent no later than the following school day.

Whenever a student exceeds ten (10) unexcused absences in a semester, the District shall notify the prosecuting authority and the parent, guardian, or persons in loco parentis shall be subject to a civil penalty as prescribed by law. A committee meeting will also be required.

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

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

Days missed due to out-of-school suspension or expulsion shall be unexcused absences.

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



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

#### **Makeup Work (4.8)**

Students who miss school due to an absence shall be **expected** to make up the work they missed during their absence under the following rules.

1. It is the responsibility of the student, parent, and teacher to arrange for all make-up work.
2. Teachers are responsible for providing missed assignments.
3. Students are required to ask for their assignments on their first day back at school or their first class day after their return.
4. Make-up tests are to be scheduled at the discretion of the teacher once the student has received the necessary instruction and substantive review the student missed due to the absence, but must be aligned with the schedule of the missed work to be made up.
5. Students shall have one class day to make up their work for each class day they are absent.
6. Make-up work which is not submitted within the make-up schedule for that assignment shall not receive full credit but is still a requirement.
7. Students are responsible for turning in their make-up work without the teacher having to ask for it.
8. Students who are absent on the day their make-up work is due must turn in their work the day they return to school whether or not the class for which the work is due meets the day of their return.
9. As required/permitted by the student's Individual Education Program or 504 Plan.

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

#### **Tardy Policy (4.9)**

Promptness is the responsibility of each student. Students who are late to class show a disregard for both the teacher and their classmates which compromises potential student achievement.

#### **K-5 Tardies and Early Outs**

Students are considered tardy if they are not **present in their classroom** by 8:00. Students are counted tardy until 8:30 a.m. **Students arriving after 8:30 will be counted as a morning absence. Early checkout before 2:30 will be counted as an afternoon absence. Any student checked out at or after 2:30 will be counted as a tardy.**

- A student who is tardy must be **signed in at the office by a parent** and get a tardy slip before going to his/her class.
- Tardiness due to a late bus does not count against a student, but he/she should check in at the office to remove his/her name from the absentee.
- If a FINS petition is filed due to excessive unexcused absences, the number of times a student has been tardy will also be turned over to the truancy officer.

#### **6-12 Tardies**

All students should be in their assigned classroom when the bell rings. Otherwise, a student will be considered tardy.

1<sup>st</sup> offense: Conference with teacher

2<sup>nd</sup> offense: Conference with teacher

3<sup>rd</sup> offense: Conference with teacher and parent will be notified

4<sup>th</sup> offense: Office referral

Any subsequent offense: Office referral and handled at the principal's discretion.

The above offenses are per semester.

#### **Closed Campus (4.10)**

All schools in the District shall operate closed campuses. Students are required to stay on campus from their arrival until dismissal at the end of the regular school day unless given permission to leave the campus by a school official. Students must sign out in the office upon their departure. This policy affects students of the school and any visitor on the campus. Students will not be permitted to leave at any time during the

day without a parent/guardian checking the student in/out through the principal's office. Students leaving campus for any reason without principal approval will be subject to disciplinary action including, but not limited to, the loss of driving privileges.

Any person not currently enrolled in the Bald Knob Public Schools or employed by the school district must obtain permission from the principal before visiting any student or school employee on the campus during school hours. Anyone violating this policy will be turned over to the city authorities and prosecuted. It is a misdemeanor to loiter on or near a public or private school and prescribes a minimum fine of \$50 and a maximum of \$250.

#### **Equal Education Opportunity (4.11)**

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

Inquiries on non-discrimination may be directed to Melissa Gipson, who may be reached at (501) 724-3273.

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

#### **Student Organizations and Equal Access (4.12)**

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

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

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

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

#### **BKMS Student Organizations and Activities**

Clubs and organizations active on the Bald Knob Middle School's campus include: art, athletic teams, band, Beta, cheerleading, choir, Christian Club, dance team, Student Council, Engineering Club, Environmental Club, FCA, and Quiz Bowl. School fraternities, sororities, and secret societies are not allowed in the Bald Knob School.

#### **BKHS Student Organizations and Activities**

Clubs and organizations active on the Bald Knob campus include: Annual Staff, art, athletic teams, band, Beta, cheerleading, choir, FBLA, FCA, FCCLA, HOSA, JAG, Spanish Club, Student Council, Engineering

Club, and Quiz Bowl. School fraternities, sororities, and secret societies are not allowed in the Bald Knob Schools.

### **Student Organization Eligibility**

A student must have the organization's required GPA in the semester prior to participation to be eligible for the clubs and activities and have been enrolled in the Bald Knob School System 90 days prior to their being elected to any honor/office. Other regulations for club membership may be determined by each club and approved by the principal.

### **Privacy of Student Records (4.13)**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

A student's name and photograph will only be displayed on the district or school's web page(s) after receiving the written permission from the student's parent or student if over the age of 18. The form for objecting to making directory information available is located in the back of the student handbook and must be completed and signed by the parent or age-eligible student and filed with the building principal's office no later than ten (10) school days after the beginning of each school year or the date the student is enrolled for school. Failure to file an objection by that time is considered a specific grant of permission. The district is required to continue to honor any signed-opt out form for any student no longer in attendance at the district.

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

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

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

### **Student Publication and Distribution of Literature (4.14)**

#### **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 endorses 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:
  1. Those that are obscene as to minors;
  2. 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;
  3. Those that constitute an unwarranted invasion of privacy as defined by state law;
  4. Publications that suggest or urge the commission of unlawful acts on the school premises;
  5. Publications which suggest or urge the violation of lawful school regulations;
  6. "Hate literature" that scurrilously attacks ethnic, religious, or racial groups.

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

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

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

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

A student or group of students who distribute ten (10) or fewer copies of the same non-school literature, publications, or materials (hereinafter "non-school materials"), shall do so in a time, place, and manner that does not cause a substantial disruption of the orderly education environment. A student or group of students wishing to distribute more than ten (10) copies of non-school materials shall have school authorities review their non-school materials at least three (3) school days in advance of their desired time of dissemination. School authorities shall review the non-school materials, prior to their distribution and will bar from distribution those non-school materials that are obscene, libelous, pervasively indecent, or

advertise unlawful products or services. Material may also be barred from distribution if there is evidence that reasonably supports a forecast that a substantial disruption of the orderly operation of the school or educational environment will likely result from the distribution. Concerns related to any denial of distribution by the principal shall be heard by the superintendent, whose decision shall be final.

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

The regulations shall include the following:

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

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

**Contact with Students While at School (4.15)**

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

**Contact by Non-Custodial Parents**

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

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

**Contact By Law Enforcement, Social Services, Or By Court Order**

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

If the District makes a report to any law enforcement agency concerning student misconduct or if access to a student is granted to a law enforcement agency due to a court order, the principal or the principal's designee shall make a good faith effort to contact the student's parent, legal guardian, or other person

having lawful control by court order, or person acting in *loco parentis* identified on student enrollment forms. The principal or the principal's designee shall not attempt to make such contact if presented documentation by the investigator that notification is prohibited because a parent, guardian, custodian, or person standing in *loco parentis* is named as an alleged offender of the suspected child maltreatment. This exception applies only to interview requests made by a law enforcement officer, an investigator of the Crimes against Children Division of the Department of Arkansas State Police, or an investigator or employee of the Department of Human Services.

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

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

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

#### **Student Visitors (4.16)**

The board strongly believes that the purpose of school is for learning. Social visitors generally disrupt the classroom and interfere with learning that should be taking place. Therefore, visiting with students at school is strongly discouraged, unless approved by the principal and scheduled in advance. This includes visits made by former students, friends, and/or relatives of teachers or students. Any visitation to the classroom shall be allowed only with the permission of the school principal and all visitors must first register at the office.

#### **Student Discipline (4.17)**

The Bald Knob Board of Education has a responsibility to protect the health, safety, and welfare of the District's students and employees. To help maintain a safe environment conducive to high student achievement, the Board establishes policies necessary to regulate student behavior to promote an orderly school environment that is respectful of the rights of others and ensures the uniform enforcement of student discipline. Students are responsible for their conduct that occurs: at any time on the school grounds; off school grounds at a school sponsored function, activity, or event; going to and from school or a school activity.

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

The District's licensed personnel policy committee shall review the student discipline policies annually and may recommend changes in the policies to the Bald Knob School Board. The Board has the responsibility of determining whether to approve any recommended changes to student discipline policies.

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

It is required by law that the principal or the person in charge report to the police any incidents the person has personal knowledge of or has received information leading to a reasonable belief that a person has committed or threatened to commit an act of violence or any crime involving a deadly weapon on school

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

It is impossible to list a rule for every situation that may arise in school. Both students and parents may expect principals and teachers to develop rules to meet the individual school and classroom needs. The rules are to be in agreement and consistent with the federal and the state laws and Board of Education policies and regulations. Schools have a responsibility to inform students/ parents/guardians of the school rules while the students have the responsibility to know and follow them.

The school district reserves the right to provide consequences to behavior that is subversive to good order and discipline in the schools, even though such behavior is not specified in the written rules. In severe offenses administrative discretion will prevail allowing the bypassing of normal office procedures. Legal authorities will be contacted regarding any situations when an infraction of the law occurs. Violations of discipline policy will be dealt with according to severity of action and/or the frequency of violations.

The minimum and maximum consequences range from a warning to expulsion.

### **Normal Disciplinary Procedures**

The principal will determine the offense level and consequences for each incident. The principal will consider the severity of the offense, the student's previous behavior, the developmental level of the student, and all other circumstances. The principal will determine the appropriate offense level and consequences based on all relevant information.

### **Grades K-5**

Violations of discipline policy will be dealt with according to the **seriousness** of the offense, the student's **past behavior** record, and/or the **frequency** of violations. Administrators may use **discretion** in determining and resolving fights, classroom disturbances, obscene words, and gestures. A school resource officer may counsel with any student who commits a threatening or bullying act to another. Each classroom teacher has an assertive discipline plan that outlines acceptable behaviors. Most behavior problems will be handled at this level.

Violations of discipline policy will be dealt with according to severity of action and/or the frequency of violations.

**LEVEL 1 Offenses:** Disrespect to student, failure to follow instructions, profanity, dress code violation, distraction caused by possession of phone or other electronic device, misbehavior at extracurricular events or any other offense deemed this level by the principal.

**CONSEQUENCES:** Min: Conference with principal. Max: Corporal Punishment

**LEVEL 2 Offenses:** Disrespect to staff, refusing to cooperate, obscene gestures, and out of assigned area, throwing rocks, repeated level 1 offenses or any other offense deemed this level by the principal.

**CONSEQUENCES:** Min: Detention. Max: In School Suspension (ISS)

**LEVEL 3 Offenses:** Fighting, encouraging a fight, truancy, physical or verbal abuse, forgery to defraud, threatening/harassment, bullying, possession/use of tobacco, missing detention or repeated level 2 offenses or any other offense deemed as this level by the principal.

**CONSEQUENCES:** Min: In School Suspension (ISS). Max: Suspension (OSS)

**LEVEL 4 Offenses:** Possession/use of a weapon, possession/use/under the influence of alcohol or drugs, unlawful entry into school building and/or destruction of school property, verbal or physical abuse of a school employee, physical battery/assault, sexual activity, or repeated level 3 offenses or any other offense deemed as LEVEL 4 by the principal.

**CONSEQUENCES:** Min: Suspension (OSS). Max: Expulsion.

**\*\*Offenses that involve a threat or safety issue of any kind will also require a conference with the student, the principal, and the school resource officer to ensure that the student is aware of the severity of his/her action and the safety issue that it could pose during school hours.**



## Grades 6-12

**LEVEL 1 Offenses:** Disrespect to student, failure to follow instructions, profanity, dress code violation, check-in/out procedure violation, 4<sup>th</sup> tardy, cell phone violation, or any other offense deemed this level by the principal.

**CONSEQUENCES:** Detention; student placed at next level. For a minimum of one detention to ten detentions limit.

**LEVEL 2 Offenses:** Disrespect to staff, obscene gestures, and out of assigned area or any other offense deemed this level by the principal.

**CONSEQUENCES:** ISS for a minimum of one day to a maximum of ten days; student placed at next level.

**LEVEL 3 Offenses:** Repeated cell phone violation, encouraging a fight, horseplay, truancy, physical or verbal abuse, forgery to defraud, threatening/harassment, bullying, possession/use of tobacco, insubordination, academic fraud, racial slurs, missing multiple detention assignments or Saturday school or any other offense deemed as this level by the principal.

**CONSEQUENCES:** One (1) to ten (10) days ISS: After the maximum assignments have been served the student will be placed at next level for all level three offenses.

**LEVEL 4 Offenses:** Fighting, possession/use of a weapon, possession/use/under the influence of alcohol or drugs, unlawful entry into school building and/or destruction of school property, verbal or physical abuse of a school employee, continual violation of cell phone policy, insubordination, physical battery/assault, theft, sexual activity, serious threat of violence, or any other offense deemed as LEVEL 4 by the principal.

**CONSEQUENCES:** One (1) to ten (10) days At-Home Suspension; or recommendation for expulsion. Any physical battery will receive a minimum three (3) day suspension.

If a student has accumulated 10 days of in school suspension or 10 days of out of school suspension during the school year, then a disciplinary hearing will be held before the superintendent or designee. Based on evidence and relevant circumstances, the superintendent will make a determination regarding future discipline for the student. Action may include but is not limited to authorizing building level administration to exceed the previously mentioned discipline limits or to make recommendation for expulsion.

### **Definitions/Procedures of Disciplinary Terms (K-12)**

#### **Out of School Suspension / Expulsion**

At-Home Suspension is the last level of suspension. Students will be suspended at home ranging from one to ten days, depending upon the severity and frequency of the infraction. When a student is suspended at home, proper written notices will be sent to the parent/guardian and superintendent. The days a student misses school due to home suspension will count against the student's ten (10) day attendance record. Students who are suspended from school will not attend any school activity until returning to school for class attendance. Students can make up missed class work. Any parent, legal guardian, or person acting as a parent shall have the right to appeal to the superintendent or his/her designee.

Examples: Possession/use of weapon, alcohol, drugs, unlawful entry into school buildings, destruction of school property, and any other offense deemed this level by the principal

Consequences: One (1) to ten (10) days At-Home Suspension or recommendation for expulsion at principal's discretion.

#### **Behavioral Contract**

A behavioral contract may be made as needed when an individual student's conduct requires it.

#### **Corporal Punishment**

Corporal punishment is a form of discipline approved by the State of Arkansas and the Bald Knob School System. Reasonable discipline may include the administration of corporal punishment (paddling) to any student in the exercise of sound discretion by a certified employee and with principal approval. Corporal punishment can be administered only after alternatives, including, but not limited to, counseling has failed, or in unusual circumstances.

Parents may choose whether their child is given corporal punishment. Upon objection by the parent, the student will be subject to other disciplinary actions. If a parent/guardian objects to his/her child receiving corporal punishment, the parent/guardian must inform the school of his/her objection in writing at the beginning of the school year. In the event of a student enrolling late, the parent/guardian notification should be at the time of enrollment or within the five (5) day time frame for returning the form of acknowledgment/agreement of discipline policies and procedures distributed with the parent bulletin.

#### **Detention (6-12)**

Detention may be held Monday-Thursday of each week. If a student fails to attend the detention assignment, he or she will be given an additional day. Failure to attend each of these days will result in a one-day assignment to In-School Suspension.

#### **Expulsion**

After a student has continually violated school policies and/or has committed a severe infraction, he/she will be suspended for ten (10) days, and a recommendation for the student to be expelled from school for the remainder of the semester will be made to the superintendent of schools and Board of Education.

Prior to a child's admission to any Arkansas public school, the parent, guardian, or other responsible person shall indicate on school registration forms whether the child has been expelled from school in any other school district or is a party to an expulsion proceeding, **A.C.A. 6-18-208** (Repl. 1993), amended by Act 574 of 1995.

#### **In-School Suspension**

In-School Suspension is an attempt to isolate students who have had severe discipline problems and/or severe enough offenses that suspension from the regular classroom is required. Students in ISS will be responsible for keeping up or making up work from the regular classroom. It will be the individual student's responsibility. If a student is absent the day assigned to ISS, he/she will serve the assignment the next school day. Students assigned to ISS will not attend any activities until the morning after the student's completion of the ISS assignment unless accompanied by a parent or guardian. Examples: Fighting, physical or verbal abuse, forgery to defraud, threatening, harassment, possession/use of tobacco, or any other offense deemed as this level by the principal.

#### **Verbal Reprimand**

The first time that a student violates a rule or policy (**depending upon the severity of the infraction**) he/she may receive a verbal and written warning. The student will be warned of further violations.

#### **Discipline for Students with Disabilities**

Disabled students misbehaving are subject to normal school discipline rules and procedures so long as the misbehavior is not related to the handicapping condition.

The Individualized Education Plan (IEP) team for a disabled student will consider and include particular discipline procedures which are deemed necessary for the student.

Before expulsion is imposed on a disabled student, an immediate meeting of the student's IEP team will be held to determine the cause and effect of the expulsion with a view toward assessing the effectiveness and appropriateness of the student's placement and toward minimizing the harm resulting from the exclusion. Bald Knob School's Special Education Supervisor acts as the grievance officer for Regulation 104.3 of Section 504.

#### **Prohibited Conduct (4.18)**

Students and staff require a safe and orderly learning environment that is conducive to high student achievement. Certain student behaviors are unacceptable in such an environment and are hereby prohibited by the Board. Prohibited behaviors include, but shall not be limited to the following:

1. Disrespect for school employees and failing to comply with their reasonable directions or otherwise demonstrating insubordination;
2. Disruptive behavior that interferes with orderly school operations;
3. Willfully and intentionally assaulting or threatening to assault or physically abusing any student or school employee;
4. Possession of any weapon that can reasonably be considered capable of causing bodily harm to another individual;
5. Possession or use of tobacco in any form on any property owned or leased by any public school;
6. Willfully or intentionally damaging, destroying, or stealing school property;

7. Possession of any paging device, beeper, or similar electronic communication devices on the school campus during normal school hours unless specifically exempted by the administration for health or other compelling reasons;
8. Possession, selling, distributing, or being under the influence of an alcoholic beverage, any illegal drug, unauthorized inhalants, or the inappropriate use or sharing of prescription or over the counter drugs, or other intoxicants, or anything represented to be a drug;
9. Sharing, diverting, transferring, applying to others (such as needles or lancets), or in any way misusing medication or any medical supplies in their possession;
10. Inappropriate public displays of affection;
11. Cheating, copying, or claiming another person's work to be his/her own;
12. Gambling;
13. Inappropriate student dress;
14. Use of vulgar, profane, or obscene language or gestures;
15. Truancy;
16. Excessive tardiness;
17. Engaging in behavior designed to taunt, degrade, or ridicule another person on the basis of race, ethnicity, national origin, sex, or disability;
18. Possess, view, distribute or electronically transmit sexually explicit or vulgar images or representations, whether electronically, on a data storage device, or in hard copy form;
19. Hazing, or aiding in the hazing of another student;
20. Gangs or gang-related activities, including belonging to secret societies of any kind, are forbidden on school property. Gang insignias, clothing, "throwing signs" or other gestures associated with gangs are prohibited;
21. Sexual harassment;
22. Bullying; and
23. Operating a vehicle on school grounds while using a wireless communication device and
24. Theft of another individual's personal property

The Board directs each school in the District to develop implementation regulations for prohibited student conduct consistent with applicable Board policy, State and Federal laws, and judicial decisions. Violation consequences include the following: Minimum - student conference; Maximum - expulsion.

#### **Bomb and/or Other Threats**

Any student who calls in a bomb threat and/or any other threat to the health and safety of students and employees may be immediately suspended and recommended for expulsion. All evidence and/or facts will be referred to the proper legal authorities. Bomb threats are a class D felony.

#### **Fighting**

A student must do everything possible to avoid a physical confrontation. If fighting should occur on district property, designated parking areas, or school functions at any time, an effort will be made to determine the cause and the instigator. If no instigator can be determined, both parties will be considered guilty and punished accordingly. Parents will be notified of each incident.

- The person making the first physical contact whether pushing, shoving, or hitting will be deemed to have started the fight. If provocation of the other party can be proven, the other party will also be subject to disciplinary action.
  - Provocation is defined as name calling, taunting, threatening, harassing, verbal abuse intimidating, racial slurs, sexual innuendos, bullying, or any action deemed by the principal as provoking the fight.
  - If a student is determined to have premeditated a fight, the student will be subject to more severe disciplinary action.
  - Failure to stop fighting (either party) when any adult employee says "STOP" will mean further disciplinary action will result.
  - Failure to move aside and let the person in authority through to stop the fight will result in disciplinary action.
  - Any student instigating three fights during the school year will be recommended for expulsion.
- Students involved in physical altercations will be reported to the proper legal authorities. Arkansas State law A.C.A. 5-71-207 allows for the charge of a Class C misdemeanor for disorderly conduct OR under

severe cases A.C. A. 5-13-203 states the a person commits battery in the third degree if they intend or cause bodily harm. Battery is a Class A misdemeanor.

### **Forging Names / Falsifying Information**

A student may not sign another person's name to a school information form, a note from a parent to a teacher/office, a note from a teacher/office to a parent, change a grade for himself/herself or another person(s), or provide false telephone numbers, addresses, or impersonate another person with the intent to defraud.

### **Property Damage**

A student shall not cause or attempt to cause damage to school property or steal or attempt to steal any school property. The school district will attempt to recover damages from the student destroying the school property. Parents of any minor student under the age of eighteen living with the parents may be liable for damages caused by said minor in an amount not in excess of \$5,000.00. A student may be expelled up to one (1) year.

### **Public Display of Affection**

Public display of affection is not appropriate behavior at school or at school-sponsored activities. Public display of affection will be dealt with at the principal's discretion. Holding hands and side hugs are the only permissible forms of physical contact.

### **Sexting**

The possession of sexually explicit digital pictures on any device is prohibited regardless of whether the child pornography law is violated. All involved in sexting will be punished; however, if a student receives unsolicited inappropriate content and reports the incident immediately, the student who received and reported the unsolicited content will not be punished for receiving the content. It is prohibited to send, share, receive, view, or possess pictures, text messages, e-mails, or other material of a sexual nature in electronic form or on an electronic device. If the administration believes a student is involved in sexting, they may search the student's cell phone for records of the alleged offense. Administration may search and retain the phones of any student who may have sent, received, accessed, or stored inappropriate content. Confiscated phones may be retained by administration until the investigation is complete. Discipline can range from In-School Suspension to recommendation of expulsion.

#### **If sexting is discovered:**

- Administration will conduct a preliminary investigation.
- The parents of all students involved will be notified.
- The police will be notified.
- Administration will complete the investigation.
- Reports will be made toward suspected child abuse and neglect as appropriate.
- The administrator will minimize exposure of sexting charges to only those who need to know.
- Students will be disciplined based on their participation in the sexting act.
- If relevant, a formal report will be given to law enforcement.

Legal Reference: Ark. 5-27-609

### **Sexual Activity**

Any intimate sexual activity will not be allowed on campus or any school activity at any time. Violation of this policy will result in immediate suspension and possible recommendation for expulsion.

### **Theft**

A student shall not steal or attempt to steal property belonging to the school or other public and/or private property while under the jurisdiction of the school. The student(s) shall make restitution of any property stolen and be subject to other disciplinary measures. The parents/ guardians will be liable for any loss caused by said student.

### **Truancy**

Students who are truant (cutting a class or classes, leaving campus without permission, skipping school entirely) will be subject to the consequences located under normal office procedures for discipline. Each campus will be limited to any location housing a course offered by that respective campus. Students may not be on another campus without prior permission.

**NOTE: An unexcused absence in first period can be considered truancy when there is a pattern of non-attendance.**

**ITEMS NOT PERMITTED AT SCHOOL (K-5): ELECTRONIC DEVICES, MP3 PLAYERS, IPODS, VIDEO GAME SYSTEMS, PERSONAL TOYS, BALLS, MATCHES, LIGHTERS, TOBACCO, ILLEGAL DRUGS, ALCOHOL, KNIVES, WATER GUNS, PLAY GUNS, RADIOS, SCANNERS, SKATEBOARDS, TRADING CARDS, HAND-HELD LASER POINTERS (Act 1408) AND OTHER HAZARDOUS THINGS THAT COULD CAUSE DISTURBANCES AT SCHOOL**

The above items will be taken away if found at school. Some may be returned at the end of the school day or picked up by the parent. Excessive occurrences could result in a discipline referral. Students are **NOT ALLOWED TO TRADE/SELL** any items at school unless approved by the building principal. The school is not responsible for anything damaged, lost, or stolen.

**Transportation Eligibility To and From School (4.19)**

Students are eligible to receive district bus transportation if they live within the parameters of the established bus routes. Students are subject to campus rules of conduct even when traveling on school transportation. Appropriate disciplinary actions may be taken against commuting students who violate student code of conduct rules.

Students shall be instructed in safe riding practices. The driver of a school bus shall not operate the school bus until every passenger is seated. Disciplinary measures for problems related to bus behavior shall include suspension or expulsion from school, or suspending or terminating the student’s bus transportation privileges. Transporting students to and from school who have lost their bus transportation privileges shall become the responsibility of the student’s parent or legal guardian.

**BALD KNOB PUBLIC SCHOOLS  
SCHOOL BUS RIDERS SAFETY RULES & POLICIES  
(INCLUDES SCHOOL TRIPS)**

1. Always remain seated when the school bus is in motion.
2. Always watch your step and use the handrail when loading or unloading.
3. Always wait for the driver to motion you across the roadways when it is necessary to cross. Students should always cross in front of the bus. Never walk behind a bus for any reason. The driver cannot see you when you are behind the bus.
4. Beware of loose drawstrings, backpack straps, and loose clothing when loading and unloading. They can snag on the door resulting in damage to the article or injury to the student.
5. Every student should be aware of the Danger Zone. This is an area extending 10 feet from the bus in all directions. It is in this area that 90% of all bus injuries and deaths occur. If a student drops something while loading or unloading, he/she should never try to retrieve it. Under no circumstances should a student crawl under a school bus. When unloading, the student should get off the bus and immediately walk away from the bus so the driver can safely pull away. It is strongly advised that students do not get off their bus and go to their mailbox along the side of the road. Wait until the bus has pulled away.
6. Always keep the bus aisle clear of your feet, arms, legs, books, backpacks, and anything else that may trip or hinder students getting on and off the bus.
7. Always get on and off the bus in single file. No pushing or horseplay is allowed. Be courteous and let the students in front of you unload before pushing past them.
8. Never put your hands, arms, or head out a bus window. A tree branch or road sign may hit you.
9. Never throw anything out the bus window. This is littering and against the law.
10. Always face forward when riding a bus. Do not stand or kneel in your seat. This could cause injury in the case of a sudden stop.
11. Talk in a normal tone on the bus. Do not try to communicate with others that are several seats away from you. This distracts the bus driver and may keep him/her from hearing horns of other vehicles or sirens of emergency vehicles outside the bus.
12. Eating and/or drinking on a bus often causes excess litter on the floor of the bus. It is the bus driver’s discretion as to whether students may drink and/or eat on the bus. There is always the possibility of a student choking on food or drink.
13. Students should clean up after themselves when leaving the bus. Put trash in trash boxes or cans when leaving the bus or take it with you and throw it away at school or home. Do not throw trash on the floor or leave it in the seats. The bus driver has to clean it up.

14. All students will be assigned a seat on the bus. This is state law. The student is expected to sit in this seat every day. There will be no more than three students per seat. Students who do not normally ride the bus will be assigned a seat by the bus driver.
15. Students should be at their designated bus stop five minutes prior to the normal arrival time of the bus. Bus drivers do not check front doors or parked cars to see if there are students coming out.
16. Students will not be let off at any stop other than their own unless they have a signed permission slip from the office. This must contain a contact phone number.
17. School buses will only stop at regular stops. No exceptions will be made.
18. Parents should make sure that someone is home when the student gets off the bus. Otherwise, the bus driver will not release students if they know there is no one at home. They will be returned to school and the proper authorities will be notified.
19. If your student does not get off the bus at his/her stop, immediately notify the school building principal. If a student falls asleep on the bus and misses his/her stop, he/she will be taken back to school and turned over to the proper authorities.
20. Students that misbehave and are sent to the office will be disciplined. This may include a warning or suspension from the bus for 1-10 days. If the offense is severe enough or a combination of offenses occurs throughout the year, the student may be expelled from the bus for the remainder of the year.
21. Always be courteous to other students and to the bus driver.
22. All other matters not covered here that concern the safety and well being of students riding buses will be handled by the bus driver and/or the building principal.
23. If a student is riding a bus that is different than his/her regular bus, or a student that does not normally ride a bus needs to ride to a friend, relative, or baby sitter, the parent must send a written note to school that day. No phone calls to the school will be accepted. This note must include the person's name that will be taking control of your child and a contact phone number. As stated in #17 and #24, a child must be let off at a regular bus stop. A bus note will be issued by the building principal. Bus drivers will not allow a student other than regular riders to be transported if they do not have a bus note.
24. Students will be waiting for their bus on the side of the road on which the bus is approaching. Students must not cross in front of the bus to load. If the driver concludes that waiting on the bus on this side of the road is hazardous or crossing the road prior to the bus arriving is dangerous, then the student can cross the road to board the bus after it has come to a stop and the bus arm has extended. The driver will then make sure that all traffic has stopped and then motion the student(s) across the road.
25. If a student is to begin riding a bus regularly during the year, the parent must notify the school and tell where the student is to be picked up and dropped off. This is also true if a regular student rider will no longer be riding a bus to school.

Please do not show up in front of a house or driveway that is not a regular stop. Drivers will not be looking for students anywhere other than regular stops.

No person shall enter a school bus without permission. Unauthorized entry of a school bus is a violation of Arkansas state law

A handwritten note signed by the parent is required before allowing a student to ride a different bus that day. **PHONE CALLS ARE NOT ACCEPTABLE.**

#### **Bald Knob School Bus Discipline Policies**

Bus drivers are to report student behavior problems to the designated official. Students thus reported are subject to disciplinary action, including detention, corporal punishment, in-school suspension, suspension, expulsion, and/or removal from the bus for indefinite periods. Bus regulations are posted and/or given out by each bus driver. Principals reserve the right to increase the consequences dependent on the severity of the misconduct.

**Bus Suspension-** Bus drivers are to report student behavior problems to the designated official. Students thus reported are subject to disciplinary action, including removal from the bus for indefinite periods.

#### **Disruption of School (4.20)**

No student shall by the use of violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or any other conduct, intentionally cause the disruption of any lawful mission, process, or function of the school, or engage in any such conduct for the purpose of causing disruption or obstruction of any lawful

mission, process, or function. Nor shall any student encourage any other student to engage in such activities.

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

**Student Assault and Battery (4.21)**

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

Furthermore, it is unlawful, during regular school hours, and in a place where a public school employee is required to be in the course of his or her duties, for any person to address a public school employee using language which, in its common understanding, is calculated to: a) cause a breach of the peace; b) materially and substantially interfere with the operation of the school; c) arouse the person to whom it is addressed to anger, to the extent likely to cause imminent retaliation. Students guilty of such an offense may be subject to legal proceedings in addition to student disciplinary measures.

A student who commits assault and/or battery upon a member of the faculty or staff of the school district shall be immediately suspended for ten (10) days and recommended for expulsion. The student will also be referred to the proper legal authorities.

Students who make death threats, of any kind, will be immediately suspended. After a thorough inquiry/investigation, in which administration and/or law enforcement personnel determines the student's potential for violence, school officials will decide what additional action is warranted, up to and including an expulsion recommendation and legal charges.

It is required by law that the principal or the person-in-charge reports to the police any incidents where a person has committed or threatened to commit an act of violence or any crime involving a deadly weapon on school property or while under school supervision.

**Weapons and Dangerous Instruments (4.22)**

No student shall possess a weapon, display what appears to be a weapon, or threaten to use a weapon while in school, on or about school property, before or after school, in attendance at school or any school sponsored activity, en route to or from school or any school sponsored activity, off the school grounds at any school bus stop, or at any school sponsored activity or event. Military personnel, such as ROTC cadets, acting in the course of their official duties are exempted.

A weapon is defined as any firearm; knife; razor; ice pick; dirk; box cutter; nunchucks; pepper spray, mace, or other noxious spray; explosive; taser or other instrument that uses electrical current to cause neuromuscular incapacitation; or any other instrument or substance capable of causing bodily harm. For the purposes of this policy, "firearm" means any device designed, made, or adapted to expel a projectile by the action of an explosive or any device readily convertible to that use.

Possession means having a weapon, as defined in this policy, on the student's body or in an area under his/her control. If a student discovers prior to any questioning or search by any school personnel that he/she has accidentally brought a weapon, other than a firearm, to school on his/her person, in a book bag/purse, or in his/her vehicle on school grounds, and the student informs the principal or a staff person immediately, the student will not be considered to be in possession of a weapon unless it is a firearm. The weapon shall be confiscated and held in the office until such time as the student's parent/legal guardian shall pick up the

weapon from the school's office. Repeated offenses are unacceptable and shall be grounds for disciplinary action against the student as otherwise provided for in this policy.

Except as permitted in this policy, students found to be in possession on the school campus of a firearm 1 shall be recommended for expulsion for a period of not less than one year. The superintendent shall have the discretion to modify such expulsion recommendation for a student on a case-by- case basis. Parents or legal guardians of students expelled under this policy shall be given a copy of the current laws regarding the possibility of parental responsibility for allowing a child to possess a firearm on school property. Parents or legal guardians shall sign a statement acknowledging that they have read and understand said laws prior to readmitting the student. Parents or legal guardians of a student enrolling from another school after the expiration of an expulsion period for a firearm policy violation shall also be given a copy of the current laws regarding the possibility of parental responsibility for allowing a child to possess a firearm on school property. The parents or legal guardians shall sign a statement acknowledging that they have read and understand said laws prior to the student being enrolled in school.

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

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

**Tobacco (4.23)**

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

With the exception of recognized tobacco cessation products, this policy's prohibition includes any tobacco or nicotine delivery system or product. Specifically, the prohibition includes any product that is manufactured, distributed, marketed, or sold as e-cigarettes, e-cigars, e-pipes, or under any other name or descriptor.

**Drugs and Alcohol (4.24)**

In an effort to create a healthy environment for students, and in compliance with the provisions of Public Law 101-226, the Bald Knob School District prohibits the possession, use, or distribution of illegal drugs and/or alcohol by its students on school district property or as a part of any school activity.

The illegal manufacture, distribution, dispensation, possession or use of narcotics, drugs, alcohol, controlled substances or look-alike drugs during school hours, school activities, or on school district property constitutes conduct unbecoming a student and is prohibited.

A student shall not report to school after having used any prohibited drug. Compliance with this regulation is a condition of being a student and any student in violation will be subject to disciplinary action, up to and including expulsion. If the situation warrants, the superintendent shall communicate all available information promptly to proper law enforcement agencies and offer full cooperation of the Bald Knob School District in an investigation.

Students are encouraged to seek treatment and/or counseling for drug problems. The Bald Knob School District will not assume any expense incurred in counseling or attendance in a drug/alcohol program; however, a request for assistance by a student after violating this regulation will not affect the imposition of disciplinary action.

The school will not dispense medication unless it is a prescribed medication with a parental note giving the school such permission.

**Extra Curricular Participation**



## Random Drug Testing Policy

### **Definitions:**

**Drug:** Any substance considered illegal by Arkansas Statute or which is controlled by the Food and Drug Administration.

**Extra-curricular Student:** Any student participating in extracurricular activities sponsored by the school district that is not mandated by the Arkansas Dept. of Education.

**Extra-curricular Activity:** Any school sponsored event, competition, club, organization, sport, sporting event, after school club.

### **Policy Statement**

Bald Knob Public Schools is conducting a mandatory drug-testing program for all students in grades 7-12 participating in extra-curricular activities. Its purpose is three fold:

1. To provide for the health and safety of all students;
2. To undermine peer pressure by providing a legitimate reason for students to refuse illegal drugs; and
3. To encourage students who use drugs to participate in drug treatment programs.

### **Procedures for Participating Students**

**Consent:** Each student wishing to participate in any extra-curricular program(s) and the student's custodial parent or guardian shall consent in writing to drug testing pursuant to the District's drug testing program. Written consent shall be in the form provided in this handbook. No student shall be allowed to participate in any extra-curricular programs absent from such consent.

**Student Selection:** At the option of the administration, all extra-curricular students may be drug tested at the beginning of any extra-curricular activity. In addition, random testing will be conducted weekly throughout the school year. Selection for random testing will be by lottery drawing from a "pool" of all students participating in extra-curricular activities in the district at the time of the drawing. The principal shall take all reasonable steps to assure the integrity, confidentiality, and random nature of the selection process; including, but not necessarily limited to, assuring that the names of all participating extra-curricular students are in the pool, assuring that the person drawing the names has no way of knowingly choosing or failing to choose particular students for the testing, assuring that the identity of students drawn for testing is not known to those involved in the selection process and assuring direct observation of the selection process by at least two (2) adults.

**Sample Collection:** Samples will be collected at a mutually convenient time on the same day the student is selected for testing. If the student is absent on the day of his/her selection, the test will be administered on the day the student returns to school. If a student is unable to produce a sample at any particular time, the student will be allowed to return later that same day to provide the sample. All students providing samples will be given the option of doing so alone in an individual stall with the door closed.

**Prescription Medication:** Students who are taking prescription medication may provide a copy of the prescription or a doctor's verification if it is believed that the results of the test may be affected by the prescription. Students who refuse to provide verification and test positive will be subject to the actions specified below for "positive tests."

**Scope of Tests:** The types of drugs that students will be screened for will be determined prior to the random selection of the students. Student samples will not be screened for the presence of any substance other than illegal drugs or for the existence of any physical condition other than drug intoxication.

**Limited Access to Results:** Results of the drug screenings will be provided to the student's parent, student, superintendent, school principal, athletic director and the sponsor of the activity.

**Procedures in the Event of a Positive Result:** Whenever an extra-curricular student's test results indicate the presence of illegal drugs ("positive test"), the following will occur:

1. The student will be asked to provide another sample as soon as possible. If the student refuses to provide another sample, or unduly delays in providing such sample, the test results of the first sample will be accepted as accurate.
2. If the second sample tests negative, the student will be notified and no further action will be taken.
3. If the second sample tests positive, a custodial parent or legal guardian will be notified and a meeting will be scheduled with the superintendent, the student, the parent/guardian, and the school principal.

### **First Positive Result**

1. The student will be suspended from extra-curricular activities until the student is able to pass drug a screening. The school will re-test after 20 days. If student passes this screening, then the student will be allowed to return to extra-curricular activities.

2. Any student who tests positive will be screened bi-weekly for the next thirty (30) days. At that time, if the student does not test positive for two consecutive screens, then the student will be returned to the random pool.

### **Second Positive Result**

1. For the second positive result in any two consecutive calendar years, the extra-curricular student will be suspended from participation in extra-curricular activities for 90 school days from the time of the second positive test.
2. The student will be referred to drug counseling.
3. The student will be tested bi-weekly for the entire time of the suspension.

### **Third Positive Result**

For the third positive result in any two consecutive calendar years, the extra-curricular student will be suspended from all extra-curricular activities for 180 school days from the time of the third positive result.

### **Non-Punitive Nature of Policy**

No extra-curricular student shall be penalized academically for testing positive for illegal drugs. The results of any drug test pursuant to this policy will not be documented in any student's academic records. Information regarding the results of drug tests will not be disclosed to criminal or juvenile authorities absent legal compulsion by valid and binding subpoena or other legal process. When possible, the student and the student's parent or legal guardian will be notified at least 24 hours before a response to such requests is made by the district.

### **What Constitutes a Substance Use Violation?**

1. Any district administrator or staff personally observes a substance violation
2. A police report to the school district outlining a substance violation
3. A personal confession by a student of substance abuse
4. A violation reported by a parent/guardian of a student
5. A positive urinalysis
6. A refusal to take either a urine screening test or lab urine test
7. The possession or selling of any illegal substance in or on any school owned property, designated bus stop, or at any school sponsored activity
8. All information given to the administration by a student shall be investigated and may form the basis for probable cause. No substance abuse violation will be based on hearsay evidence alone.

### **Student Dress and Grooming (4.25)**

The Bald Knob Board of Education recognizes that dress can be a matter of personal taste and preference. However, the District has a responsibility to promote an environment conducive to student learning. This requires limitations to student dress and grooming that could be disruptive to the educational process because this dress is viewed as immodest, disruptive, unsanitary, unsafe, or could cause property damage, or are offensive to common standards of decency.

Students are prohibited from wearing, while on the school grounds during the school day and at school-sponsored events, clothing that exposes underwear, buttocks, or the breasts of a female. This prohibition does not apply to a costume or uniform worn by a student while participating in a school-sponsored activity or event.

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

### **Bald Knob Schools Dress Code**

- Clothing with vulgar or objectionable words, symbols, and pictures must not be worn. This includes any advertisements or other representations of anything illegal for a minor. It also includes terms and phrases that have meanings that are sexually suggestive or casually refer to drugs and their effects.
- All clothing must be worn according to its intended purpose.
- Students are not to wear any apparel that has excessive exposure at neck, back, sides, legs, chest, midriff, or exposes undergarments.
- Shoes are to be worn at all times.
- Shirts/blouses must have sleeves; PreK-5 may wear tank tops with a two-inch shoulder strap.
- Shirts must extend two inches below the waistband of the bottom garment. The student's mid-section must not be visible when the student is sitting at a desk or table.

- HS only: Caps/hats or head wear may be worn in the high school. Each teacher has the right to allow or deny hats to be worn in their individual classroom..
- Pants, skirts, shorts - Skin shall not be visible more than three inches above the knee. Holes higher than three inches above the knee are prohibited. Pants/jeans/shorts may not sag.
- MS/HS: Leggings (yoga pants, etc.) are only considered pants if they have seams down the legs and pockets on the back. Whatever is worn with leggings or similar-styled bottoms must be within three inches of the knee. Tights and leggings are only permissible if the outer garments meet the specified criteria.

Dress Codes are created to maintain an environment that is conducive to education. Any deviation from this dress code has been found to be disruptive to the overall school environment. Any apparel not covered by this dress code but is found objectionable by the principal or designee will not be allowed. The final decision of any wearing apparel will be at the discretion of the principal.

#### **Gangs and Gang Activity (4.26)**

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

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

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

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

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

#### **Student Sexual Harassment (4.27)**

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

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

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

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

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

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

Actionable sexual harassment is generally established when an individual is exposed to a pattern of objectionable behaviors or when a single, serious act is committed. What is, or is not, sexual harassment will depend upon all of the surrounding circumstances. Depending upon such circumstances, examples of sexual harassment include, but are not limited to: unwelcome touching; crude jokes or pictures; discussions of sexual experiences; pressure for sexual activity; intimidation by words, actions, insults, or name calling; teasing related to sexual characteristics or the belief or perception that an individual is not conforming to expected gender roles or conduct or is homosexual, regardless of whether or not the student self-identifies as homosexual; and spreading rumors related to a person’s alleged sexual activities.

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

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

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

**Laser Pointers (4.28)**

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

**Internet Safety and Electronic Device Use Policy (4.29)**

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

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

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

**Technology Protection Measures**

The District is dedicated to protecting students from materials on the Internet or World Wide Web that are inappropriate, obscene, or otherwise harmful to minors; therefore, it is the policy of the District to protect each electronic device with Internet filtering software<sup>2</sup> that is designed to prevent students from accessing such materials. For purposes of this policy, “harmful to minors” means any picture, image, graphic image file, or other visual depiction that:

- taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;

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

### **Internet Use and Safety**

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

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

### **Misuse of Internet**

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

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

Consequences for violation- Minimum: Warning; Maximum: Expulsion

### **Internet Safety Policy**

It is the policy of Bald Knob School District to: (a) prevent access to and transmission of inappropriate material via the Internet; (b) ensure the safety and security of minors when using electronic mail or other forms of direct electronic communications; (c) prevent unauthorized access and other unlawful online activities; (d) prevent unauthorized online disclosure, use, or dissemination of personal information of minors; and (e) comply with the Children’s Internet Protection Act (CIPA) [Pub. L. No. 106-554 and 47 USC 254(h)].

To the extent practical, double layer Internet filtering shall be used to block or filter inappropriate Internet access by students, employees, and patrons using district computers and network. Layer one filtering is maintained at the state level by the Arkansas Department of Information Systems, and layer two filtering is a locally maintained enabling more specific filtering options. Specifically, as required by the CIPA, blocking shall be applied to visual depictions of material deemed harmful to minors, obscene, or pornographic. Subject to staff supervision, temporarily disabled or minimized filtering may be used only in the instances the Internet is needed for bona fide research or other specific lawful purposes.

To the extent practical, steps shall be taken to promote the safety and security of minor students within the district when accessing electronic mail, chat rooms, instant messages, social networks, and other forms of direct electronic communications. Specifically, as required by the CIPA, the district shall educate minors about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response.

It shall be the responsibility of all members of the Bald Knob School District staff to supervise and monitor students using school computers and the Internet in accordance with this policy and the CIPA. In addition, the Botnet filter and the local M86 filter allow the technology staff to pinpoint student Internet activities, as well as create logs per individual user and/or computer for sites accessed on the Internet.

Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of the Technology Coordinator or a designated representative.

*This policy was adopted by the Bald Knob School Board, January 23, 2012.*

### **Technology Acceptable Use Policy**

The Bald Knob School District agrees to allow the student to use the District's technology to access the Internet under the following terms and conditions:

1. **Conditional Privilege:** The student's use of the District's access to the Internet is a privilege conditioned on the student's abiding by this agreement.
2. **Acceptable Use:** The student agrees that in using the District's Internet access he/she will obey all Federal and State laws and regulations. Internet access is provided as an aid to students to enable them to better perform their academic studies. Under no circumstances shall a student's use of the District's Internet access interfere with, or detract from, the performance of his/her academic studies.
3. **Penalties for Improper Use:** If the student violates this agreement or misuses the Internet, the student shall be subject to disciplinary action. Disciplinary action can range from warning to expulsion depending on severity of action.
4. "Misuse of the District's access to the Internet" includes, but is not limited to, the following:
  - A. Using the Internet for other than educational purposes;
  - B. Gaining intentional access or maintaining access to materials which are "harmful to minors" as defined by Arkansas law;
  - C. Using the Internet for any illegal activity, including computer hacking and copyright or intellectual property law violations;
  - D. Making unauthorized copies of computer software;
  - E. Accessing "chat lines" unless authorized by the instructor for a class activity directly supervised by a staff member;
  - F. Using abusive or profane language in private messages on the system, or using the system to harass, insult, or verbally attack others;
  - G. Posting anonymous messages on the system;
  - H. Using encryption software;
  - I. Wasteful use of limited resources provided by the school including paper;
  - J. Causing congestion of the network through lengthy downloads of files;
  - K. Vandalizing data of another user;
  - L. Obtaining or sending information which could be used to make destructive devices such as guns, weapons, bombs, explosives, or fireworks;
  - M. Gaining or attempting to gain unauthorized access to resources or files;
  - N. Identifying oneself with another person's name or password or using an account or password of another user without proper authorization;
  - O. Invading the privacy of individuals;
  - P. Divulging personally identifying information about himself/herself or anyone else either on the Internet or in an email. Personally identifying information includes full names, address, and phone number.
  - Q. Using the network for financial or commercial gain without district permission;
  - R. Theft or vandalism of data, equipment, or intellectual property;
  - S. Attempting to gain access or gaining access to student records, grades, or files;
  - T. Introducing a virus to, or otherwise improperly tampering with the system;
  - U. Degrading or disrupting equipment or system performance;
  - V. Creating a web page or associating a web page with the school or school district without proper authorization;
  - W. Providing access to the District's Internet access to unauthorized individuals;
  - X. Failing to obey school or classroom Internet use rules; or
  - Y. Taking part in any activity related to Internet use, which creates a clear and present danger of the substantial disruption of the orderly operation of the district or any of its schools.
  - Z. Installing or downloading software on district computers without prior approval of technology director or his/her designee.

1. **Liability for debts:** Students and their cosigners shall be liable for any and all costs (debts) incurred through the student's use of the computers or access to the Internet including penalties for copyright violations.
2. **No Expectation of Privacy:** The student signing below agrees that in using the District's network and Internet access, he/she waives any right to privacy the student may have for such use. The student agrees that the District may monitor the student's use of the District's Internet access and may also examine all system activities the student participates in to ensure proper use of the system. The District may share such transmissions with the student's parents/guardians.
3. **No Guarantees:** The District will make good faith efforts to protect children from improper or harmful matter which may be on the Internet. Consequently, in signing this agreement, the parent and student recognize that the District makes no guarantees about preventing improper access to such materials on the part of the student.

**Consequences for violation- Minimum: Warning; Maximum: Expulsion  
Suspension (4.30)**

Students who are not present at school cannot benefit from the educational opportunities the school environment affords. Administrators, therefore, shall strive to find ways to keep students in school as participants in the educational process. There are instances, however, when the needs of the other students or the interests of the orderly learning environment require the removal of a student from school. The Board authorizes school principals or their designees to suspend students for disciplinary reasons for a period of time not to exceed ten (10) school days,<sup>1</sup> including the day upon which the suspension is imposed. The suspension may be in school or out of school. Students are responsible for their conduct that occurs:

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

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

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

Out-of-school suspension (OSS) shall not be used to discipline a student in kindergarten through fifth (5<sup>th</sup>) grade unless the student's behavior:

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

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

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

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

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

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

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

- A primary call number;
    - The contact may be by voice, voicemail, or text message.
  - An email address;
  - A regular first class letter to the last known mailing address.
- The district shall keep a log of contacts attempted and made to the parent or legal guardian.

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

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

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

#### **In-School Suspension**

In-School Suspension (ISS) is an attempt to isolate students who have had severe discipline problems and/or severe enough offense(s) requiring suspension from the regular classroom. Students in ISS will be responsible for keeping up or making up work from the regular classroom realizing it is the individual student's responsibility. If a student is absent the day in which the student is assigned to ISS, the student will serve the assignment the next school day.

**Examples:** Repeated cell phone violation, fighting, encouraging a fight, truancy, physical or verbal abuse, forgery to defraud, threatening/harassment, bullying, possession/use of tobacco, missing detention, missing Saturday school, or any other offense deemed as this level by the principal.

**Consequences:** Days will be assigned at principal's discretion with a maximum of ten (10) days per year. Single day assignments may be assigned at the discretion of the building level administrator; student placed at the next level.

During the period of their suspension, students serving In-School Suspension shall not attend any school-sponsored activities during the imposed suspension nor shall the student participate in any school-sponsored activities.

#### **Expulsion (4.31)**

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

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

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

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

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

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



The President of the Board, Board attorney, or other designated Board member shall preside at the hearing. The student may choose to be represented by legal counsel. Both the district administration and School Board may be represented by legal counsel. The hearing shall be conducted in open session of the Board unless the parent, or student if age eighteen (18) or older, requests that the hearing be conducted in executive session. Any action taken by the Board shall be in open session.

During the hearing, the superintendent, or designee, or representative will present evidence, including the calling of witnesses that gave rise to the recommendation of expulsion. The student, or his/her representative, may then present evidence including statements from persons with personal knowledge of the events or circumstances relevant to the charges against the student. Formal cross-examination will not be permitted; however, any member of the Board, the superintendent, or designee, the student, or his/her representative may question anyone making a statement and/or the student. The presiding officer shall decide questions concerning the appropriateness or relevance of any questions asked during the hearing.

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

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

After a student has continually violated school policies and/or has committed a severe infraction, he or she will be suspended for ten (10) days. A recommendation for the student to be expelled from school for the remainder of the semester will be made to the superintendent of schools. The superintendent of schools may recommend, to the Board, expulsion of a student for the remainder of the semester or year. Proper written notices will be completed, conferences conducted, and (if requested) a hearing with the school board will be scheduled.

### **Search, Seizure, and Interrogation (4.32)**

The District respects the rights of its students against arbitrary intrusion of their person and property. At the same time, it is the responsibility of school officials to protect the health, safety, and welfare of all students enrolled in the District in order to promote an environment conducive to student learning. The superintendent, principals, and their designees have the right to inspect and search school property and equipment. They may also search students and their personal property in which the student has a reasonable and individualized expectation of privacy, when there is reasonable suspicion to believe such student or property contains illegal items or other items in violation of Board policy or dangerous to the school community. School authorities may seize evidence found in the search and disciplinary action may be taken. Evidence found which appears to be in violation of the law shall be reported to the appropriate authority.

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

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

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

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

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

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

### **Locker Search/Assignment (Grades 6-12)**

Lockers are the property of the school, and they may be inspected at any time that there is reasonable suspicion that a controlled substance, gun or other weapon, or any other contraband is present. A blanket search of lockers will be conducted under threatening conditions. Lockers may also be inspected at various times to insure proper maintenance and care of school property. Students will be liable for any damage or loss of school property (books, uniforms, etc.) issued to them during the school year.

Personal locks **may not** be used on the lockers. Students will have lockers assigned to them by office personnel with built in locks. Lockers may be assigned according to grade level. Students are expected to remain in assigned lockers.

### **Personal Search**

A search of a student’s person will be limited to a situation in which the administration has reasonable belief that the student is concealing evidence of an illegal act, contraband, or has violated a school rule. Illegal and/or dangerous items (such as firearms, weapons, or knives) will be removed from the student’s possession, reported, and transmitted to the proper authorities. An adult witness will be present during a personal search. A pat down search of a student’s person will be done by a school official of the same sex with an adult witness present. Students will be asked for consent prior to a personal search. A search warrant will be obtained if the student objects to a personal search unless there is reasonable cause to believe an immediate danger exists. School administrators are allowed to search student backpacks that are brought onto campus.

### **Student Vehicles (4.33)**

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

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

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

The student must complete and return the school registration form to the office listing a valid Arkansas driver's license and a valid Arkansas license plate number prior to parking a vehicle at school. Students are required to properly display their school issued vehicle tag when parking in a school parking area. Failure to do so may result in disciplinary action including, but not limited to, temporary or permanent loss of driving privileges. The maintenance of the school issued vehicle tag is the student's responsibility and will be replaced by the student at a cost of \$5.00 if lost or damaged.

Students participating in a school-sponsored activity will not be allowed to drive their own vehicles to or from any activity since bus transportation will be provided. However, students are permitted to leave from an activity with **their parents only after a written release has been granted by the sponsor of that activity. The sponsor must actually talk to the parent at the time of release.**

- Students are to observe the campus speed limit at all times - before, during, and after school; five (5) miles per hour for all vehicles.
- Students are not to drive, go to, or move vehicles during the school day without permission from the principal or his designee.
- Students are not permitted to sit on/in parked vehicles on campus.
- Students driving to school must park in the designated areas; students must not block driveways nor park in prohibited areas.

**DEPARTMENT OF HEALTH SERVICES**  
**Whitney Swindle, RN, ADN / DIRECTOR OF HEALTH SERVICES**

School health policies follow the guidelines put in place by the Arkansas Department of Health, the Arkansas State Board of Nursing, the National Association of School Nurses, the Arkansas Department of Education, and the laws passed by the State of Arkansas.

Bald Knob Schools provides the facilities and care of the students it serves through first aid services, distribution of prescription medications, student immunization records, accident reports, and screening and testing of eyes/ears, scoliosis, BMI, etc. as mandated by the State Department of Health.

The Director of Health Services shall create policies to deal with the health and medical needs of the students and staff of the Bald Knob Public School District.

**Communicable Diseases and Parasites (4.34)**

Students with communicable diseases or with human host parasites that are transmittable in a school environment shall demonstrate respect for other students by not attending school while they are capable of transmitting their condition to others. Students whom the school nurse determines are unwell or unfit for school attendance or who are believed to have a communicable disease or condition will be required to be picked up by their parent or guardian. Specific examples include, but are not limited to: Varicella (chicken pox), measles, scabies, conjunctivitis (Pink Eye), impetigo/MRSA (Methicillin-resistant Staphylococcus aureus), streptococcal and staphylococcal infections, ringworm, mononucleosis, Hepatitis A, B or C,

mumps, vomiting, diarrhea, and fever (100.4 F when taken orally). A student who has been sent home by the school nurse will be subsequently readmitted, at the discretion of the school nurse, when the student is no longer a transmission risk. In some instances, a letter from a health care provider may be required prior to the student being readmitted to the school.

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

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

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

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

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

### **Immunization Requirements**

State law requires that no child shall be admitted to a public school or private school in Arkansas who has not been immunized for the listed childhood diseases as evidenced by a certificate by a licensed physician or public health department acknowledging the same. If a student does not have the required immunizations, the school nurse with input from the principal will establish a deadline for the student to complete the immunizations. If the deadline is not met, the student will not be allowed to attend school.

### **Head Lice Policy**

Students suspected of having live human host parasites (e.g. head lice) will be inspected for confirmation of the presence of live human host parasites by the school nurse or designee. The student is told in private of his/her condition. Siblings that attend the District and live in the same household as the student with live human host parasites will be examined by the school nurse or designee for the presence of live human host parasites. The parent/legal guardian of the students that are positive for live human host parasites will be notified via phone by school personnel to pick the child up.

Class-wide and school-wide screenings for human host parasites have not been shown to be effective in the control of infestations of human host parasites and are discouraged by the American Academy of Pediatrics, the Centers for Disease Control and Prevention, and the National Association of School Nurses. In order to protect the privacy of any students with human host parasites, only students that are suspected of having live human host parasites will be checked at school.

The first absence of each new infestation will be excused. Additional days missed will result in unexcused absences. **If the child in question returns to school three (3) consecutive days positive for head lice, the child's condition will be reported by the school nurse to the Department of Human Services for further evaluation.**

### **Student Medications (4.35)**

As a school district, we understand that in order to be safe and able to benefit from the educational program, some students will need to take medicine at school. Prior to the administration of any medication to any student under the age of eighteen (18), written parental consent is required. The consent form shall include authorization to administer the medication and relieve the Board and its employees of civil liability for damages or injuries resulting from the administration of medication to students in accordance with this policy. All signed medication consent forms are to be maintained by the school nurse.

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

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

The school nurse or designee will not administer any medications to students unless they have received a Medication Authorization Form properly completed and medication has been received in an appropriately labeled container. **No loose pills will be accepted in baggies, envelopes, or taped to a note.** In fairness to those giving the medication and to protect the safety of your child, there will be no exceptions to this policy.

Students with an individualized Health Plan (IHP) may be given over-the-counter medications to the extent giving such medications are included in the student's IHP.

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

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

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

Students who have written permission from a licensed health care practitioner on file with the District may:

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

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

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

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

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

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

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

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

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

A Student Health History form will be given out during school registration. The form should be completed and signed by the parent/guardian and returned to your child's school nurse in order for your child to receive any stock medications supplied by the district. Please note, if the form is not completed and signed by the parent/guardian, the nurse cannot administer stock medications to your child.

Before assuming the responsibility for administering medication, school personnel will make every effort to determine if the medication can be given outside of school hours. If the need for administration of medication to a student during school hours has been established, the following guidelines will be followed:

- Medication requested by parents to be given at school **MUST** be a health care provider's prescription and it must be brought to school in the original prescription container with the proper dosing instructions on the label- TAKE AS DIRECTED is not acceptable.
- An authorization to administer form must be completed and signed by the parent in order for prescription medications to be administered at school.
- No medication to be three (3) times daily or less will be administered at school, unless specifically ordered to be given during school hours.
- All medication will be kept in the Health Office. Students are not allowed to have medications in their possession while on campus with the exception of, but not limited to, rescue inhalers and auto-injectable epinephrine for self-administration. These types of medications also require a medication administration release form that specifies the medication to be self-administered to be on file at school.
- Parents are required to notify the school nurse of any changes in the student's medication and will be responsible for obtaining a new written order from the prescribing healthcare provider.
- Even though a student continues to be on the same medication from year to year, the medication form must be updated annually.
- The school shall not keep student's medications past the end of the school year. By this policy, parents are notified that after the last day of school, all medications not picked up will be disposed of by the school nurse in accordance with current law and regulations.

### **Glucagon Administration**

Act 1204 allows Glucagon to be administered by “trained district **volunteer** personnel”.

Students with diabetes may be administered Glucagon in emergency situations by the school nurse, or in the absence of the school nurse, a trained volunteer school employee designated as a care provider. The student must have a current, valid consent form on file from the parent/legal guardian and must have an IHP developed under section 504 of the Rehabilitation Act of 1973 which provides for the administration of Glucagon in emergency situations.

Policy for training of **volunteer** district personnel shall be conducted by the Health Office in accordance with the guidelines laid out in Act 1204. The permission form to be signed by parents/legal guardians will designate the **volunteer** district personnel that may administer Glucagon in the absence of the school nurse and can be obtained from the Health Office.

### **Epinephrine Administration**

The school nurse for each District school shall keep epinephrine auto-injectors on hand that are suitable for the students the school serves. The school nurse or other school employee designated by the school nurse as a care provider who has been trained and certified by a licensed physician may administer auto-injector epinephrine to those students who the school nurse, or other school employee certified to administer auto-injector epinephrine, in good faith professionally believes is having a life-threatening anaphylactic reaction. This applies to students who have an IHP developed under Section 504 of the Rehabilitation Act of 1973 which provides for the administration of an epinephrine auto-injector in emergency situations.

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

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

### **Over-the-counter Medications**

The following medications are provided by the school and given at the discretion of the school nurse or designee:

- TYLENOL tablets and chewable tablets ( K-2 only ) for pain
- TUMS chewable tablets (for upset stomach/indigestion)
- CHLORASEPTIC spray (for sore throat without symptoms of infection)
- BENADRYL (for allergic reactions only)

These medications will only be given with the permission of the parent/legal guardian on the designated portion of the Emergency & Medical Information form completed during registration. The first three will **NOT** be given before 10:00 a.m. or after 2:00 p.m.

- **Please note liquid and chewable Tylenol will be given to grades K-2 only.**
- DERMOPLAST/LANACANE spray for minor abrasions or itching
- HYDROCORTISONE cream 1% for minor rashes or itching
- FIRST AID SUPPLIES for minor cuts and scrapes (antibiotic ointment, alcohol, peroxide)

Parents will be notified of excessive requests for any oral stock medications and may be requested to provide OTC (over the counter) medications if a student has a health condition requiring frequent dosing (such as migraine headaches requiring Tylenol to be administered multiple times a semester). Please note that the school nurse will provide written documentation to the parent for excessive visits (more than 5 times a month), and a physician's order will be requested at this time.

### **Student Illness/Accident (4.36)**

If a student becomes too ill to remain in class and/or could be contagious to other students, school personnel will notify the parent/legal guardian. The student will remain in the Health Office or a place he/she can be

supervised until the parent/legal guardian can check the student out of school. Students who have recovered from a communicable disease should have a doctor's certificate when they return to school.

If a student becomes seriously ill or injured while at school and the parent/legal guardian cannot be contacted, the failure to make such contact shall not unreasonably delay the school's expeditious transport of the student to an appropriate medical facility. When available, current, and applicable, the student's emergency contact numbers and medical information will be utilized. Parents are strongly encouraged to keep this information up to date.

A student who is injured or becomes ill while at school should report to the Health Office by way of teacher or office referral. The student may be referred to the school nurse or other personnel in authority for appropriate action. A written report shall be completed and given to the principal or superintendent where serious illness or injury is involved. Reports are available to parents/legal guardians.

Students suffering an injury on/in the school grounds/buildings or a school sponsored activity shall report to the principal or other appropriate office personnel for referral to the Health Office. In the event of exposure to body fluids, the Student Exposure Policy will be adhered to under the guidelines established by the Department of Health.

In order to provide students with a healthy environment in which to learn, these guidelines should be followed:

- If a child complains before school, take his/her temperature and keep the child home if the temperature exceeds 99.9 degrees, without medication. A child must be fever free for twenty-four (24) hours without the use of medication before returning to school.
- If a child complains with stomach disorders such as nausea, vomiting, or diarrhea, he/she should not be sent to school. Stomach viruses are highly contagious.
- If a child has a rash of unknown origin or has a suspected condition (such as chicken pox), which may be contagious, do not send him/her to school until a physician has diagnosed the condition.
- If a student is sent home from school with a fever, he/she should not return to school the next day. A child must be fever-free for twenty-four (24) hours without the use of medication before returning to school.
- Students who are ill should not be sent to school with the intention of having the school nurse excuse him/her home. This can cause the spread of illness, unnecessarily putting other students and staff at risk.
- After arriving at school, any child receiving an excused absence for a medical concern **MUST** be done through the school nurse.

Many times children become ill at school and it is necessary for the school to notify the parent/legal guardian. The following criteria will be used as a guideline before notifying parents/legal guardians:

- Fever of 100.0 degrees or higher
- Vomiting and/or diarrhea
- Symptoms of contagious conjunctivitis/pink eye (students may return to school after being on medication for 24 hours)
- Symptoms of contagious disease
- Serious injury
- Presence of live human host parasites (head lice)
- Symptoms that the school nurse deems as a possible health risk to the student and/or other students in the school

#### **Emergency Drills (4.37)**

All schools in the District shall conduct fire drills at least monthly. Tornado drills shall also be conducted no fewer than three (3) times per year with at least one each in the months of September, January, and



February. Students who ride school buses shall also participate in emergency evacuation drills at least twice each school year.

The District shall annually conduct an active shooter drill and school safety assessment for all District schools in collaboration with local law enforcement and emergency management personnel. School district personnel training will include a lockdown exercise with panic button alert system training. Students will be included in the drills to the extent that is developmentally appropriate for the age of both the students and grade configuration of the school.

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

Other types of emergency drills may also be conducted to test the implementation of the District's emergency plans in the event of violence, terrorist attack, natural disaster, other emergency, or the District's Panic Button Alert System. Students shall be included in the drills to the extent practicable.

### **Emergency Plans: Severe Weather and/or Earthquake**

#### **CONDITION I ALERT:**

- Principal or teachers are to see that all communication systems are manned separately.
- All key personnel are to make themselves available.

#### **CONDITION II ALERT:**

- Restrict all movement of students. The changing of classes will be done only under orders. **IGNORE THE BELL!**
- Teachers will review safety measures in the room.
- Telephones, radios, and intercom are off limits except to authorize personnel.

#### **CONDITION III ALERT:**

- Students must be positioned in the safest possible place with student desks moved to the inner walls and avoid the outer walls. Students must stay away from any overhead objects.
- **Students must remove eyeglasses or any other item that may cause physical damage to the students including all foreign objects such as gum, paper, etc., from their mouths.**
- Students must crouch on their hands and knees, face down, with fingers interlocked covering their head.
- In the event a storm was to strike without warning, teachers and students must seek shelter under desks immediately.
- In the event of an earthquake, teachers and students must seek shelter under desks immediately.
- In the event of a storm, students will remain in ALERT III until informed that the alert has been lifted.
- In the event of an earthquake, after the initial tremor has ended, teachers must escort the students out of the buildings to a safe location.

### **General Emergency Information**

After any severe weather or earthquake, buildings and grounds are to be checked for downed wires and other unsafe conditions before students are released.

In case of power outages and loss of communications, the person in charge of any given area should proceed to whatever ALERT (I, II, III) is most appropriate at the time. (This might be the teacher or another person in authority.) Prudent judgment should be exercised in protecting the students.

In case of an actual tornado or earthquake, teachers are to check the roll as soon as possible, verify physical condition, account for all students assigned to them, and immediately notify office personnel of injured or missing student(s).

**During a Tornado Warning, students, faculty, and staff will be locked inside the safe room. Students will not be permitted to checkout until the all clear signal has been given.**

### **Fire/Fire drills**

In case of a fire, teachers should immediately evacuate the building to the pre-designated area and notify the office by intercom or runner. Office personnel will notify the fire department and take the proper precautions for the safety and well being of the students and school personnel.

After evacuation, teachers are to check roll as soon as possible and account for the students and their physical condition. In the event of an injured student or one missing, office personnel should be notified immediately.

In accordance with the school law of Arkansas, fire drills will be held regularly. Students will be instructed by their teachers as to the proper procedures during the drills. Fire drills must be observed by all school personnel.

The following general regulations should be definitely understood and rigidly enforced.

- The signal for a fire drill will be a designated signal.
- Passage from all rooms will be in single file both entering and leaving the building to their designated open place. There must be no talking or breaking of lines or any other misconduct. Running will not be tolerated.
- Assign students nearest to the window the responsibility of closing windows when there is a fire drill. Teachers should be the last to leave the room and should close the door.
- Upon leaving the building, move a good distance from the building so that the group following will have sufficient room; also in case of a fire, no one will be in the way of fighting equipment.
- This procedure will work in all places with exception of one or two areas. In these cases, people will turn left due to buildings or obstructions. After going to the designated areas and the all-clear signal has been given, the students will return to the room/area.

#### **Fire Marshals**

Bald Knob Schools may utilize students as fire marshals under the supervision of the principals. Fire Marshals are chosen each year by a selection committee.

#### **Crisis Intervention Plan**

1. Use intercom or voice command to manage the immediate situation.
2. Notify building administration office.
3. Building administrator call:
  - a. Police
  - b. Superintendent's office
4. Call student's family, if needed.
5. Designate nurse or other appropriate staff to ride in ambulance, if needed.
6. Communicate with faculty and students, if needed.
7. Prepare statement to media, if needed.
8. Notify School Board President.
9. Superintendent conducts administrative evaluation meeting.

#### **Permanent Records (4.38)**

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

#### **Corporal Punishment (4.39)**

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

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

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

Reasonable discipline may include the administration of corporal punishment (padding) to any student in the exercise of sound discretion by a certified employee and with principal approval. Corporal punishment can be administered only after alternatives, including but not limited to counseling, have failed or in unusual circumstances. **Corporal punishment will be considered equal to ISS or Suspension when**

**considering eligibility to participate in field trips, or any other privileges that would be denied due to failure to meet behavioral requirements.**

**If a parent/guardian objects to their child receiving corporal punishment, the parent/ guardian must inform the school of their objection in writing at the beginning of the school year.** In the event of a student enrolling late, the parent/guardian notification should be at the time of enrollment or within the five (5) day time frame for returning the form of acknowledgment/agreement of discipline policies and procedures distributed with the Student Handbook. Upon refusal by the student or objection by the parent, the student will be subject to other disciplinary actions.

**Homeless Students (4.40)**

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

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

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

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

For the purposes of this policy “school or origin” means:

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

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

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

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

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

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

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

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

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

- A. Are
  - a. Sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason;
  - b. Living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations;
  - c. Living in emergency or transitional shelters;
  - d. Abandoned in hospitals; or
  - e. Awaiting foster care placement;
- B. Have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;
- C. Are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
- D. Are migratory children who are living in circumstances described in clauses (a) through (c).

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

#### **Physical Exams and Screenings (4.41)**

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

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

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

#### Student Handbook (4.42)

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

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

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

#### Bullying (4.43)

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

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

Definitions:

- **Attribute** means an actual or perceived personal characteristic including without limitation race, color, religion, ancestry, national origin, socioeconomic status, academic status, disability, gender, gender identity, physical appearance, health condition, or sexual orientation;
- **Bullying** means the intentional harassment, humiliation, ridicule, defamation, or threat or incitement of violence by a student against another student or public school employee by a written, verbal, electronic, or physical act that may address an attribute of the other student, public school employee, or person with whom the other student or public school employee is associated and that causes or creates actual or reasonably foreseeable:
  - Physical harm to a public school employee or student or damage to the public school employee's or student's property;
  - Substantial interference with a student's education or with a public school employee's role in education;
  - A hostile educational environment for one (1) or more students or public school employees due to the severity, persistence, or pervasiveness of the act; or
  - Substantial disruption of the orderly operation of the school or educational environment;
- **Electronic act** means without limitation a communication or image transmitted by means of an electronic device, including without limitation a telephone, wireless phone or other wireless communications device, computer, or pager that results in the substantial disruption of the orderly operation of the school or educational environment. Electronic acts of bullying are prohibited whether or not the electronic act originated on school property or with school equipment, if the electronic act is directed specifically at students or school personnel and maliciously intended for the purpose of disrupting school, and has a high likelihood of succeeding in that purpose;
- **Harassment** means a pattern of unwelcome verbal or physical conduct relating to another person's constitutionally or statutorily protected status that causes, or reasonably should be expected to cause, substantial interference with the other's performance in the school environment;

- **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.
  - Exhibition of other behaviors by students or educational staff that substantially interfere with the learning environment
- **Cyberbullying of School Employees** is expressly prohibited and includes, but is not limited to the following:
  - Building a fake profile or website of the employee;
  - Posting or encouraging others to post on the Internet private, personal, or sexual information pertaining to a school employee;
  - Posting an original or edited image of the school employee on the Internet;
  - Accessing, altering, or erasing any computer network, computer data program, or computer software, including breaking into a password-protected account or stealing or otherwise accessing passwords of a school employee; making repeated, continuing, or sustained electronic communications, including electronic mail or transmission, to a school employee;
  - Making, or causing to be made, and disseminating an unauthorized copy of data pertaining to a school employee in any form, including without limitation the printed or electronic form of computer data, computer programs, or computer software residing in, communicated by, or produced by a computer or computer network;
  - Signing up a school employee for a pornographic Internet site; or
  - Without authorization of the school employee, signing up a school employee for electronic mailing lists or to receive junk electronic messages and instant messages.

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

- Sarcastic comments about another student's personal appearance or actual or perceived attributes;
- Pointed questions intended to embarrass or humiliate;
- Mocking, taunting or belittling;
- Non-verbal threats and/or intimidation such as "fronting" or "chesting" a person;
- Demeaning humor relating to a student's race, gender, ethnicity or actual or perceived attributes;
- Blackmail, extortion, demands for protection money or other involuntary donations or loans;
- Blocking access to school property or facilities;
- Deliberate physical contact or injury to person or property;
- Stealing or hiding books or belongings;
- Threats of harm to student(s), possessions, or others;
- Sexual harassment, as governed by Policy 4.27, is also a form of bullying;
- Teasing or name-calling based on the belief or perception that an individual is not conforming to expected gender roles or is homosexual, regardless of whether the student self-identifies as homosexual.

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

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

Students found to be in violation of this policy shall be subject to disciplinary action up to and including expulsion. In determining the appropriate disciplinary action, consideration may be given to other violations of the student handbook, which may have simultaneously occurred.

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

**Overall School Rules**

- Bullying and put-downs will be confronted by all staff members.
- All students involved will be referred to the administrator in charge.
- Students should help those being bullied or put-down by speaking out and by getting adult help.

Consequences (depending on severity and number of occurrences) – Minimum: Conference with the principal; Maximum: Expulsion. Note: As circumstances dictate, consequences may be accelerated at the discretion of the principal.

**Attendance Report to Parent/Guardian (4.44)**

The school will make efforts to keep parents/guardians informed of their child’s attendance record and the school’s policies and procedures regarding student attendance. The school may contact parents by phone, or otherwise, to confirm absences.

**Graduation (24 units)**

The number of units students must earn to be eligible for high school graduation is to be earned from the categories listed below. A minimum of twenty-two (22) units is required for graduation for a student participating in either the Smart Core or Core curriculum. In addition to the twenty-two (22) units required for graduation by the Arkansas Department of Education (ADE), the district requires an additional 2 units to graduate for a total of 24 units. The additional required units may be taken from any electives offered by the District. There are some distinctions made between Smart Core units and Graduation units. Not all units earned toward graduation necessarily apply to Smart Core requirements.

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

Beginning in the 2018-2019 school year, all students must pass the test approved by ADE that is similar to the civics portion of the naturalization test used by the United States Citizenship and Immigration Services in order to graduate.

**Smart Core Curriculum and Graduation Requirements for the Class of 2018, 2019, and 2020 (4.45)**

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

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

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

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

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

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

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

### **GRADUATION REQUIREMENTS**

The number of units students must earn to be eligible for high school graduation is to be earned from the categories listed below. A minimum of 22 units is required for graduation for a student participating in either the Smart Core or Core curriculum. In addition to the 22 units required for graduation by the Arkansas Department of Education (ADE), the district requires additional 2 units to graduate for a total of 24 units. The additional required units may be taken from any electives offered by the district. There are some distinctions made between Smart Core units and Graduation units. Not all units earned toward graduation necessarily apply to Smart Core requirements.

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

#### **Digital Learning Courses**

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

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

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

**Oral Communications:** one-half (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<sub>2</sub>
- Geometry or Geometry A & B\* which may be taken in grades 8-9 or 9-10<sub>2</sub>
- Algebra II and;
- The fourth unit may be either:
  - A math unit approved by ADE beyond Algebra II or
  - A computer science flex credit may be taken in the place of a fourth math credit.

\*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.

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



- One unit of Biology; and either:
- Two units chosen from the following three categories (there are acceptable options listed by the ADE for each):
  - Physical Science;
  - Chemistry;
  - Physics;

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

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

- Civics one-half (½) unit;
- World History - one unit;
- American History - one unit; Or
- Other social studies – one half (1/2) 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 (½) unit – dependent upon the licensure of the teacher teaching the course, this can count toward the required three (3) social studies credits or the six (6) required Career Focus elective credits.

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

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

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

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

**CORE: Sixteen (16) units**

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

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

**Mathematics:** four (4) units

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

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

**Science:** three (3) units

- One (1) unit of biology or its equivalent; and
- Two units chosen from the following three categories:
  - Physical Science;
  - Chemistry;
  - Physics; or
  - One unit from the three categories above and a computer science flex credit may be taken in the place of a third science credit.

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

- Civics one-half (1/2) unit
- World history, one (1) unit
- American History, one (1) unit
- Other Social Studies – one half (1/2) 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 (½) unit – dependent upon the licensure of the teacher teaching the course, this can count toward the required three (3) social studies credits or the six (6) required Career Focus elective credits.

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

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

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

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

#### **4.45.1—SMART CORE CURRICULUM AND GRADUATION REQUIREMENTS FOR THE CLASSES OF 2021 AND THEREAFTER**

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

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

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

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

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

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

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

### GRADUATION REQUIREMENTS

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

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

#### Digital Learning Courses

The District shall offer one or more digital learning course(s) through one or more District approved provider(s) as either a primary or supplementary method of instruction. The courses may be in a blended learning, online-based, or other technology-based format.<sup>7</sup> In addition to the other graduation requirements contained in this policy, students are required to take at least one (1) digital learning course for credit while in high school.

#### Personal and Family Finance

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

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

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

**Oral Communications:** one-half (½) unit

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

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

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

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

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

One unit of Biology; and either:

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

- Physical Science;
- Chemistry;
- Physics; or
- One unit from three categories above and a computer science flex credit may be taken in the place of a third science credit.

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

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

- American History – one unit
- Other social studies – one half (1/2) unit.

**Physical Education:** one-half (½) unit

**Note:** While one-half (½) unit is required for graduation, no more than one (1) unit may be applied toward fulfilling the necessary units to graduate.

**Health and Safety:** one-half (½) unit

**Economics** – one half (½) unit – dependent upon the licensure of the teacher teaching the course, this can count toward the required three (3) social studies credits or the six (6) required Career Focus elective credits.

**Fine Arts:** one-half (½) unit

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

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

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

**CORE: Sixteen (16) units**

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

**Oral Communications:** one-half (½) unit

**Mathematics:** four (4) units

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

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

**Science:** three (3) units

- at least one (1) unit of biology or its equivalent; and

Two units chosen from the following three categories:

- Physical Science;
- Chemistry;
- Physics; or

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

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

- Civics one-half (½) unit
- World history, one (1) unit
- American History, one (1) unit
- Other social studies – one-half (½) unit

**Physical Education:** one-half (½) unit

**Note:** While one-half (½) unit is required for graduation, no more than one (1) unit may be applied toward fulfilling the necessary units to graduate.

**Health and Safety:** one-half (½) unit

**Economics** – one half (½) unit – dependent upon the licensure of the teacher teaching the course, this can count toward the required three (3) social studies credits or the six (6) required Career Focus elective credits.

**Fine Arts:** one-half (½) unit

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

All career focus unit requirements shall be established through guidance and counseling based on the student’s contemplated work aspirations. Career focus courses shall conform to the curriculum policy of

the district and reflect state curriculum frameworks through course sequencing and career course concentrations where appropriate.

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

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

#### **Computer Science Course Prerequisites and Progression (5.16)**

##### **Traditional Progression**

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

##### **Alternative Progression**

A student who does not have credit for any computer science course, the introductory level computer science course for the particular computer science emphasis, or the preceding level course for the computer science emphasis may be placed in a computer science course based on any combination of the following factors:

- The student's grade point average;
- Recommendation from the student's teacher(s);
- Completion of computer science internships or independent studies;
- Demonstration of previous computer science work by the student; or
- Proficiency report from a computer science proficiency evaluation tool.

#### **Pledge of Allegiance (4.46)**

The Pledge of Allegiance shall be recited during each school day. Those students choosing to participate shall do so by facing the flag with their right hands over their hearts, or in an appropriate salute if in uniform, while reciting the Pledge. Students choosing not to participate shall be quiet while either standing or sitting at their desks.

Students shall not be compelled to recite the Pledge, but students who choose not to recite the Pledge shall not disrupt those students choosing to recite the Pledge.

Students choosing not to recite the Pledge shall not be subject to any comments, retaliation, or disciplinary action.

#### **Cell Phones and Electronic Devices (4.47)**

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

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

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

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

1. Using electronic devices during class time in any manner other than specifically permitted by the classroom instructor;
2. Permitting any audible sound to come from the device when not being used for reason #1 above;

3. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, or wrongfully obtaining test copies or scores;
4. Using the device to take photographs in areas where a general expectation of personal privacy exists, including but not limited to locker rooms and bathrooms;
5. Creating, sending, sharing viewing, receiving, or possessing an indecent visual depiction of oneself or another person.

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

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

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

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

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

Cell phones have created a disruption to school procedure. **Use will be defined as talking, texting, checking the time, listening to or simply holding the device in view. Cell phones will be confiscated and returned to the parent or guardian. Use of a cell phone will have a progressive consequence: 1st offense Detention (1 day), 2nd offense ISS (1 day), 3rd offense ISS (3 days), 4th offense OSS (3 days).** In each case, the cell phone or electronic device may be confiscated and may be picked up by a parent/guardian at any time.

All technology devices have many educational applications. Teachers may allow students to use cell phones and electronic devices when said devices are directly used for instruction.

#### **Bald Knob Middle and High School Cell Phone Usage Policy**

1. BKHS students may use a mobile device at any time and in any area except inside a classroom unless the teacher permits the use of the device. Teachers are permitted to allow the use of devices for educational purposes. BKMS students may only use a mobile device before school (7:45), at lunch, and after school; or with a teacher's permission for educational purposes.
2. While in class, students must keep all mobile devices off. If the mobile devices are being used for educational purposes, the mobile device must be placed in silent mode.
3. If the mobile device becomes excessively abused, the administration may take back any privileges listed above.
4. Students must not use a mobile device to take a photo or shoot video footage at any time or any place on the Bald Knob School campus unless a school official has given permission for a school assignment.

#### **Video Surveillance (4.48)**

The Board of Directors has a responsibility to maintain discipline, protect the safety, security, and welfare of its students, staff, and visitors while at the same time safeguarding district facilities, vehicles, and equipment. As part of fulfilling this responsibility, the board authorizes the use of video/audio surveillance

cameras. The placement of video/audio surveillance cameras shall be based on the presumption and belief that students, staff and visitors have no reasonable expectation of privacy anywhere on or near school property, facilities, vehicles, or equipment, with the exception of places such as restrooms or dressing areas where an expectation of privacy is reasonable and customary. Signs shall be posted on district property and in or on district vehicles to notify students, staff, and visitors that video cameras may be in use.

Parents and students shall also be notified through the student handbook that cameras may be in use in school buildings, on school grounds and in school vehicles. Students will be held responsible for any violations of school discipline rules caught by the cameras and other technologies authorized in this policy. The district shall retain copies of video recordings until they are erased, which may be accomplished by either deletion or copying over with a new recording.

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 (temporarily or permanently) surveillance cameras and equipment, automatic identification, or data compilation devices shall be subject to appropriate disciplinary action and referral to appropriate law enforcement authorities.

#### **Special Education (4.49)**

The district shall provide a free appropriate public education and necessary related services to all children with disabilities residing within the District, as required under the Individuals with Disabilities Education Act (“IDEA”), Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, and Arkansas Statutes.

It is the intent of the District to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 are identified, evaluated and provided with appropriate educational services. Students may be disabled within the meaning of Section 504 of the Rehabilitation Act even though they do not require services pursuant to the IDEA.

For students eligible for services under IDEA, the District shall follow procedures for identification, evaluation, placement, and delivery of services to children with disabilities provided in the state and federal statutes, governing special education. Implementation of an Individualized Education Program (IEP) in accordance with the IDEA satisfies the District's obligation to provide a free and appropriate education under Section 504.

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

Note: The Office of Civil Rights prefers that the name of the coordinator or at least a contact person or phone number be made readily available to the public. 34CFR104.32 stipulates that as part of “child find” responsibilities, districts take appropriate steps to notify handicapped persons and their parents or guardians of the district's child find duty.

#### **Meal Modifications (4.50)**

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

- Physicians, including those licensed by The Arkansas State Medical Board; The Arkansas State Board of Chiropractic Examiners (Chiropractors); The Arkansas Board of Podiatric Medicine (Podiatrists);
- Nurse Practitioners (APRNs in family or pediatric practice with prescriptive authority);
- Physician Assistants (PAs who work in collaborative practice with a physician); and
- Dentists.

The medical statement should include:

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

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

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

Parents may file a grievance regarding the request for accommodations with the District’s 504 Coordinator<sup>3</sup>, who will schedule a hearing on the grievance to be held as soon as possible. The 504 coordinator shall provide a copy of the procedures governing the hearing, including that the parent has the right to be accompanied by counsel, and the appeal process upon request.

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

#### **Meal Charges**

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

- Submitting cash or check payment at the respective school’s office or cafeteria;
- Depositing funds through the District’s online service;

A student’s parents will be contacted by authorized District personnel regarding a student’s prepaid account balance every other week unless special circumstances arise.

#### **Alternative Meals**

The District does not provide alternative meals for students.

#### **Students who are Foster Children (4.52)**

The District will afford the same services and educational opportunities to foster children that are afforded other children and youth. The District shall work with the Department of Human Services (“DHS”), the Arkansas Department of Education (ADE), and individuals involved with each foster child to ensure that the foster child is able to maintain his/her continuity of educational services to the fullest extent that is practical and reasonable.

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

The District, working with other individuals and agencies shall, unless the presiding court rules otherwise or DHS grants a request to transfer under Foster Child School Choice, ensure that the foster child remains in his/her school of origin, even if a change in the foster child’s placement results in a residency that is outside the District. In such a situation, the District will work with DHS to arrange for transportation to and from school for the foster child to the extent it is reasonable and practical.

Upon notification to the District’s foster care liaison by a foster child’s caseworker that a foster child’s school enrollment is being changed to one of the District’s schools, the school receiving the child must



immediately enroll him/her. Immediate enrollment is required even if a child lacks the required clothing, academic or medical records, or proof of residency.

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

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

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

**Foster Child School Choice**

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

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

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

1. The public school or District has reached the maximum student-to-teacher ratio allowed under federal law, state law, rules for standards of accreditation, or other applicable rule or regulation.

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

A Foster Child School Choice transfer shall remain in effect until the foster child:

- Graduates from high school; or
- Transfers to another school or school district under:
  - The Foster Child School Choice Act;
  - Opportunity Public School Choice Act of 2004;
  - The Public School Choice Act of 2015; or
  - Any other law that allows a transfer.

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

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

**Placement of Multiple Birth Siblings (4.53)**

The parent, guardian, or other person having charge or custody of multiple birth siblings in grades pre-K through 6 may request that the multiple birth siblings are placed in either the same or separate classrooms. The request shall be in writing not later than the 14<sup>th</sup> calendar day prior to the first day of classes at the beginning of the academic year. The school shall honor the request unless it would require the school to add an additional class to the sibling's grade level. If one parent of multiple birth siblings requests a placement that differs from that of the other parent of the same multiple birth siblings, the school shall determine the appropriate placement of the siblings.

The school may change the classroom placement of one or more of the multiple birth siblings if:

- There have been a minimum of 30 instructional days since the start of the school year; and
- After consulting with each classroom teacher in which the siblings were placed, the school determines the parent's classroom placement request is:
  - Detrimental to the educational achievement of one or more of the siblings;
  - Disruptive to the siblings' assigned classroom learning environment; or
  - Disruptive to the school's educational or disciplinary environment.

If a parent believes the school has not followed the requirements of this policy, the parent may appeal the multiple birth siblings' classroom placement to the superintendent. The superintendent's decision regarding the appeal shall be final.

#### **Student Acceleration (4.54)**

The Board believes that acceleration is an effective and research-based intervention for the academic growth of students who are ready for an advanced or faster-paced curriculum. It can allow a student to move through the traditional educational setting more rapidly, based on assessed readiness, capability and motivation. At the same time, the Board understands that acceleration is not a replacement for gifted education services or programs.

Generally, acceleration can occur through one of two broad categories: content based and grade based. Grade based acceleration shortens the number of years a student would otherwise spend in K-12 education, while content based acceleration occurs within the normal K-12 time span. Either form of acceleration can be triggered by a parent/guardian, student, or community member's request or by the referral of school personnel. In either case, the process of determining the appropriateness of the request shall be under the direction of the District Gifted and Talented Program Coordinator who shall convene the individuals necessary to make an informed decision, which shall include the student's parents or guardians.

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

The District's Gifted and Talented Program Coordinator will create a written format to govern the referral and determination process, which shall be made available to any parent or staff member upon request.

The parents/guardians of any student whose request for acceleration has been denied may appeal the decision, in writing, to the District's GT Coordinator. The District's GT Coordinator and the Acceleration Placement Committee will again thoroughly review the case study that was completed on the student. Upon completion of the review, the Committee will either request additional new testing be conducted to help the Committee make its determination or it will uphold the initial decision. The Committee's decision may not be further appealed.

#### **Student Promotion and Retention (4.55)**

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

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

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

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

- Grades K-5: Promotion/retention will be based on the developmental maturity of the student as well as their academic performance. Performance indicators include, but are not limited to the student's performance on the following: AIMS Web Screeners, IStation Assessments, Dynamic Indicators of Basic Early Literacy Skills (DIBELS), Developmental Reading Assessment (DRA), grades, and Developmental Spelling Assessment (DSA). When considering the developmental maturity level of the student some indicators to consider are as follows: attendance, birthday, health/wellness, emotional readiness, and social readiness.
- Grades 6-8: Promotion or retention of students shall be primarily based on their ability to succeed in the next grade. Promotion/retention decisions will be based on the academic performance. Performance indicators to be considered include, but are not limited to the following: grades, standardized assessments including criterion and norm-referenced assessments.
- Grades 9-12: All students promoted to the ninth grade will be classified as a freshman. Students having completed one year as a freshman will be classified as a sophomore and have all privileges as a sophomore. Students having completed the second year of high school as a sophomore will be classified as a junior and have all privileges as a junior. Students having completed the third year of high school as a junior will be classified as a senior and have all privileges as a senior. A student may graduate early if they have met all of the requirements. A senior who does not meet the graduation requirements by August 15<sup>th</sup> following his/her senior year will be retained as a senior with limited privileges.

If there is doubt concerning the promotion or retention of a student or his/her required retaking of a course, a conference shall be held before a final decision is made that includes the following individuals:

- a) The building principal or designee;
- b) The student's teacher(s);
- c) School counselor;
- d) A 504/special education representative (if applicable); and
- e) The student's parents.

The conference shall be held at a time and place that best accommodates those participating in the conference. The school shall document participation or non-participation in required conferences. If the conference attendees fail to agree concerning the student's placement or receipt of course credit, the final decision shall rest with the principal or the principal's designee.

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

- Statewide student assessment results;
  - Subject grades;
  - Student work samples; and
  - Local assessment scores.
- By the end of grade eight (8), the student's SSP shall:
- Guide the student along pathways to graduation;
  - Address accelerated learning opportunities;
  - Address academic deficits and interventions; and
  - Include college and career planning components.

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

- The student’s SSP will be updated in order to assist the student with college and career readiness skills, course selection in high school, and improved academic achievement; and
- Provide a basis for counseling concerning postsecondary preparatory programs. An SSP shall be created:
  1. By no later than the end of the school year for a student in grade eight (8) or below who enrolls in the District during the school year; or
  2. As soon as reasonably possible for a student in grade nine (9) or above who enrolls in the District at the beginning or during the school year.

A student’s individualized education program (IEP) may act in the place of the student’s SSP if the IEP addresses academic deficits and interventions for the student’s failure to meet standards-based academic goals at an expected rate or level and includes a transition plan that addresses college and career planning components.

Promotion/retention or graduation of students with an IEP shall be based on their successful attainment of the goals set forth in their IEP.

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

#### **Extracurricular Activities (4.56)**

##### **Definitions:**

“Academic Courses” are those courses for which class time is scheduled, which can be credited to meet the minimum requirements for graduation, which is taught by a teacher required to have State certification in the course, and has a course content guide which has been approved by the Arkansas Department of Education. Any of the courses for which concurrent high school credit is earned may be from an institution of higher education recognized by the Arkansas Department of Education. If a student passes an academic course offered on a block schedule, the course can be counted twice toward meeting the requirement for students to pass four (4) academic courses per semester as required by this policy.

“Extracurricular activities” are defined as any school sponsored program where students from one or more schools meet, work, perform, practice under supervision outside of regular class time, or are competing for the purpose of receiving an award, rating, recognition, or criticism, or qualification for additional competition. Examples include, but are not limited to, interscholastic athletics, cheerleading, band, choral, math, or science competitions, and club activities.

“Field Trips” are when individual students or groups of students are invited to programs or events when there is no competition and the students are not interacting with each other for the purpose of planning, qualifying, or arranging for future programs or for the purpose of receiving recognition.

“Interscholastic Activities” means athletic or non-athletic/academic activities where students compete on a school vs. school basis.

“Intrascholastic Activities” means athletic or non-athletic/academic activities where students compete with students from within the same school.

“Supplemental Improvement Program” is an additional instructional opportunity for identified students outside of their regular classroom and meets the criteria outlined in the current Arkansas Activities Association Handbook.

#### **Extracurricular Eligibility**

The Board believes in providing opportunities for students to participate in extracurricular activities that can help enrich the student’s educational experience. At the same time, the Board believes that a student’s participation in extracurricular activities cannot come at the expense of his/her classroom academic achievement. Interruptions of instructional time in the classroom are to be minimal and absences from class to participate in extracurricular activities shall not exceed two per week per extracurricular activity (tournaments exempt). Additionally, a student’s participation in, and the District’s operation of, extracurricular activities shall be subject to the following policy. All students are eligible for extracurricular activities unless specifically denied eligibility on the basis of criteria outlined in this policy.

Any student who refuses to sit for a Statewide assessment or attempts to boycott a Statewide assessment by failing to put forth a good faith effort on the assessment as determined by the assessment administrator/proctor, or whose parents do not send their student to school on the dates the assessments are administered or scheduled as make-up days shall not be permitted to participate in any non-curriculum related extracurricular activity. The student shall remain ineligible to participate until the student takes the same or a following statewide assessment, as applicable. The superintendent or designee may waive this paragraph’s provisions when the student’s failure was due to exceptional or extraordinary circumstances. Students falling under the provisions of this paragraph shall be permitted to attend curriculum related field trips occurring during the school day.

A student who enrolls in the district and meets the definition of “eligible child” in Policy 4.2—ENTRANCE REQUIREMENTS shall be eligible to try out for an extracurricular activity regardless of the date the student enrolls in the District so long as the student meets all other eligibility requirements and the extracurricular activity is still ongoing.

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

### **Interscholastic Activities**

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

#### **Academic Requirements: Junior High**

A student promoted from the sixth to the seventh grade automatically meets scholarship requirements. A student promoted from the seventh to the eighth grade automatically meets scholarship requirements for the first semester. The second semester eighth-grade student meets the scholarship requirements for junior high if he/she has successfully passed four (4) academic courses the previous semester.

The first semester ninth-grade student meets the scholarship requirements for junior high if he/she has successfully passed four (4) academic courses the previous semester.

The second semester ninth-grade student meets the scholarship requirements for junior high if he/she has successfully passed four (4) academic courses the previous semester which count toward his/her graduation requirements.

Ninth-grade students must meet the requirements of the senior high scholarship rule by the end of the second semester in the ninth grade in order to be eligible to participate the fall semester of their tenth-grade year.

#### **Academic Requirements: Senior High**

In order to remain eligible for competitive interscholastic activity, a student must have passed four (4) academic courses the previous semester and either:

- 1) Have earned a minimum Grade Point Average (GPA) of 2.0 from all academic courses the previous semester; or
- 2) If the student has passed four (4) academic courses the previous semester but does not have a 2.0 GPA, the student must be enrolled and successfully participating in a supplemental instruction

program to maintain their competitive interscholastic extracurricular eligibility. (Check AAA Guidelines)

### **Students with an Individual Education Program**

In order to be considered eligible to participate in competitive interscholastic activities, students with disabilities must pass at least four (4) courses per semester as required by their individual education program (IEP).

### **Arkansas Activities Association**

In addition to the foregoing rules, the District shall abide by the rules and regulations of the Arkansas Activities Association (AAA) governing interscholastic activities. AAA provides catastrophic insurance coverage for students who are in school and participating in AAA governed extracurricular activities. As a matter of District policy, no student may participate in an AAA governed extracurricular activity unless he or she is enrolled in a district school, to ensure all students are eligible for AAA catastrophic insurance.

Students must attend a minimum of four (4) full class periods during the school day to participate or practice in any extracurricular activity that evening unless they are under a doctor's care or their absence is approved by the principal.

### **AAA Governed Activities**

Students participating in intrascholastic extracurricular activities that would be governed by AAA if they were to occur between students of different schools shall meet all interscholastic activity eligibility requirements to be eligible to participate in the comparable intrascholastic activity. The District will abide by the AAA Handbook for such activities to ensure District students are not disqualified from participating in interscholastic activities.

### **Non-AAA Governed Activities**

Unless made ineligible by District policies, all students shall be eligible to participate in non-AAA governed extracurricular activities. Intrascholastic activities designed for a particular grade(s) or course(s) shall require the student to be enrolled in the grade(s) or course(s).

### **Elementary Behavior at Extracurricular Events**

All elementary students and their parents are invited to attend ballgames and other activities at the school. To ensure each spectator is able to enjoy the activities, a few behavior rules must be followed.

1. All elementary students must be accompanied by an adult and sit with that adult.
2. Remain in your seat during the ballgame/performance. If you must go to the restroom and/or get some refreshments, return to your seat promptly.
3. No games (chase, tag, football, etc.) are allowed. You are at the activity to observe, not participate.
4. For safety reasons, do not go under the bleachers or stand by the railing at any time.

### **Extracurricular Activity Eligibility for Home-Schooled Students and Letter of Intent to Participate in an Extracurricular Activity (4.56/4.56.2)**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**Homeschooled Student's Letter of Intent to Participate in an Extracurricular Activity at Resident District (4.56.2)**

Student's Name (Please Print) \_\_\_\_\_  
Parent or Guardian's Resident Address \_\_\_\_\_  
Street \_\_\_\_\_ Apartment \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Student's date of birth \_\_\_/\_\_\_/\_\_\_ Last grade level the student completed \_\_\_\_\_

Student has demonstrated academic eligibility by obtaining a verifiable minimum test score of the 30<sup>th</sup> percentile or better in the previous 12 months on the Stanford Achievement Test Series, Tenth Edition, or another nationally recognized norm-referenced test approved by the State Board of Education. \_\_\_\_\_

Name of test, Date taken, and score achieved \_\_\_\_\_  
Extracurricular activity(ies) the student requests to participate in \_\_\_\_\_  
Course(s) the student requests to take at the school \_\_\_\_\_  
Proof of identity \_\_\_\_\_  
Date Submitted \_\_\_/\_\_\_/\_\_\_ Parent's Signature \_\_\_\_\_

**Homeschooled Student's Letter of Intent to Participate in an Extracurricular Activity at Non-Resident District (4.56.2)**

Student's Name (Please Print) \_\_\_\_\_  
Parent or Guardian's Resident Address \_\_\_\_\_  
Street \_\_\_\_\_ Apartment \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Student's date of birth \_\_\_/\_\_\_/\_\_\_ Last grade level the student completed \_\_\_\_\_

Student has demonstrated academic eligibility by obtaining a verifiable minimum test score of the 30<sup>th</sup> percentile or better in the previous 12 months on the Stanford Achievement Test Series, Tenth Edition, or another nationally recognized norm-referenced test approved by the State Board of Education. \_\_\_\_\_

Name of test, Date taken, and score achieved \_\_\_\_\_  
Extracurricular activity(ies) the student requests to participate in \_\_\_\_\_  
Course(s) the student requests to take at the school \_\_\_\_\_  
Proof of identity \_\_\_\_\_  
Date Submitted \_\_\_/\_\_\_/\_\_\_  
Parent's Signature \_\_\_\_\_

As the superintendent of the above student's resident district, I agree that the above student may participate in extracurricular activities at \_\_\_\_\_ School District.

Resident Superintendent's Signature: \_\_\_\_\_

As the superintendent of the \_\_\_\_\_ School district, where the above student desires to participate in extracurricular activities, I agree to allow the student to participate in extracurricular activities at \_\_\_\_\_ School District.

Non-resident Superintendent's Signature: \_\_\_\_\_

**Academic Course Attendance by Private School and Home School Students**

The District allows private school and home school students whose parents, legal guardians, or other responsible adult with whom the student resides are residents of the District to attend academic courses offered in grades 7-12. The District will place a list of courses that a private school or home school student may request to attend on its website by:

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

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

- a. August 1 for Fall semester courses; or
- b. December 1 for Spring semester courses.



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

- Require the addition of staff or classrooms;
- Exceed the capacity of a program, class, grade level, or school building;
- Cause the District to provide educational services the District does not currently provide; or
- Cause the District to be out of compliance with applicable laws and regulations regarding desegregation.

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

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

- Indicate the course(s) the private school or home school student is interested in attending;
- If the course(s) the private school or home school student is interested in attending is being offered by the District in both a physical and a digital format, whether the private school or home school student intends to attend the physical course or the digital course;
- Agree to follow the District’s discipline policies; and
- Submit immunization documentation required by Policy 4.57—IMMUNIZATIONS. In addition to the documentation methods provided in Policy 4.57, a home school student may submit a letter to the superintendent, or designee, stating an objection to immunizations and listing the immunizations the student has received, if any.

A private school or home school student who fails to attend an academic course by the eleventh (11) day of class shall be dropped from the course.

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

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

### **Immunizations (4.57)**

#### **Definitions**

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

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

#### **General Requirements**

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

- Poliomyelitis;
- Diphtheria;
- Tetanus;
- Pertussis;
- Red (rubeola) measles;
- Rubella;
- Mumps;
- Hepatitis A;
- Hepatitis B;
- Meningococcal disease;
- Varicella (chickenpox); and

- Any other immunization required by the Arkansas Department of Health (ADH).

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

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

- A. Licensed physician;
- B. Health department;
- C. Military service; or
- D. Official record from another educational institution in Arkansas.

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

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

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

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

#### **Temporary Admittance**

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

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

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

#### **Exclusion from School**

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

excluded due to an outbreak shall be allowed to return to school until the District receives approval from ADH.

Students who are excluded from school are not eligible to receive homebound instruction unless the excluded student had a pre-existing IEP or 504 Plan and the IEP/504 team determines homebound instruction to be in the best interest of the student.

To the extent possible, the student’s teacher(s) shall place in the principal’s office a copy of the student’s assignments:

- For the remainder of the week by the end of the initial school day of the student's exclusion; and
- By the end of each school's calendar week for the upcoming week until the student returns to school.

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

Students excluded from school shall have five (5) school days from the day the student returns to school to submit any homework and to make up any examinations. State mandated assessments are not included in “examinations” and the District has no control over administering state mandated make-up assessments outside of the state’s schedule. Make-up work which is not submitted within the make-up schedule for that assignment shall not receive full credit but is still a requirement.

### **Food Sharing and Its Removal from Food Service Area**

#### **Food Sharing Table**

In an effort to reduce wasted food and to provide students access to healthy foods when possible, the District shall have in the district cafeteria a food sharing table located at the end of the service line. Prior to leaving the service line, students may place on or retrieve items from the table, at no additional charge, any of the following:

- Raw whole fruit traditionally eaten without the peel (e.g. bananas and oranges);
- Raw whole fruit traditionally eaten with the peel provided the fruit is wrapped to prevent contamination (e.g. apples and grapes);
- Raw whole vegetables provided the vegetable is wrapped to prevent contamination (e.g. carrot sticks);
- Milk; and juice

Fruit and vegetables to be shared are to be placed into a designated container on the table. Milk and juice to be shared are to be placed in an ice-filled cooler. Milk and juice may not be taken by another student unless the carton is unopened and was completely covered by ice while in the cooler. A student may not return to the table to place an item for sharing after the student has left the service line.

At all times, the sharing table will be under the supervision of the food service staff. Remaining items should be discarded at the end of the meal period, and no item may remain on the table for longer than four (4) hours.

#### **Removing Food Items from the Food Service Area**

At the end of the meal period, a student may leave the cafeteria with appropriate food items. Except in special circumstances, students may not remove from the cafeteria milk, juice, or any other item requiring a temperature controlled environment.

Except for food service workers as required by their job duties, District employees may only remove school provided food items from the food service area when required by a 504 plan or a student’s IEP.

#### **Remediation (5.13)**

The Bald Knob School District shall offer remediation programs during the school year to those students not performing at grade level.

#### **Homework (5.14)**

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

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

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

**Grading and Reporting (5.15)**

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

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

The grades of a child in foster care shall not be lowered due to an absence from school due to: (1) A change in the child's school enrollment;

- (2) The child's attendance at a dependency-neglect court proceeding; or
- (3) The child's attendance at court-ordered counseling or treatment.

The grading scale for all schools in the district shall be as follows:

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

Kindergarten and First grade will utilize a standards based report card. These report cards will contain the standards that are taught.

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

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

If a student fails one or more courses, the student may repeat the course or take another course of equal credit. If the student plans to participate in the graduation exercise, the course must be completed and proof of the final grade must be provided at least seven (7) days in advance of the graduation date.

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

Report cards will be issued at the end of each grading period. Parents wishing to meet with a classroom teacher are requested to call the school office and set up an appointment.

**Semester Tests and Semester Test Exemption Policy**

Semester exams will be given at the end of each semester. Semester exams will constitute one-fifth (1/5) of the grade for the semester. Students may be exempt from taking semester exams under the following provisions:

1. **Maintain an A semester average in the subject and have fewer than 6 absences.**
2. **Maintain a B semester average in the subject and have fewer than 4 absences.**
3. **In addition to the previous two stipulations, a student will be ineligible for exemptions for the following reasons: having more than five tardies or having more than one discipline referral (not including tardies) in the class.**

<b>Grade Average Computation</b>		
1 <sup>st</sup> and 2 <sup>nd</sup> Quarter (1 <sup>st</sup> Semester)	3 <sup>rd</sup> and 4 <sup>th</sup> Quarter (2 <sup>nd</sup> Semester)	Exempt Students
40% 1 <sup>st</sup> Quarter grade	40% 3 <sup>rd</sup> Quarter grade	1 <sup>st</sup> semester 2 <sup>nd</sup> Semester
40% 2 <sup>nd</sup> Quarter grade	40% 4 <sup>th</sup> Quarter grade	50% 1 <sup>st</sup> 3 <sup>rd</sup> Quarter
20% semester test grade	20% semester test grade	50% 2 <sup>nd</sup> 4 <sup>th</sup> Quarter

### **Honor Roll and Honor Graduates (5.17)**

#### **Honor Roll**

Students in grades 2-5 who maintain an A in every class for the grading period will be recognized on the Honor Roll of Excellence. Students in grades 2-5 who maintain an A and/or B in every class for the grading period will be recognized on the A/B Honor Roll.

Students in grades 6-12 who maintain an A in every class (or Bs in Pre-Advanced/Advanced Placement classes) for the grading period will be recognized on the A Honor Roll. Students in grades 6-12 who maintain an A and/or B in every class for the grading period will be recognized on the A/B Honor Roll. Students receiving a “no credit” (NC) in an academic class will not be eligible for the Academic Honor Roll.

#### **Honor Graduates**

Students who have successfully completed the minimum smart core of courses recommended for preparation for college as defined by the State Board of Higher Education and the State Board of Education and have a cumulative GPA of 3.5 will be designated as honor students. The GPA shall be derived from courses taken in public schools in grades nine (9) through twelve (12). In addition, honor graduates must meet the following criteria:

- Pass at least two (2) Pre-AP/Advanced courses sometime during ninth or tenth grade;
- Pass at least four (4) Pre-AP/Advanced/AP courses during the eleventh or twelfth grade; two (2) of which must be AP classes and the second course of a foreign language and Pre-Calculus or Algebra III;
- Pass at least two (2) semesters of senior English;
- Pass a computer business technology class.

If a student is enrolled in a college credit class, he or she must meet all of the college course requirements for that class. The state mandated weighted and non-weighted scale will be used on transcripts.

If a transfer student was eligible to be an honor graduate at his or her previously attended accredited school, he or she will be eligible to be an honor graduate at Bald Knob High School if he or she meets necessary requirements while attending Bald Knob High School.

For the purposes of establishing honor graduates, status will be determined at the end of the seventh semester.

There will be three levels of honor graduates:

- Highest Honor: Grade Point Average (GPA) 3.8600-4.0 or higher
- High Honor: Grade Point Average (GPA) 3.7600-3.8599
- With Honor: Grade Point Average (GPA) 3.5000-3.7599

#### **Health Services (5.18)**

The Board believes that healthy children promote a better learning environment, are more capable of high student achievement, and will result in healthier, more productive adults. Therefore, the goal of the District's health services is to promote a healthy student body. This requires both the education of students concerning healthy behaviors, as well as providing health care services to pupils.

While the school nurse is under the supervision of the school principal, the delegation of health care duties shall be in accordance with the Arkansas Nurse Practice Act and the Arkansas State Board of Nursing Rules and Regulations Chapter Five: Delegation of Nursing Care.

#### Advanced Placement (5.21)

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

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

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

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

For a student to be eligible to receive weighted credit for an AP, or IB course, the student's course must have been taught by an Arkansas licensed teacher who has received the appropriate training required by Arkansas statute and ADE Rule or, for an AP teacher, who is in the process of completing an Additional Training Plan. Additionally, for students taking AP or International Baccalaureate courses shall receive weighted credit. Students must take the applicable AP or IB examination after completing the entire course. Credit shall be given for each grading period during the course of the year, but shall be retroactively removed from a student's grade for any course in which the student fails to take the applicable AP exam. Students who do not take the AP exam shall receive the same numeric value for the grade he/she receives in the course as if it were a non-AP course.

"Honors Courses" are those courses that have been approved by a Department of Education Committee as honors courses. Honors courses must stress higher order learning and be offered in addition to curriculum offerings required by the Standards for Accreditation, Arkansas Public Schools. Students who transfer into the district will be given weighted credit for the Advanced Placement courses, International Baccalaureate courses, honors courses approved by the Arkansas Department of Education, and concurrent college courses taken for weighted credit at his/her previous school(s) according to the preceding scale.

#### Concurrent Credit (5.22)

A ninth through twelfth grade student who successfully completes a college course(s) from an institution approved by the Arkansas Department of Education shall be given credit toward high school grades and graduation at the rate of one (1) high school credit for each three (3) semester hours of college credit. Unless approved by the school's principal, **prior to enrolling for the course**, the concurrent credit shall be applied toward the student's graduation requirements as an elective.

A student who takes a three-semester hour remedial/developmental education course, as permitted by the ADE Rules Governing Concurrent College and High School Credit, shall be the equivalent of one-half (½) unit of credit for a high school career focus elective. The remedial/developmental education course cannot be used to meet the core subject area/unit requirements in English and mathematics. Participation in the concurrent high school and college credit program must be documented by a written agreement between:

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

Students are responsible for requesting a transcript for the concurrent credit course(s) they have taken from the selected college in order to receive high school credit for the course(s). Transcript request forms will be available in the counselor's office. High school graduation credit for concurrent credit courses will not be given until a college transcript is received.

Transcripts for students who take concurrent credit courses as partial fulfillment of the required full day of class for students in grades 9-12 (see Policy 4.44) are to be received by the high school within 15 school days of the end of the semester in which the course is taken. Students may not receive credit for the course(s) they took or the credit may be delayed if the transcripts are not received in time, or at all. This may jeopardize students' eligibility for extracurricular activities or graduation. Students will retain credit earned through the concurrent credit program which was applied toward a course required for high school graduation from a previously attended, accredited, public school. Any and all costs of higher education courses taken for concurrent credit are the student's responsibility.

#### **SOAR- Alternative School (5.26)**

The District has an alternative learning environment (ALE) which shall be part of an intervention program designed to provide guidance, counseling, and academic support to students who are experiencing emotional, social, or academic problems.

The SOAR program, in cooperation with the home and community, will provide the opportunity and encouragement for each student to meet his/her educational needs. We will make available to our students the tools necessary to achieve the highest levels of success in current and future challenges, both in academics and life skills. We will accept each of our students as a unique individual and encourage them toward the development of social, emotional, and civic accountability, enabling each to contribute positively to society.

The committee reviews the referral and determines if the student is eligible for placement in the SOAR program. Students who are placed in SOAR shall exhibit at least two of the following characteristics:

- Disruptive behavior;
- Drop out from school;
- Personal or family problems or situations;
- Recurring absenteeism.

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

- Ongoing, persistent lack of attaining proficiency levels in literacy and mathematics;
- Abuse: physical, mental, or sexual;
- Frequent relocation of residency;
- Homelessness;
- Inadequate emotional support;
- Mental/physical health problem;
- Pregnancy;
- Single parenting.

The teachers and administrator of the ALE shall determine exit criteria for students assigned to the district's ALE on which to base the student's return to the regular school program of instruction. The district's ALE program shall follow class size, staffing, curriculum, and expenditure requirements identified in the ADE Rules Governing the Distribution of Student Special Needs Funding and the Determination of Allowable Expenditure of These Funds. If the student is admitted to the alternative school program, he or she will be enrolled for a minimum of one (1) semester. The committee will evaluate the student's progress and recommend continuance in the program or re-admittance to the regular school environment.

Students may be removed from the alternative school for excessive absences, excessive discipline referrals, or repeatedly failing to complete assigned work.

#### **Withdrawals from School**

If for any reason a pupil withdraws from the Bald Knob School District, the student/parent/guardian should contact the principal/counselor. The elementary office will supply the appropriate forms for the withdrawal. The student is expected to clear all fees/fines/charges before leaving.

#### **Cafeteria Services**

Bald Knob Schools has very economical and nutritious lunch and breakfast programs. Each student is expected to eat lunch at school. Exceptions may be considered should an extenuating circumstance arise where an individual student's dietary needs warrant special consideration involving home feeding. **No catering of food or drinks to the campus is allowed unless it is part of a school-sponsored activity. All off-campus food service must be approved by an administrator and delivered through the office.**

Free or reduced lunch applications may be picked up at the principal's office. Notification will be sent home of approval or denial of free or reduced meals. All students are encouraged to eat the well-balanced meals. The cost of the meals will be held to a minimum. Lunch charges will be limited to a maximum of \$15. Students will receive lunch charge statements on a weekly basis. It is the student's responsibility to make sure their account is current. If the balance will exceed the \$15 limit, lunch charge privileges will be suspended until payment is made. Students who bring their lunch may eat in the cafeteria. Students are to finish eating while still in the cafeteria. **Any dispute of lunch charges must occur within ten days after the last day of school.**

Students must walk (no running) from the classroom to the cafeteria lines. Horseplay, line cutting, or scuffling will not be permitted in the cafeteria lines or in the cafeteria area. Students are not to block or crowd around the entrance or exits of the cafeteria.

Students should immediately report any breakage or spillage to the cafeteria supervisor and/or appropriate cafeteria personnel.

The H. L. Lubker Elementary School and Cafeteria encourage and invite parents to have **lunch with their child**. We believe this is valuable time between the parent and the student. We ask that no other students sit with you during this time. Please sign in at the office on the day you choose to have lunch with your child. **Visitors are expected to eat the cafeteria prepared lunch. Tea or coffee is available for adults. Exact change will be required as there will be no money at the admission point.**

Parents and visitors will not be able to eat lunch with students on Thanksgiving and Christmas meal days in order to get all students and staff served within the allotted time for lunch.

#### Student Off-Campus Participation

Bald Knob School District is responsible for ensuring the safety and education of all students. Whenever students are taken off campus, the burden to ensure student safety becomes greater. Students who fail to comply with the handbook policy put themselves and their peers at risk when off campus. The building principal will make the final determination whether a student may participate in an off campus event. Additionally, teachers may develop classroom performance and discipline requirements for participation in off campus events. These requirements will be communicated to parents and students in advance.

#### Exchange Students

The school district will allow no more than two (2) exchange students in any given school year. Exchange students will only be accepted through a locally chartered chapter and with permission granted in advance by the school district. Exchange students must have a reasonable command of the English language before acceptance will be granted.

#### Flower and Gift Deliveries

Parents may have local florists deliver flowers and gifts to the school for delivery to their children. The office personnel will deliver gifts and flowers toward the end of the school day to the individual students. On Valentine's Day, a special distribution station will be arranged for flowers and gifts; no deliveries will be accepted after lunch.

**BALLOONS ARE NOT TO BE DELIVERED TO OR DISTRIBUTED AT SCHOOL. THANK YOU FOR YOUR COOPERATION IN THIS MATTER.**

#### Telephone Calls/Messages

Permission must be granted by authorized school personnel before a student is allowed to use any office phones or phones located in other areas. The office will allow students to call home in emergency situations. (Forgetting of books, assignments, money, clothing, etc. is not an emergency situation). Messages to be given to students should be of an emergency nature only.

In order to protect instructional time, we request that parents/guardians ask us to give students **EMERGENCY MESSAGES ONLY**. Emergency situations do not include notes to go home with friends. **WE CANNOT GUARANTEE ANY MESSAGES WILL BE DELIVERED AFTER 2:30 PM**. Likewise, only **EMERGENCY** phone calls will be accepted by our teachers. **Only handwritten bus notes will be accepted.**

#### Parental, Family and Community Engagement



The Bald Knob School District understands the importance of involving parents, families, and the community as a whole in promoting higher student achievement and general good will between the district and those it serves. Therefore, the district shall strive to develop and maintain the capacity for meaningful and productive parental, family, and community involvement engagement that will result in partnerships that are mutually beneficial to the school, students, parents, families, and the community. To achieve such ends, the district shall work to:

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

Bald Knob Public Schools will provide additional information regarding parent involvement events through the posting of the school’s parental involvement plan in the fall of each school year on the school’s website. In addition, Bald Knob Public Schools will provide notification prior to each event throughout the year via phone and/or written correspondence.

We do value parental involvement and encourage interested parents to take the opportunity to serve as a chaperone for one of our various field trips. The normal procedure is for the parent to volunteer with the classroom teacher. In addition, **no siblings or children other than ones in the given classroom may**

**attend the field trip.** If a parent is a school employee, they may ride the bus to serve as a student supervisor, since they are taking a school business day. Due to insurance regulations, a parent cannot ride the bus unless there is a specific need for that parent to ride with their child or as a supervisor.

#### Live Animals

**No live animals may be brought on campus by any person without prior permission.** Should an animal be needed at school for some sort of show and tell event, the parent should ask the teacher, who would seek principal approval. The parent may bring the caged animal to school once approval has been given. The parent must bring it to school and take the animal when he/she leaves campus. No animal may be brought by a student in a glass container or left at school.

#### Loss/Damage to Textbooks/Library Books

Students are responsible for the condition of the books while the books are issued to them. Any damage or loss will be assessed to the student at the appropriate book check-in time. Charges may be assessed ranging from partial to full price of the book(s) according to damage/loss as deemed necessary by appropriate school personnel. The student(s) must clear any damages or losses assessed to them.

#### Other School-Issued Items

In addition to textbooks, other school-owned items may be issued to the student(s) for use during the school year. These items must be returned as designated by the appropriate school personnel. In the event the items are not returned or returned with damage, the student(s) will be assessed a proper damage or a replacement fee.

A student is expected to provide proper care of materials borrowed from the library media center and to return those materials by the due date. Failure to return the materials on time or failure to return the materials in good or usable condition will result in a fine.

Fines for overdue materials are 0.25 cents per day not to exceed \$5.00 per material. Amounts for damaged and lost materials will be determined by the librarian. Students with overdue materials or fines may not be permitted to checkout other materials until the outstanding material(s) is returned and the fine(s) paid.

#### School Supplies

Textbooks are free of charge. Lost or damaged books will be charged to the individual student. Students are responsible for proper care of their books. Teachers will have available to them a list of school supplies needed for their class. Teachers may ask the parents for additional supplies or fees for specific purposes throughout the year. **No rolling backpacks will be allowed.**

We urge parents to label sweaters, coats, toys, lunch boxes, and any item of value that is brought to school. Labeling with the child's name on such items speeds recovery when misplaced. **STUDENTS ARE NOT ALLOWED TO BRING BALLS FROM HOME TO PLAY WITH DURING SCHOOL HOURS.** Any pupil who rides a bicycle to school is responsible for the bike. All bicycles should be locked in the bike rack for safety. **THE SCHOOL IS NOT RESPONSIBLE FOR LOST OR STOLEN ITEMS.**

#### Fines/Charges

Until all charges and fines are cleared, a student may be denied participation in and/or attendance of extracurricular activities or other privileges.

#### Hall Passes

Each teacher and office personnel has individualized hall passes. In the event that it is necessary for a student to be out of the scheduled classroom/area, the student must have the proper hall pass in hand. Out-of-class errands are to be kept at a minimum and only of necessity.

#### Selective Service Registration

Registration for the Selective Service of all male students upon reaching their 18th birthday is required when applying for financial aid grants, etc. Failure to register may result in the student denial of consideration for a federal grant/loan.

#### Insurance

A student insurance plan is available each year through the school. This insurance plan offers a variety of coverage, any of which may be obtained upon payment of proper premium.

Each year the school voluntarily purchases an accident policy that provides coverage, with some limitations, for injuries sustained by students in grades seven through twelve, participating in those activities falling under the jurisdiction of the Arkansas Activities Association (AAA). Expenses over and above those covered by this insurance shall be assumed by the parent/guardian.

### **Post-Secondary Campus Visitation**

Bald Knob High School administrators realize the benefit of the educational experience of a student visiting an institute of higher learning. Seniors may be granted the opportunity to visit a prospective institute. Two (2) days will be excused for the visitation. Additional days may be excused if the student has a valid scholarship offer with parental permission. Seniors who wish to take advantage of this opportunity should contact the counselor and/or principal to schedule the visit. No visits will be permitted during the final thirty (30) school days of the school year.

### **Post-Secondary/Military Representatives**

Post-secondary and military representatives visit with students on the Bald Knob campus each year. These visits may only take place with prior approval of the counselor or principal. They are restricted to areas designated by the counselor or principal. Information may be obtained from the counselor regarding the visits and scheduling of appointments.

### **Volunteers (6.4)**

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

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

All volunteers who intend to act as head coaches or assistant coaches must:

- 1) Be at least twenty-two (22) years of age and
- 2) Meet the requirements adopted by the Arkansas Activities Association (AAA) to volunteer for any athletics program for grades 7-12.

A member of the board of directors of the District or the spouse of a member of the board of directors of the District may not be a registered volunteer for the District unless a majority of the disinterested members of the Board of Directors approves a resolution for the board member or board member's spouse to be a registered volunteer. The resolution approving the board member or board member's spouse to be a registered volunteer shall be effective for only one (1) school year.

A volunteer may act as a head coach in all varsity junior and senior high sports administered by the AAA except in the following sports:

- Football;
- Basketball; and
- Track and field.

Definition: A volunteer is an individual that requests to be present at school-sponsored activities and assists school staff with sanctioned activities.

A volunteer must complete the Arkansas State Police Individual Record Check Form prior to being allowed entrance in the school in any capacity. The criminal background check will be completed prior to any volunteer having any contact with students. The Arkansas State Police Individual Record Check Form is available at any of the District administrative offices. The background check will be repeated every five years. Upon receiving the results of the criminal background check, the principal will approve all volunteers prior to their being able to have direct contact with students in any capacity. A licensed school employee will be responsible for supervising a volunteer that is to have contact with students in any capacity. Volunteers serving in the school will be required to sign in/out at the office and wear a Bald Knob School District Volunteer Badge. Volunteers that supervise students on any overnight trip will be required to be cleared through the Child Abuse Central Registry. The district will pay the fee for the screening through the Child Abuse Central Registry. The Superintendent will make the final

determination regarding a volunteer that does not agree with the Principal’s decision regarding volunteer privileges.

For the purposes of this policy, “clear background check” means that:

- A background check was performed on the potential school volunteer in accordance with A.C.A. §§ 12-12-1601 et seq.;
- The potential school volunteer has not committed any of the crimes or offenses contained in A.C.A. §§ 6-17-410, 6-17-411 or 6-17-414 according to both the National and Arkansas background checks;
- The potential school volunteer’s name was not found on the Child Abuse Central Registry; and
- The Arkansas Educator Licensure System does not indicate the potential volunteer to:
  - Have a currently suspended or revoked educator’s license; or
  - Be the recipient of a current Level 3 or Level 4 public notification of ethics violation.

A background check is valid for five school years.

A person who failed a previous background check may petition the Board for a waiver from this policy’s requirement. The petition shall be accompanied by a signed authorization for disclosure of his or her entire criminal and child abuse registry history. In deciding whether to grant a waiver, the board may take into consideration the circumstance or circumstances surrounding the act or omission that lead to the conviction, Child Abuse Registry true finding, or the receipt of the Level 3 or Level 4 Public Notification of Ethics Violation; the age of the person at the time of the act or omission; the length of time that has passed without reoffending; and other relevant circumstances. If the Superintendent recommends a waiver be granted, the Board may adopt a resolution providing an exception to this policy’s requirement for a time period not to exceed five (5) years. The board must consider this matter in open session, and may not confer or deliberate in closed or executive session.

The board shall not have the authority to waive the application of this policy to any potential volunteer who is a Registered Sex Offender or whose educator license has been revoked or is currently suspended.

The school administration shall have the right to withhold volunteer privileges from any individual who acts in a way deemed as inappropriate by the building principal.

No information relating to the application for or receipt of a criminal background check, including that a background check has or has not been applied for, shall be subject to disclosure under the Arkansas Freedom of Information Act, as provided by A.C.A. §§ 12-12-1601 et seq. Requests for background checks and reports on background checks obtained under this policy shall be retained by the district for a minimum of three years.

The District shall maintain the following information on volunteers:

- a) The total number, location, and duties of all volunteers;
- b) The total number of annual hours of service provided by volunteers; and
- c) Any reimbursements made to volunteers for expenses, transportation, or other costs incurred in connection with volunteer services.

Volunteers will be made aware that the Arkansas Department of Humans Services (DHS) considers volunteers for school districts to be mandated reporters of child maltreatment and will receive training on the responsibilities of a mandated reporter.

#### **Visitors to the Schools (6.5)**

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

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

Visitors, including parents wishing to speak with students during the school day, shall register first with the office. The District has the right to ask disruptive visitors to leave its school campuses. Principals are authorized to seek the assistance of law enforcement officers in removing any disruptive visitors who refuse to leave voluntarily.

### **Fund Raising (6.6)**

All fund raising activities held in the District or in the name of the District must be pre-approved in writing by the superintendent and affected school principal(s). Approval will be predicated on the potential for return relative to the time and energy to be invested in the fund raising. Fund raising that conflicts excessively with and/or detracts from student or teacher instructional time in either the planning or the execution of the activity will not be approved.

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

Student participation in any fund raising activity shall:

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

For purposes of this policy, "Door-to-door sales" means the selling of merchandise outside of the child's home and off the school grounds.

### **Secondary Schools**

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

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

### **Elementary Schools (K-6)**

Fund raising in the elementary schools may only be done by the school or a school sponsored organization. Door to door fundraising activities are generally discouraged, but there shall be no more than one (1) such activity per school per school year.

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

- 1) Student participation in fund raising programs is voluntary;
- 2) Students who do not participate will not forfeit any school privileges;
- 3) Students may not participate in fund raising programs without written parental permission returned to school authorities;
- 4) An elementary student who sells fund raising merchandise door to door must be accompanied by a parent or an adult; and
- 5) Unless the school provides supervision, parents must accept responsibility for appropriate adult supervision.

### **Online Fund Raisers**

All school-affiliated online fund raisers must be approved by the superintendent, or the superintendent's designee. The superintendent, or the superintendent's designee, shall act as the point of contact for all school-affiliated online fund raisers. An employee may be disciplined, up to and including termination, if the employee establishes:

- a. A school-affiliated online fund raiser without the permission of the superintendent, or the superintendent's designee; or
- b. The employee as the point of contact for a school-affiliated fund raiser instead of the superintendent, or the superintendent's designee.

For purposes of this policy, a "school-affiliated online fund raiser" includes, but is not limited to, a fund raiser intended to raise funds for a particular teacher's classroom, grade, student club or organization, or athletic team.

### **Grievance Policy Guidelines**

The Bald Knob School District uses a chain of authority for processing complaints, problems, or grievances of parents. In order to alleviate a problem, the stated procedure shall be followed.

- In problems concerning semester/nine week grades or the discipline of a student in which a teacher is involved, the parent will attempt to contact the teacher. If the teacher cannot be reached, the principal shall arrange a conference between the parent and teacher concerned.
- If the parent is not satisfied with the teacher's explanations, the parent may request a conference with the principal.
- Parents who are not satisfied after the conference with the principal and others involved may request a conference with the superintendent in attendance.
- Parents who are still not satisfied after the initial conference with the superintendent may appeal to the school board within five (5) working days of the superintendent's conference.
- Teachers are not required to talk either directly to or by telephone to parents who are irate, abusive, threatening, or using foul language. The parents should be referred to the principal.
- Employees who need to testify regarding any grievance filed hereunder shall be granted release of time by the school district when hearings are scheduled during the school day.

**Receipt of Handbook**

We, parent and student, have received a copy of this handbook, discipline, attendance policy, bus regulations, *technology use and acceptance policy*, family information kit, and the parental involvement summary.

**We assume the financial responsibility for all issued textbooks.**

**STUDENT NAME** \_\_\_\_\_ **GRADE** \_\_\_\_\_

**TEACHER NAME** \_\_\_\_\_

**STUDENT SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_

**PARENT/GUARDIAN SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_

This must be signed and returned to the office by Friday, Aug. 17, 2018.