



# **ARKADELPHIA SCHOOL DISTRICT**

## **STUDENT HANDBOOK**

### **Mission**

The mission of Arkadelphia Public School District is to create a quality learning organization where student achievement results in excellence within the local and global community.

### **Values**

Quality. Excellence. Equity.

#### **Arkadelphia Public Schools District Office**

Nikki Thomas, Superintendent  
700 Clinton Street, Dawson Building #3  
Arkadelphia, Arkansas 71923  
870-246-5564

#### **Perritt Primary School**

Stephanie Givens, Principal  
(870) 246-2260

#### **Peake Elementary School**

Mary Snowden, Principal  
(870) 246-2361

#### **Goza Middle School**

Cheryl Merk, Principal  
(870) 246-4291

#### **Arkadelphia High School**

Callie Hunley, Principal  
(870) 246-7373

# ARCADELPHIA PUBLIC SCHOOLS | 2022-2023 CALENDAR

10 Prof. Dev.  
11 Work Day  
12 Prof. Dev.  
15 & 16 Prof. Dev.  
17 First Day of School

AUGUST '22						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

FEBRUARY '23						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

16 ½ AM Wk Day  
PTC 2:00-7:00  
17 Flex Day  
20 Presidents' Day  
(no school)

5 Labor Day

SEPTEMBER '22						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

MARCH '23						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

17 End of 3<sup>rd</sup> Qtr. (50 Days)  
20-24 Spring Break

12 End of 1<sup>st</sup> Qtr. (40 Days)  
20 ½ AM Wk Day  
PTC 2:00-7:00  
21 Flex Day

OCTOBER '22						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

APRIL '23						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

07 Flex Day

21-25 Thanksgiving Break  
24 Thanksgiving Day

NOVEMBER '22						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

MAY '23						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

29 Memorial's Day

16 End of 2<sup>nd</sup> Qtr. (40 Days)  
19-30 Christmas Break  
25 Christmas

DECEMBER '22						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

JUNE '23						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

2 End of 4<sup>th</sup> Qtr. (48 Days)  
Last Day of School

1 New Year's Day  
2 Work Day  
3 First Day of 3<sup>rd</sup> Qtr.  
16 M.L. King Day  
(no school)

JANUARY '23						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Student Days = 178  
Teacher Work Days = 3  
Professional Development Days = 4  
Flex Days = 3  
Parent Teacher Conferences = Total of 5 hrs each semester  
Teacher Contract Days = 190

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## **ARKADELPHIA SCHOOL DISTRICT**

### **PARENT-STUDENT STATEMENT OF RESPONSIBILITY**

**To Students:** The Arkadelphia School District is a community in which all students are citizens. To live together as citizens in the community so that everyone may receive the greatest benefit from school citizenship, a student must understand and observe certain rules. When the privileges of citizenship are accepted, the student also accepts the obligation of playing the game according to the rules.

The district recognizes that students are guaranteed full rights of citizenship by the U.S. Constitution, and these rights may not be denied except in accordance with due process of law. This district recognizes that with these rights there are responsibilities which are designed to help all participants acquire the full benefits of the educational program, regardless of race, sex, creed, national origin, or handicap conditions.

IT IS IMPOSSIBLE TO LIST IN THIS HANDBOOK ALL OF THE RULES AND GUIDELINES FOR STUDENT AND STAFF USE. Therefore, the contents of this handbook should not be construed to limit or deny your rights and responsibilities on your own campus as a member of the student body or as a citizen; neither should it be construed as limiting or denying your principal the right and responsibility to develop such necessary rules and regulations that are not inconsistent with federal and state laws and Board of Education policies and regulations.

**To Parents:** Your objective as parents and the objectives of the school in respect to your son or daughter are the same: to give him or her the best possible guidance toward the realization of his or her highest capabilities. To accomplish that goal, full cooperation between home and school is essential.

**REGULAR AND PUNCTUAL ATTENDANCE** is the greatest single factor in school success; therefore, your first concern should be to see to it that your son or daughter attends regularly. Parents who permit a child to be absent from school unnecessarily not only place a handicap upon the student's opportunity to succeed in his studies but also indirectly encourage the development in the student of poor attitudes toward his work and obligations. Your cooperation with school officials in the promotion of regular attendance by your child will be well worth the cost to you in time and effort.

**PROVIDING FOR HOME STUDY** is also a way you can contribute greatly to your son's or daughter's success in school. While there are a few subjects in which little or no work is necessary outside the class, the nature of the majority of subjects in the curriculum is such that work outside of class is necessary for satisfactory progress. Even though written work to be handed in has not been assigned, there is usually studying to be done in the subject.

**A WHOLESOME ATTITUDE TOWARD SCHOOL** and confidence in our teachers is essential for the student's success in school. Students can learn little from a teacher in whom they do not trust or believe, regardless of how trustworthy the teacher may actually be. The wise parent, therefore, will bring any questions or problems to the principal and/or teacher personally, and will refrain from criticizing the school to the student and from encouraging habits of destructive criticism by lending an ear to it.

**HELPING TO ENSURE BEHAVIOR STANDARDS** so that your children's behavior at school will be conducive to their own progress and not disruptive to the school's education program is also a responsibility of parents. Please alert school personnel when you have reason to believe that your children are experiencing difficulties at school or at home. You may further help the school to serve your child's interest by: 1) Making it your business to know your child's teachers; 2) Being certain that you see the report card; 3) Calling the office to report absences; and 4) Reading the handbook and understanding as fully as possible the operation of the school.

## ARKADELPHIA SCHOOL DISTRICT SIGNATURE PAGE

**Student Name: (Print)** \_\_\_\_\_ **Grade** \_\_\_\_\_

This signature page(s) contains a summary and signature line for the many forms/documents which have to be read and approved. Before initialing any of the following summaries, be sure you have read the appropriate documents and understand their content. You and your student will be held accountable for the information contained in those school documents. By signing this sheet, you and your student accept that responsibility. If you do not wish for your student to participate, simply write a NO across the corresponding summary and do not initial that summary. Read all summaries and their corresponding documents carefully. Your students have had this entire handbook read and explained to them.

**Computer/Internet Usage:** My student and I received a copy of the computer/Internet usage policy included in this handbook. We understand the severity of the misuse of computer systems. We understand that they are not for personal gaming or communication activities. Misuse will result in removal from usage, classes and/or possible suspension.

Parent's Initials \_\_\_\_\_ Student's Initials \_\_\_\_\_

**Field Trips:** I give permission for my student to take usual school trips, such as athletic events, music events, class trips, etc., without having to have another permission form signed for each event. Notification will still be sent by the instructors for competitions or trips which require overnight accommodations.

Parent's Initials \_\_\_\_\_ Student's Initials \_\_\_\_\_

**Fundraisers:** I give permission for my student to participate in fundraisers for a club in which they are enrolled. I will be responsible for the return of the merchandise or money raised in such events. I will see that my student adheres to the policy given for the event.

Parent's Initials \_\_\_\_\_ Student's Initials \_\_\_\_\_

**Handbooks:** My student and I understand that a copy of the APSD Student Handbook is on the APSD website. We can request a printed copy and one will be given to the student.

Parent's Initials \_\_\_\_\_ Student's Initials \_\_\_\_\_

**School Bus/Van/Vehicles:** I understand that all school rules of conduct apply to the riding of all school buses. Suspension or loss of bus privileges or other disciplinary actions may be imposed for violations. My student has my permission to ride in school transportation to and from scheduled activities.

Parent's Initials \_\_\_\_\_ Student's Initials \_\_\_\_\_

**Textbooks:** My student and I assume responsibility for the textbooks and manuals issued by APSD. We understand that these must be returned in good condition or pay for the damage which occurred.

Parent's Initials \_\_\_\_\_ Student's Initials \_\_\_\_\_

**Videotaping:** My student may be videotaped or photographed in the classroom or lab areas as part of the normal day or in preparation for a report, presentation, class project or competition. These clips may also be used for the district web page, district social media, or any district approved website.

Parent's Initials \_\_\_\_\_ Student's Initials \_\_\_\_\_

Note: This signature page correctly signed and initialed must be returned to your child's homeroom teacher no later than August 31st. Failure to return the signed releases by the given deadline may result in removal from APSD classes.

**By initialing or writing NO on the above summaries and signing below, you accept full responsibility for the informative content of the aforementioned documents.**

**Parent Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Student Signature** \_\_\_\_\_ **Date:** \_\_\_\_\_

ARKADELPHIA SCHOOL DISTRICT

OBJECTION TO PUBLICATION OF DIRECTORY INFORMATION - 4.13F

(Not to be filed if the parent/student has no objection)

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

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

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

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

- ☐ Deny disclosure to military recruiters
- ☐ Deny disclosure to Institutions of postsecondary education
- ☐ Deny disclosure to Potential employers
- ☐ Deny disclosure to all public and school sources

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

- ☐ Deny disclosure to all public sources

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

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Name of student (Printed)

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

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



**ARKANSAS MINIMUM GRADUATION REQUIREMENTS  
SMART CORE WAIVER FORM**

Name of Student: \_\_\_\_\_

Name of Parent/Guardian: \_\_\_\_\_

Name of District: \_\_\_\_\_

Name of School: \_\_\_\_\_

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

Failure to complete the Smart Core Curriculum for graduation *may* result in negative consequences such as conditional admission to college and ineligibility for some scholarship programs.

**STATE MINIMUM GRADUATION REQUIREMENTS**

**English** – 4 credits

- 9th Grade English\*
- 10th Grade English\*
- 11th Grade English\*
- 12th Grade English or Transitional English 12\*

**Mathematics** – 4 credits (or 3 credits of math and 1 credit of Computer Science\*\*)

- Algebra I (or Algebra I-Part A & Algebra I-Part B - each may be counted as one credit of the 4-credit requirement)
- Geometry (or Geometry-Part A & Geometry-Part B - each may be counted as one credit of the 4-credit requirement)  
(All math credits must build on the base of algebra and geometry knowledge and skills.)
- Algebra 2

**Science** – 3 credits (or 1 biology, 1 physical science, and 1 Computer Science\*\*)

- ADE approved biology – 1 credit
- ADE approved physical science – 1 credit
- ADE approved third science or Computer Science Flex – 1 credit

**Social Studies** – 3 credit

- Civics\* - ½ credit
- World History\* - 1 credit
- American History\* - 1 credit
- Other social studies\* – ½ credit

**Oral Communications** – ½ credit

**Physical Education** – ½ credit

**Health and Safety** – ½ credit

**Economics and Personal Finance** – ½ credit (may be counted toward Social Studies or Career Focus)

**Fine Arts** – ½ credit

**Career Focus** – 6 credits

**Personal Finance\*** – Beginning with the freshmen class of 2017-18, A.C.A. § 6-16-135 requires students to complete a course that includes specific personal finance standards in either grades 9, 10, 11, or 12.

\*Category course options as listed under each applicable subject area in the ADE Course Code Management System

\*\*Computer Science. Beginning with the entering ninth grade class of 2022-2023, a public high school student shall be required to earn one (1) unit of credit in an ADE-approved high school computer science course before the student graduates (A.C.A. § 6-16-152). A flex credit of an approved Computer Science (any course starting with 465 or 565) may replace the 4th math requirement or the 3rd science requirement. Two distinct credits of the approved computer science courses may replace the 4th math requirement and the 3rd science requirement. Once the 4th math requirement and the 3rd science requirements have been met, any additional computer science credits will be recognized as career focus credits. Each high school student shall be required to take at least one digital learning course for credit to graduate.

By signing this form, I acknowledge that I have been informed of the requirements and implementation of the Smart Core Curriculum and am choosing to waive the Smart Core curriculum. I understand the potential negative consequences of this action as outlined on this form.

\_\_\_\_\_  
Parent/Guardian/Adult Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
School Official Signature

\_\_\_\_\_  
Date

*ARCADELPHIA SCHOOL DISTRICT*  
*ANTI-BULLYING (Policy 4.43)*

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.

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

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

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

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

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

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

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

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

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

The principal or designee shall be responsible for investigating credible reports or complaints of bullying.

Students found to be in violation of this policy shall be subject to disciplinary action up to and including expulsion. In determining the appropriate disciplinary action, consideration may be given to other violations of the student handbook, which may have simultaneously occurred. The entire APSD Bullying policy can be found at [arkadelphiaschools.org](http://arkadelphiaschools.org).

Signatures below certify that the guardian and student received information in regard to the APSD Bullying Policy. Sign and return to the student's school within one (1) week after the student receives it.

**Student Signature** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Parent Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

PLEASE COMPLETE THE FOLLOWING DOCUMENTS & RETURN TO THE SCHOOL OFFICE IN ORDER  
TO RECEIVE A COMPUTER (Chromebook Agreement)

By signing this agreement, the student and parent/guardian agree to follow and accept: 1) The Student Computer and Internet Use Policies 2) This Chromebook Agreement in its entirety 3) The Website and Social Media Guidelines (below) 4) That APSD owns the Chromebook, software, and issued peripherals 5) If the student ceases to be enrolled in APSD, the student/parents will return the Chromebook in good working order or pay the full \$286.00 replacement cost of the computer plus case. In addition, the student must also return the AC adapter. *Students may be charged for any piece that is not returned.* 6) In no event shall APSD be held liable to any claim of damage, negligence, or breach of duty. 7) Chromebooks that are not returned prior to student departure for the summer or withdrawal from school will cause the school district to file a criminal complaint with the Arkadelphia Police Department. Students will not receive a new device until the replacement cost has been made or the device is recovered.

**Part One: Website & Social Media Guidelines**

Think before you act because your virtual actions are real and permanent!

Student Initials		Parent Initials
	Be aware of what you post online. Website and social media venues are very public. What you contribute leaves a digital footprint for all to see. Do not post anything you wouldn't want friends, enemies, parents, teachers, future colleges, or employers to see.	
	Follow the school's code of conduct when writing online. It is acceptable to disagree with other's opinions; however, do it in a respectful way. Make sure that criticism is constructive and not hurtful. What is inappropriate in the classroom is inappropriate online.	
	Be safe online. Never give out personal information, including, but not limited to, last names, phone numbers, addresses, exact birth dates, and pictures. Do not share your password with anyone besides your teachers and parents.	
	Linking to other websites to support your thoughts and ideas is recommended. However, be sure to read and review the entire website prior to linking to ensure that all information is appropriate for a school setting.	
	Do your own work! Do not use other people's intellectual property without their permission. Be aware that it is a violation of copyright law to copy and paste other's thoughts. It is good practice to hyperlink to your sources.	
	Be aware that pictures may also be protected under copyright laws. Verify that you have permission to use the image or that it is under Creative Commons attribution.	
	How you represent yourself online is an extension of yourself. Do not misrepresent yourself by using someone else's identity.	
	Online work should be well written. Follow writing conventions including proper grammar, capitalization, and punctuation. If you edit someone else's work, be sure it is in the spirit of improving the writing.	
	If you run across inappropriate material that makes you feel uncomfortable or is not respectful, tell your teacher right away.	

**Part Two:** Yes, I have been informed of the location for the Chromebook Handbook online. I understand the program conditions and my responsibilities in using the Chromebook computer and AC Adapter and Case. I also understand that I will be responsible for up to \$286 in fines if the Chromebook is lost or damaged.

Student Name \_\_\_\_\_ Grade: \_\_\_\_\_ Student Signature: \_\_\_\_\_

Parent Name: \_\_\_\_\_ Parent Signature: \_\_\_\_\_

Parent Email & Phone: \_\_\_\_\_

**ARKADELPHIA SCHOOL DISTRICT CHROMEBOOK  
HOME USE AGREEMENT**

The purpose of the Chromebook is to help students learn. Student use of the Chromebook for learning is the most important priority of the Chromebook.

I, \_\_\_\_\_ agree to the following terms and conditions for home use of the Chromebook computer supplied by the Arkadelphia Public School District. For the purpose of this agreement, "Home Use" is considered any time the Chromebook is removed from the Arkadelphia Public School District campus.

1. I understand that this Chromebook computer is intended for school-related use only. I further understand the Arkadelphia Public School District is not responsible for any personal programs or files that may be on this computer.
2. I understand, if I transfer to a new school district or leave the district for any reason, I must immediately contact my school administrator and arrange to return the Chromebook.
3. I understand I am fully responsible for replacing the Chromebook computer in the event of theft.
4. I understand I am responsible for the cost of repair for any damage done to the Chromebook. This may be up to and including the full replacement cost of the Chromebook. \*\* The student/parent will return the Chromebook in good working order or pay up to the full \$286.00 replacement cost of the computer. In addition, the student must also return both the Chromebook, case, and charger. Students may be charged for any piece that is not returned.
5. I understand I am responsible for any and all programs installed on the Chromebook while I have it at home. I may also be responsible for the costs related to cleaning off any malicious programs that may have been installed.
6. I understand I am responsible for any and all files downloaded to the Chromebook while I have it at home.
7. Remember that while the school system will provide Internet content filtering, there is no substitute for parental supervision when using a computer.

Chromebook Brand/Model: \_\_\_\_\_

ChromeBook Tag Number: \_\_\_\_\_

Chromebook S/N: \_\_\_\_\_

Student Grade Level: \_\_\_\_\_ Student ID Number: \_\_\_\_\_

Signature of Student: \_\_\_\_\_

Parent/Guardian Phone Number: \_\_\_\_\_

Signature of Parent/Guardian: \_\_\_\_\_

Please note any damages:

## Arkadelphia School District

### District Parent, Family, and Community Engagement Policy (Policy 6.11)

The Arkadelphia 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 parent, family, and community 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 parent, family, and community engagement activities;
3. Have a coordinated engagement program where the engagement activities of the district enhance the involvement strategies of other programs such as Head Start, HIPPY, Parents as Partners, Parents as Teachers, ABC, ABC for School Success, area Pre-K programs, and Even Start;
4. Explain to parents, families, and the community the State's academic and achievement standards; State and local student assessments; 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 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 parent and family engagement 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 programs that will promote positive partnerships between the school and parents, families, and the community;
7. Keep parents, families, and the community informed about parent, family, and community engagement 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 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 parent, family, and community engagement activities as parents, families, and the community may reasonably request.

To ensure the continued improvement of the district's parent, family, and community engagement program, the district will conduct an annual review of its parent, family, and community engagement policies to examine their affect on promoting higher student achievement. The review shall be done by a committee consisting of parents and other community members, certified and classified staff, and member(s) of the administration.

This policy shall be part of the school's Title I plan and shall be distributed to parents of the district's students and provided, to the extent practicable, in a language the parents can understand.

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

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

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

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

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

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

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

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

- a. Using the Internet for other than educational purposes;
- b. Gaining intentional access or maintaining access to materials which are "harmful to minors" as defined by Arkansas law;
- c. Using the Internet for any illegal activity, including computer hacking and copyright or intellectual property law violations;
- d. Making unauthorized copies of computer software;
- e. Accessing "chat lines" unless authorized by the instructor for a class activity directly supervised by a staff member;
- f. Using abusive or profane language in private messages on the system; or using the system to harass, insult, or verbally attack others;
- g. Posting anonymous messages on the system;
- h. Using encryption software;
- i. Wasteful use of limited resources provided by the school including paper;
- j. Causing congestion of the network through lengthy downloads of files;
- k. Vandalizing data of another user;
- l. Obtaining or sending information which could be used to make destructive devices such as guns, weapons, bombs, explosives, or fireworks;
- m. Gaining or attempting to gain unauthorized access to resources or files;
- n. Identifying oneself with another person's name or password or using an account or password of another user without proper authorization;
- o. Invading the privacy of individuals;

- p. Divulging personally identifying information about himself/herself or anyone else either on the Internet or in an email unless it is a necessary and integral part of the student's academic endeavor. Personally identifying information includes full names, address, and phone number.
- q. Using the network for financial or commercial gain without district permission;
- r. Theft or vandalism of data, equipment, or intellectual property;
- s. Introducing a virus to, or otherwise improperly tampering with the system;
- t. Degrading or disrupting equipment or system performance;
- u. Creating a web page or associating a web page with the school or school district without proper authorization;
- v. Providing access to the District's Internet Access to unauthorized individuals;
- w. Failing to obey school or classroom Internet use rules;
- x. 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;
- y. Installing or downloading software on district computers without prior approval of the technology director or his/her designee.

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

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

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

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

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

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



# **ARKADELPHIA SCHOOL DISTRICT**

## **CONDUCT AND DISCIPLINE SECTION**

### **Board of Education Disclaimer Statement**

Use of the masculine pronoun throughout the policies adopted by this Board is for the sole purpose of ease in sentence construction and should not be construed as Board intention to discriminate against females in either its written materials or its practices. The feminine pronoun will be used only in those policies where the masculine form would be totally inappropriate.

### **Disciplining Students with IDEA Disabilities Disclaimer**

While the APSD Disciplinary Handbook will be adhered to, it is important to note that exceptions are possible for students with disabilities under the Individual with Disabilities Education Act of 2004 and Section 504 of the Rehabilitation Act of 1973. Therefore, District level administrators have the right to modify disciplinary sanctions for these students.

## A MESSAGE TO STUDENTS AND PARENTS:

We believe that all students and their parents have a right and should be afforded the opportunity to know the expectations, the rules and the disciplinary sanctions of the Arkadelphia School District. Our Board of Education has adopted disciplinary procedures that are fair and equitable. These procedures ensure that all students are provided a fair, quality education. The policies and procedures addressed in this handbook are critical to establishing an environment that is conducive to learning at each school and throughout the school District.

It is impossible to list a rule for every situation that may arise at school, on the bus, or school sponsored activities. Therefore, students and parents must expect rules and practices to be developed that meet local, state, and federal guidelines. These regulations will be communicated to students and parents. It is imperative that each student and their parent are knowledgeable of these rules of conduct.

State law (6-18-505) requires documentation of student and parent receipt of student discipline policies. Each school principal will provide the required forms that students and parents must sign. By doing so, parents and students are signifying that they have received the Parent/Student Handbook Including Conduct and Discipline and are aware of the District's rules, policies, and procedures. Parents will also have the option of downloading the Handbook from the Arkadelphia School District website at [arkadelphiaschools.org](http://arkadelphiaschools.org).

### Nondiscrimination Policy

It is the policy of the Arkadelphia School District to provide equal opportunities without regard to age, race, creed, color, sex, religion, national origin, handicap, or veterans in its educational programs and activities, educational services, financial aid and employment. Inquiries concerning application of this policy may be referred to:

Arkadelphia School District  
700 Clinton Street  
P.O. Box 10  
Arkadelphia, Arkansas 71923  
Telephone Number: 870-246-5564

In keeping with the requirements of federal law and state law, the District will strive to remove any vestige of discrimination in the employment, assignment and promotion of personnel; in educational opportunities and services offered students; in student assignment to schools and classes; in student discipline, and, in location and use of facilities. Further, the District will make special efforts to employ and advance women, minorities and handicapped persons.

No student in the Arkadelphia School District shall, on the grounds of race, color, religion, national origin, sex, 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. (4.11- Equal Educational Opportunity)

## I. STANDARDS OF CONDUCT

All students are expected to conduct themselves at all times in a manner that will contribute to the best interest of the school and not infringe on the rights of others. School staff has the authority and the responsibility to take customary and reasonable measures to maintain proper control and discipline among students placed under their care and supervision. Any student who gives false information or wrongfully accuses another student or staff member may be subject to disciplinary action. The standards of conduct are broken down into four major categories, Levels I, II, III, and IV.

Consistent application of these standards of conduct by teachers, staff, and administrators should result in fairness for all students (offenders and victims alike) and help each school to better achieve our ultimate goal — educating the students.

The following activities are considered major infractions of proper conduct and will subject the student to disciplinary action including, but not limited to, suspension or expulsion from school and notification of law enforcement officials. The violation of a rule will occur whether the conduct takes place on the school grounds at any time, off the school grounds at a school-supervised activity, function or event, or on school District transportation.

Below each rule is a list of minimum and maximum disciplinary actions that may be assigned by a school administrator. The administration will take into consideration the severity of a situation when assigning discipline. Additionally, school administration may use restorative practices when appropriate to minimize the loss of instruction. When determining the rule violation, administrators will seek first to use the rule whose definition most closely describes the inappropriate behavior. Administrators will also consider the level definition when determining the appropriate rule number. Administrators may also consider the developmental level of K-2 students when determining the appropriate infraction.

Administrators seek to consistently implement rules and procedures. Extenuating circumstances such as school closure, student availability, disability, or other conditions occasionally render the procedures in this handbook untenable. Under such circumstances, administration may need to utilize appropriate but minimal discretion in order to faithfully uphold the purpose of the District and intent of all policies.

Arkadelphia Student Policies and this Parent and Student Handbook are designed to provide a clear and thorough framework for positive behavior and the meaningful education of all students. These policies cannot enumerate all appropriate behaviors nor can they define all forbidden misconduct. Administration is responsible for maintaining learning environments that are beneficial for all students. In light of this duty, administrators and their designees are authorized to implement reasonable rules, procedures, and directives to promote the physical, emotional, and educational well-being of all students and staff.

The school administrators shall use their discretion in deciding whether to report the offense to law enforcement officials. Violations of Level III rules will be reported immediately by teachers or staff to school administrators. The school administrators will report such incidents to law enforcement officials, when necessary. Violations of Level IV rules will be reported immediately by teachers or staff to school administrators. The school administrators will report such incidents to the superintendent and law enforcement officials(Ark. Law 6-17-113; with exception of Rule 410).

### **PARENT/STUDENT PROCESS FOR COMPLAINTS/APPEALS - Policy 4.30**

The process for appealing an administrative decision is as follows:

1. Contact the building principal.
2. Superintendent

## A. LEVELS OF INFRACTIONS

Disciplinary penalties may range from a minimum of a reprimand to a maximum of an expulsion. Infractions are categorized into the following four levels of offenses:

Level	Category Definitions
Level I	Violation of General School and/or Classroom Rules - Level I consists of minor offenses that generally occur in the classroom that can be corrected by the teacher.
Level II	Conduct Requiring Administrative Intervention - Level II consists of offenses that are more serious in nature or persistent Level I infractions.
Level III	Suspension and/or Removal to an Alternative Learning Environment - Level III consists of offenses that significantly disrupt the educational process, school environment, and/or school-related activities, or are persistent Level I or II infractions.
Level IV	Expulsion and/or Removal to an Alternative Learning Environment Level IV consists of serious offenses which include willfully or malicious acts that have the effect of materially and substantially disrupting the educational environment in the school or at school activities; or Level I, II, or III infractions depending on the severity or persistence of the act.

### Response to Intervention (RTI)

After a student has demonstrated a pattern of negative/disruptive behavior, campus administration will implement the response to intervention (RTI) process for the student. RTI is a problem-solving approach that uses a three-tier model of intervention based on an integrated system of assessment and data collection that informs instructional decisions and/or behavioral support at each tier. In an effort to maximize individual student success, the Arkadelphia School District has a Response to Intervention (RTI) Committee housed at each local school. The mission of the RTI Committee is to:

- Identify the learning needs of students who are struggling with their academics and who may be at-risk of school failure;
- Provide students with academic, behavioral, and social support needed to succeed in school by implementing various strategies and interventions within the school setting.
- The Committee is comprised of administrators, teachers, and other school personnel who are involved with the student's learning.

### Alternative Learning Environment (ALE) - Policy 5.26

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

The school's Alternative Education Placement Team shall have the responsibility of determining student placement in the ALE. A student may be enrolled in an ALE only on the referral of the Alternative Education Placement Team. The team's placement decision is final and may not be appealed.

The team is to be comprised of the following:

- a school counselor from the referring school;
- the ALE administrator and/or ALE teacher;
- the building principal or assistant principal from the referring school;
- a parent, legal guardian, person having lawful control of the student, or person standing in loco parentis (if they choose to participate);

The District shall document its efforts to contact the student's parent, legal guardian, person having lawful control of the student, or person standing in loco parentis to schedule a meeting or a phone call for a placement meeting at the convenience of the parent, legal guardian, person having lawful control of the student, or person standing in loco parentis, and maintain such documentation in the student's Student Action Plan (SAP).

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

Students who are placed in the ALE shall exhibit at least two (2) of the characteristics from items listed below:

- A. Disruptive behavior;
- B. Dropping out from school;
- C. Personal or family problems or situations;
- D. Recurring absenteeism;
- E. Ongoing, persistent lack of attaining proficiency levels in literacy and mathematics
- F. Abuse: physical, mental, or sexual;
- G. Frequent relocation of residency;
- H. Homelessness;
- I. Inadequate emotional support;
- J. Mental/physical health problems;
- K. Pregnancy; or
- L. Single parenting.

## **B. LEVEL I INFRACTIONS - Policy 4.18 Prohibited Conduct**

**LEVEL I CONSISTS OF MINOR INFRACTIONS THAT OCCUR THAT CAN BE CORRECTED BY ANY SCHOOL PERSONNEL. LEVEL I OFFENSES CAN BE REPORTED TO CAMPUS ADMINISTRATION AFTER THE INSTRUCTIONAL PERIOD.**

### **Rule 101. Refusal to Follow School and/or Classroom Rules**

### **Rule 102. Academic Dishonesty**

### **Rule 103. Profanity and Obscene Gestures**

### **Rule 104. Public Display of Affection**

### **Rule 105. Leaving Campus or Designated Area**

### **Rule 106. Harassment**

### **RULE 101. Refusal to Follow School and/or Classroom Rules**

Students shall comply with reasonable instructions from administrators, teachers, instructional assistants, school bus drivers, or any other authorized school District employee. After the teacher has followed the campus behavior management plan, and the student still does not comply with any school personnel, then Level I consequences will be followed. Student consequences for Rule 101 will reset at the semester.

### **RULE 102. Academic Dishonesty**

A student will not cheat on tests or assignments, nor will a student aid other students in cheating. Students caught cheating will receive a zero. Plagiarism is considered academic dishonesty. Any student committing plagiarism will receive a zero.

### **RULE 103. Profanity and Obscene Gestures**

A student will not use in verbal or written form profane, violent, vulgar, abusive, insulting, sexual, or disrespectful language at any time. A student will not use physical gestures that convey a connotation of obscene or disrespectful acts, infringe upon the rights of others, or cause or begin an overt and immediate disruption of the educational process. (5-71- 207, disorderly conduct; 5-71-208; 6-17-106, insult/abuse of teachers)

When a student directs profane, violent, vulgar, abusive, or insulting language toward any public school employee, this becomes a Level III infraction (Rule 319). (A.C.A. 6-17-106 Insult/Abuse of teachers)

### **RULE 104. Public Display of Affection**

A public display of affection is inappropriate school behavior. Refusal to comply with reasonable expectations of school staff will lead to disciplinary action.

### **RULE 105. Leaving Designated Area without Permission**

After arrival on the school campus, a student will not leave the designated area without permission from school authorities.

### **RULE 106. Harassment**

An incident or a series of actions, statements or behaviors directed at a specific individual or group with the intent of annoying, ridiculing, demeaning, tormenting, intimidating, or otherwise causing fear in another person. (Arkansas Law 5- 71-208) Continued harassment will be considered bullying. (See Rule 306 for bullying)

## **LEVEL I CONSEQUENCES**

### **KINDERGARTEN – 2<sup>nd</sup> GRADE CONSEQUENCES**

**Minimum - Parent/Teacher/Administrator Conference**

**Maximum - In-School Suspension**

### **3<sup>rd</sup> GRADE – 5<sup>th</sup> GRADE CONSEQUENCES**

**Minimum - Parent/Teacher/Administrator Conference**

**Maximum - In- School Suspension**

### **SECONDARY CONSEQUENCES**

**Minimum - Parent/Teacher/Administrator Conference**

**Maximum - Out of School Suspension**

❖ In- School Consequences include: detention, full day of ISS, Counseling, school/bus community service, etc. (see definitions).

**FAILURE TO COMPLY WITH ANY OF THESE RULES  
MAY RESULT IN MORE SEVERE DISCIPLINARY CONSEQUENCES**

## **C. LEVEL II INFRACTIONS- Policy 4.18 Prohibited Conduct**

**LEVEL II CONSISTS OF OFFENSES THAT ARE MORE SERIOUS IN NATURE, AND SHOULD BE REPORTED TO CAMPUS ADMINISTRATION.**

**Rule 201. Gambling**

**Rule 202. Forgery or Falsification of Information or Failure to Provide Identification**

**Rule 203. Tobacco and Tobacco Products**

**Rule 204. Disruptive Behavior**

**Rule 205. Misdemeanor Theft**

**Rule 206. Vandalism — Relatively Minor Damage**

**Rule 207. Possession of Fireworks**

**Rule 208. Insubordination**

**Rule 209. Violation of Medication Policy**

**Rule 210. Sexually Explicit Materials**

**Rule 211. Computer/Network Violation**

**RULE 201. Gambling**

Students shall not gamble while on school property, school buses, or at school-sponsored events. (A.C.A. 5-66-101, et seq; 5- 66-112, 5-66-113)

**RULE 202. Forgery or Falsification of Information or Failure to Provide Identification**

No student shall falsify signatures or information on official school records, refuse to give identification or give false identification when a staff member requests identity.

**RULE 203. Tobacco and Tobacco Products**

A student may not smoke, have possession or control of any tobacco products, tobacco-related substances, smoking paraphernalia (matches, lighters, e-cigarettes, etc.) on school property, including school buses, at any time. (Arkansas Law 6- 21-609)

**RULE 204. Disruptive Behavior**

Behavior that creates a serious disruption to all or portions of the campus, including activities, school-sponsored events, or school bus transportation. Students shall not engage in behavior that is a disruption or interference with the proper conduct of instruction, classroom, or school activities.

**RULE 205. Misdemeanor Theft - Less than \$500**

Students shall not take or possess property that does not belong to them. (A.C.A. 5-36-103; 5-36-106)

**RULE 206. Vandalism — Relatively Minor Damage**

No student shall destroy or damage any property of another or that belonging to the school District. The parent/guardian shall be responsible for all damages to property caused by his/her child. This includes offenses in which the amount of actual damage is one hundred dollars (\$100) or less. (A.C.A. 5-38- 203; 5-38-204; 5-71-206; 6-21-604; 6-21-605)

**RULE 207. Possession of Fireworks**

No student shall possess, use, or threaten to use any fireworks on school grounds, school bus, or bus stop.

**RULE 208. Insubordination**



Persistent and willful refusal to follow the reasonable and respectful directives of any authorized School District Employee.

**RULE 209. Violation of Medication Policy**

No student shall possess or take any medication unless doing so in full compliance with the APSD Health Services Guidelines.

**RULE 210. Sexually Explicit Materials**

A student may not have in their possession or control any sexually explicit materials, including but not limited to magazines, books, photos, tapes, CD's, DVD's, drawings, and computer software on school property, including school buses.

**RULE 211. Computer/Network Violation**

A student shall not modify, erase software without authorization, introduce any viral agent, access another individual's electronic documents, access, create, reproduce or distribute documents/sites containing vulgar language, obscene materials or participate in any unauthorized use of technology. Students will fully comply with the Appropriate Use of Computers and Network Policy and all computer/network usage directives from APSD staff. A student may lose use of network resources.

**LEVEL II CONSEQUENCES**

**KINDERGARTEN – 2<sup>nd</sup> GRADE CONSEQUENCES**

**Minimum - Parent/Teacher/Administrator Conference**

**Maximum - Out of School Suspension**

**3<sup>rd</sup> GRADE – 5<sup>th</sup> GRADE CONSEQUENCES**

**Minimum - Parent/Teacher/Administrator Conference**

**Maximum - Out of School Suspension**

**SECONDARY CONSEQUENCES**

**Minimum - In-School Suspension – 3 days**

**Maximum - Recommendation for Expulsion**

**FAILURE TO COMPLY WITH ANY OF THESE RULES  
MAY RESULT IN MORE SEVERE DISCIPLINARY CONSEQUENCES.**

## **D. LEVEL III INFRACTIONS - Policy 4.18 Prohibited Conduct**

**LEVEL III CONSISTS OF OFFENSES THAT SIGNIFICANTLY DISRUPT THE EDUCATIONAL PROCESS, SCHOOL ENVIRONMENT, AND/OR SCHOOL-RELATED ACTIVITIES. LEVEL III OFFENSES SHOULD BE REPORTED TO CAMPUS ADMINISTRATION IMMEDIATELY.**

**Rule 301. Loitering by Suspended or Expelled Student**

**Rule 302. Possessing or Using Drug Paraphernalia**

**Rule 303. False Emergency Alarm/Tampering with Safety Devices**

**Rule 304. Reckless Behavior**

**Rule 305. Threat of Harm**

**Rule 306. Bullying**

**Rule 307. Disorderly Conduct**

**Rule 308. Battery**

**Rule 309. Sexual Harassment**

**Rule 310. Extortion/Bribery**

**Rule 311. Gang or Gang Activity**

**Rule 312. Possession / Use of Inappropriate Item**

**Rule 313. Theft — Student Property**

**Rule 314. Theft — School Property**

**Rule 315. Vandalism - Major Damage**

**Rule 316. Video Voyeurism**

**Rule 317. Sexual Contact**

**Rule 318. Indecent Exposure**

**Rule 319. Profanity and Obscene Gestures Toward Public School Employee**

**Rule 320. Fighting**

**Rule 321. Possessing, Purchasing, Using or Being Under the Influence of Alcohol or Illegal Drugs**

### **RULE 301. Loitering by Suspended or Expelled Student**

No suspended or expelled student shall linger on school grounds or within 100 feet of the school without permission of the school administrator, nor shall they go on school District property for any purpose while serving suspension/expulsion. No student from another campus is allowed on another school's campus during school hours without permission of school officials. (A.C.A. 6-21-606; 6-21-607)

### **RULE 302. Possessing or Using Drug Paraphernalia**

Students may not possess, use or transmit any objects that could reasonably be considered drug paraphernalia (pipes, clips, papers).

### **RULE 303. False Emergency Alarm/Tampering with Safety Devices**

A student shall not circulate a story of a fire, bombing, bomb threat, or other catastrophe when that student knows the story to be untrue. Students will not tamper with safety devices on any school property. If injury results to any person as a result of the false alarm or tampering with safety devices, the student will be reported to law enforcement agencies. (Rule 402— Bomb/ False Bomb, Fire Alarm/Threat) — (A.C.A. 5-71-210)

**RULE 304. Reckless Behavior**

A student shall not recklessly engage in conduct that creates a substantial risk of physical injury to another student. (A.C.A. 5-13-206, assault 2<sup>nd</sup>)

**RULE 305. Threat of Harm**

A student shall not threaten to cause physical harm to another student. (A.C.A. 5-13-301; 6-17-113)

**RULE 306. Bullying**

Bullying means the intentional harassment, intimidation, humiliation, ridicule, defamation, or threat or incitement of violence by a student against another student or a school employee. Bullying may occur through written, verbal, electronic, or physical act that causes or creates a clear and present danger of physical harm or damage to school or student property. (A.C.A. 6-18-514, 5-71-217 cyberbullying) Bullying, which consists of repetitive, malicious teasing, or threatening, either directly or indirectly will not be tolerated.

**RULE 307. Disorderly Conduct**

Behavior that poses a significant threat to the learning environment, health, safety, or welfare of others. No student shall disrupt the lawful assembly of persons by engaging in inappropriate behavior that substantially interferes with, or is likely to interfere with, any school function, activity, or school program. (A.C.A. 5-71-207, Disorderly Conduct- Class C Misdemeanor.)

**RULE 308. Battery**

A student will not attempt to cause injury or physical harm to another student, nor will a student strike or beat another student. (A.C.A. 5-13-203; 5-1-102(14); 5-13-206; 5-13-207)

**RULE 309. Sexual Harassment**

Sexual harassment is unwanted verbal, written, or physical behavior of a sexual nature. Typical examples of sexual harassment include sexually oriented gestures, jokes, or remarks that are unwelcome; repeated and unwanted sexual advances; touching or other unwelcome bodily contact; physical intimidation and mockery or scorn based on perceived sexual orientation.

**RULE 310. Extortion/Bribery**

No student will coerce or attempt to coerce another person either by physical force, by threat, or by bribery.

**RULE 311. Gang or Gang Activity**

The Board is authorized to suspend or expel any student of the District who joins or promises to join or who solicits other persons to join a gang or participate in gang activity or association or to wear or display any insignia of such while in and attending District schools. Gangs which initiate, advocate, or promote activities which threaten the safety or well-being of persons or property on school grounds or school-sponsored activity or which disrupt the school environment and/or school activity are harmful to the education process.

The use of hand signals, graffiti, or the presence of any apparel, jewelry, accessory or manner of grooming which, by virtue of its color, arrangement, trademark, symbol or any other attribute, which indicates or implies membership or affiliation with such a group, presents a clear and present danger. This is contrary to the school environment and educational objectives and creates an atmosphere where unlawful acts or violations of school regulations may occur. (Arkansas Law 6-15-1005, 5-74-201)

**RULE 312. Possession/Use of Inappropriate Item**

No student shall possess an item that may be used to inflict physical injury on any school property or at school-related events. (A.C.A. 5-60-122)

**RULE 313. Theft — Student Property - \$500 or more**

Students shall not take the property of another person or be in possession of property belonging to another without that person's permission. (A.C.A. 5-36-103; 5-36-106)

**RULE 314. Theft — School Property - \$500 or more**

A student shall not take possession of property that belongs to the school without permission. If a student takes or is in possession of school property worth \$500 or more without permission. (A.C.A. 5-36-103; 5-36-106)

**RULE 315. Vandalism — Major Damage**

No student shall purposely and without legal justification destroy or damage any property of another or that belonging to the school District. This includes offenses in which the amount of actual damage is greater than one hundred dollars (\$100). The parent/guardian will be responsible for all damages to property caused by the student. (Ark. Law 6-21-604) (A.C.A. 5-38-203; 9-27-330; 9-27-331)

**RULE 316. Video Voyeurism**

The use of a camera, videotape, photo-optical, photoelectric or any image recording device used for the purpose of secretly observing, viewing, photographing, filming, or videotaping on any APSD property or school function without the consent of any person(s) who has reasonable expectations of privacy is prohibited.

A person shall be guilty of this offense if they voluntarily participate in placing the photographic image(s) obtained in any public viewing area, i.e. internet, cell phone, camera, etc.

**LEVEL III CONSEQUENCES****ELEMENTARY CONSEQUENCES**

1. Parent/Administrator Conference - 1 Day ISS
2. 3 Days ISS (RTI Referral)
3. ALE Referral

**SECONDARY CONSEQUENCES**

1. 3 Days Suspension (RTI Referral)
2. 5 Days Suspension
3. 10 Days Suspension
4. ALE Referral or Recommendation for Expulsion

**RULE 317. Sexual Contact**

Students shall not touch other students in a sexual manner. (A.C.A. 5-14-101; 5-14-111)

**RULE 317 SECONDARY CONSEQUENCES**

- a. 5 Days ISS
- b. 10 Days Suspension (RTI Referral)
- c. ALE Referral or Recommendation for Expulsion

**RULE 318. Indecent Exposure**

Students shall not expose their sex organs in a public place or in public view or under any circumstances. (A.C.A. 5-14-112)

**RULE 318 SECONDARY CONSEQUENCES**

- a. 10 days Suspension
- b. ALE Referral or Recommendation for Expulsion

**RULE 319. Profanity and Obscene Gestures toward Public School Employee**

A student will not use any verbal or written form of profane, violent, vulgar, abusive, insulting, sexual, or disrespectful language at any time toward public school employees. A student will not use physical gestures that convey a connotation of obscene or disrespectful acts, infringe upon the rights of others, or cause or begin an overt and immediate disruption of the educational process. (A.C.A. 5-60-113 school bus drivers; 5-17-207, disorderly conduct; 6-17-106, insult/abuse of teachers)

**RULE 319 SECONDARY CONSEQUENCES**

- a. 10 Days Suspension
- b. ALE Referral or Recommendation for Expulsion

**RULE 320. Fighting**

Physical blows or contact exchanged between students is considered fighting. Alternate punishment may be applied with regard to actual involvement. (Arkansas Law 5-71-207)

**RULE 320 SECONDARY CONSEQUENCES**

- a. 10 Days Suspension
- b. ALE Referral or Recommendation for Expulsion

**RULE 321. Possessing, Purchasing, Using, or Being Under the Influence of Alcohol or Illegal Drugs**

Students shall not possess, purchase, use, or be under the influence of alcohol or illegal drugs at school or school-related activities. Students breaking this rule for the first time will be suspended for up to ten (10) days and referred to ALE. The student/family must show proof that they are receiving treatment from a counseling agency recognized by the District. Failure to comply will result in a recommendation for expulsion.

**RULE 321 SECONDARY CONSEQUENCES**

- a. Parent/Administrator conference and suspension - 10 days and ALE referral
- b. Recommendation for Expulsion

If the student breaks the rule a second time, he will immediately be recommended for expulsion. The student will be reported to legal authorities.

Illegal Drugs - any controlled prescribed or over the counter drug/medication not for the personal use of prescribed person or any controlled or uncontrolled substance.

**FAILURE TO COMPLY WITH ANY OF THESE RULES  
MAY RESULT IN MORE SEVERE DISCIPLINARY CONSEQUENCES.**

## E. LEVEL IV INFRACTIONS

### LEVEL IV CONSEQUENCES

Students will be suspended immediately and recommended for expulsion.

**LEVEL IV CONSISTS OF SERIOUS OFFENSES WHICH INCLUDE WILLFUL OR MALICIOUS ACTS THAT HAVE THE EFFECT OF MATERIALLY AND SUBSTANTIALLY DISRUPTING THE EDUCATIONAL ENVIRONMENT IN THE SCHOOL, ON THE SCHOOL BUS OR AT SCHOOL ACTIVITIES. LEVEL IV OFFENSES SHOULD BE REPORTED TO CAMPUS ADMINISTRATION IMMEDIATELY.**

**Rule 401. Terroristic Threatening—Threats of Serious Physical Injury or Property Damage/Threats to Teachers/Staff**

**Rule 402. Bomb/False Bomb, Fire Alarm/Threat**

**Rule 403. Assault/Battery with Substantial Risk of Death or Serious Physical Injury (First Degree) Rule 404. Assault/Battery on Staff**

**Rule 405. Sexual Abuse or Rape**

**Rule 406. Robbery**

**Rule 407. Selling, Attempting to Sell/Distribute Drugs/Alcohol**

**Rule 408. Arson**

**Rule 409. Possession or Use of Firearm, Weapon, or Facsimile Weapon**

**Rule 410. Behavior Not Covered**

#### **RULE 401. Terroristic Threatening**

Threats of Serious Physical Injury or Property Damage/Threats to Teachers/Staff Students shall not, with the purpose of terrorizing another person, threaten to cause death or serious physical injury or substantial property damage to another person or threaten physical injury to teachers or school employees. (A.C.A. 6-17-113, duty to report all threats and acts of violence)

#### **RULE 402. Bomb/False Bomb, Fire Alarm/Threat**

A student shall not threaten a fire or bombing. A student shall not activate a bomb, fire alarm, or cause an evacuation.

**RULE 403. Assault/Battery with Substantial Risk of Death or Serious Physical Injury (First Degree)** A student commits assault in the first degree if he or she recklessly engages in conduct that creates a substantial risk of death or serious physical injury to another student. (A.C.A. 5-13- 201, Batt. I; 5-13- 202, Batt. II; 5-13-204, Agg. assault; 5-13-205, 1<sup>st</sup> Deg. Assault; 5-1-102(19))

#### **RULE 404. Assault/Battery on Staff**

No student shall strike or attempt to strike a teacher or other school personnel. (A.C.A. 5-13- 201, Batt I; 5-13-202 ———serious physical injury, Batt. II, which also includes intentionally causing ———physical injury to teacher or employee.)

**RULE 405. Sexual Abuse or Rape**

Students shall not engage in sexual contact with another person by forcible compulsion or engage in sexual contact with another person who is incapable of consent because he/she is physically/mentally helpless; nor shall students engage in sexual intercourse or deviate sexual activity with another person by forcible compulsion or with another person who is incapable of consent because he is physically/mentally helpless. (A.C.A. 5-14-103 Rape–Y felony)

**RULE 406. Robbery**

Students shall not take property belonging to another person or the school by force, threat of force, or with the use of a deadly weapon. (A.C.A. 5-12-102; 5-12-103)

**RULE 407. Selling, Attempting to Sell/Distribute Drugs/Alcohol**

A student who sells, attempts to sell, distribute drugs (or any substance he claims to be a controlled substance), or alcohol, shall be reported to legal authorities. (A.C.A. 5-64-401)

Sentences for sale of controlled substances within 1,000 feet of public or private schools shall be enhanced by two (2) years and a fine of no less than \$1,000. (A.C.A. 5-64-401)

Prohibited substances shall include any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, or other controlled substance as defined in Act 590 of 1971 of the state of Arkansas, as amended, or beverage containing alcohol or intoxicant of any kind.

**Drug Dog**

Students of Arkadelphia School District should be aware that School District Officials have access to a registered drug dog. The dog, while gentle, has been specially trained to locate marijuana, alcohol, and other illegal drugs. Periodic, unannounced visits to all District schools and school-sponsored activities will be made by the dog and its handler. Lockers, automobiles, and other areas of the building will be searched. Students will be held responsible for any prohibited items found in their lockers, automobile, or belongings at school. Should prohibited items be found during school check, the violators will be disciplined under District policies and may be prosecuted under local, state, or federal laws.

**RULE 408. Arson**

No student shall deliberately burn or attempt to burn school property. (A.C.A. 5-38-301)

**RULE 409. Possession or Use of Weapon, Firearm, or Facsimile Weapon**

No student shall possess, use, threaten to use, or otherwise be involved with any firearm/handgun, weapon, facsimile weapon, or any other instrument that is capable of inflicting physical injury or death. Weapons prohibited by law upon any school property, in or upon any school bus, at designated bus stops, or at any school-related event include, but are not limited to: any firearm/handgun (whether loaded or unloaded), knife, razor, ice pick, dirk, brass or metal knuckle, martial arts implement, box cutter, BB gun, pellet gun, pump gun, blackjack, sword, spear in a cane, billie club, sap, rifle, shotgun, machine gun, bomb, grenade, booby trap, explosive device, or any other implement designed, made, or adapted for the purpose of inflicting physical injury or death. (Gun-Free Schools Act of 1994: Act 567 of 1995; A.C.A. 5-73-102; 5-73-104; 5-73-108; 5-73-119; 5-73-120; 5-73-122; 6-17-113; 6-21-608)

*Student will be suspended immediately, reported to legal authorities, and recommended for expulsion for a period of no less than one (1) year.*

**RULE 410. Behavior Not Covered**



Arkadelphia School District reserves the right to pursue disciplinary or legal action for behavior that is subversive to good order and discipline in the schools even though such behavior is not specified in written rules. (Inappropriate infraction will be specified.)

FAILURE TO COMPLY WITH ANY OF THESE RULES  
MAY RESULT IN MORE SEVERE DISCIPLINARY CONSEQUENCES.

## **F. SCHOOL PROCEDURE MANUAL**

The School Procedure Manual outlines practices and expectations at the individual campus.

### **RULE 601. Repeated School and/or Class Tardiness**

Students shall not be tardy. A student is tardy if he is not in his classroom or other assigned location by the time the tardy bell stops ringing. (Arkansas Law 6-18-217, 6-18-222) It will be considered truancy if arriving more than 10 minutes late to class.

#### **Elementary (K-5) Consequences**

**Excessive tardies may result in the filing of a Family in Need of Services (FINS) petition.**

#### **Secondary (6-12) Consequences**

**3rd Tardy - Lunch Detention**

**4th Tardy - Afterschool Detention**

**5th Tardy - Saturday School**

**6 or More Tardies - Out of School Suspension**

**\*will start over every 9 week grading period**

### **RULE 602. Student Dress and Grooming**

A student will not practice a mode of dress that disrupts the educational process, calls attention to the individual, violates federal, state, or local law, or affects the welfare and safety of students and teachers.

Furthermore, students are prohibited from obscene, lewd, or vulgar comments or designs and wearing clothing directed toward or intended to threaten, intimidate or demean an individual or group of individuals as well as items advertising alcohol, tobacco, or illegal drugs. Hats and hoods are prohibited inside the district buildings.

#### **ELEMENTARY CONSEQUENCES**

**Students will be required to change clothes.**

**Beginning with the 3rd offense, students may be assigned to ISS until the dress violation is resolved.**

#### **SECONDARY CONSEQUENCES**

**Students will be required to change clothes and may be assigned to ISS until the dress violation is resolved.**

### **RULE 603. Violation of Parking and Driving Regulations**

A student using any type of vehicle (bicycle, motorcycle, moped/scooter, automobile, truck) as a means of transportation to and from school will not violate the rules and regulations set forth by the principal of the school. Students in grades nine (9) through twelve (12) may drive cars and trucks to school, and these vehicles must be parked in the assigned area on the campus and be registered with the school. Students are prohibited from sitting in parked vehicles during school hours.

### **RULE 604. Truancy (Skipping School or Class)**

A student will not be absent from school without parent or school authorities' prior knowledge and consent. A student absent from his classroom or other assigned learning station without permission from school authorities will be considered as truant. Each truancy will be treated as an absence. (Arkansas Law 6-18-217, 6-18-222) Parents will be notified after 5 and 9 absences.

## **RULE 604 CONSEQUENCES**

### **ELEMENTARY CONSEQUENCES**

**Minimum -Parent/Teacher/Administrator conference**

**Maximum - In-School Suspension**

### **SECONDARY CONSEQUENCES**

**Minimum - In-School Suspension - 1 day**

**Maximum - In-School Suspension - 5 days**

## **RULE 605. Visibility/Use of Cell Phones, Smart Watches, wireless earbuds/headphones, or Other Electronic Communication Devices**

With the exception of school issued devices, a cell phone/electronic device will be confiscated if it is visible or in use from the time they enter the building in the morning until the final bell rings at the end of the school day unless explicitly permitted by school personnel or school procedure. Electronic devices, electronic communication devices, and/or electronic devices with photographic capabilities confiscated during State-mandated tests (Arkansas Aspire and norm-referenced tests) will not be returned until the end of the school year. (A.C.A. 6-18-502)

No student shall use any wireless communication device for the purposes of browsing the Internet; composing or reading emails and text messages; or making or answering phone calls while driving a motor vehicle which is in motion and on school property. The parent(s) of the owner or an adult designee will have to come to the school to pick up the cell phone after the confiscation period has ended during normal school hours. Refusal to turn in electronic device will be considered insubordination and the student will be disciplined according to this handbook.

## **RULE 605 CONSEQUENCES**

### **ELEMENTARY CONSEQUENCES**

- a. **Parent/Teacher/Administrator conference and device confiscated and returned to parent/guardian**
- b. **In-School Suspension - 1 day and device confiscated and returned to parent/guardian**
- c. **In-School Suspension- 2 days and returned to parent/guardian**
- d. **In-School Suspension- 4 days and returned to parent/guardian**

### **SECONDARY CONSEQUENCES**

- a. **Parent/Teacher/Administrator conference and device confiscated and returned to parent/guardian**
- b. **In-School Suspension- 2 days and returned to parent/guardian**
- c. **Suspension—2 days and returned to parent/guardian**
- d. **Suspension—4 days and returned to parent/guardian**

## II. SCHOOL BUS TRANSPORTATION

School buses are operated by the Arkadelphia Public School District as an accommodation to students and parents. Riding a bus is a privilege that must not be abused by daily bus riders or those only riding a bus for a field trip. The same appropriate behavior as expected at school is expected on the school bus. A student's failure to conform to acceptable standards of behavior and courtesy will result in his/her being subject to disciplinary action. For violations of the general Standards of Conduct that occur on the bus, normal progressive discipline will be followed. Remember: Parents will be held financially responsible for damage to the inside/outside of the school bus.

Students and parents have the responsibility for knowing and agreeing to abide by bus riding regulations. Bus drivers have the responsibility for obeying all traffic laws and safety procedures, for supervising the behavior of students assigned to them, and for reporting to the school principal those acts of student conduct which are contrary to law, school regulations, or jeopardize the health and safety of persons riding the bus.

Principals have the responsibility for acting promptly when a bus driver reports acts of misconduct and for proper notification to the student, parent, and driver of his disposition of the case. Parents have the responsibility for providing student transportation to and from school when suspension of bus privileges becomes necessary.

### **Transportation to Locations for Childcare**

Due to fiscal and liability concerns, Arkadelphia Public School District will not provide transportation services to a location for the purpose of providing care to students prior to or immediately following the instructional day. This policy has no impact on transportation services specified in a student's IEP or 504 plans.

### **A. PROCEDURES AND RULES FOR STUDENTS RIDING SCHOOL BUSES**

- It is the parent's responsibility to supervise their children to and from the assigned bus stop.
- Students may only use the bus stop nearest their residence unless written permission is obtained from the Transportation Department.
- Students who miss their bus are not permitted to hitchhike a ride or walk to or from school.
- Parents of students who received specialized transportation are to notify the driver when the student will not be riding. Specialized transportation i.e. Special Needs.
- Students on buses are under the supervision of the driver and are to follow his directions at all times. Failure to follow his directions may result in loss of bus privileges.
- Unauthorized passengers are not allowed on the bus at any time.
- Students who have special needs transportation may be picked up at locations other than the home bus stop upon the approval of the Transportation Department.
- APSD students attending state schools or other agencies will not be transported by the Transportation Department when drivers are not under contract. (i.e. Schools for Deaf & Blind, Centers, etc.)
- Students requiring constant care and supervision will not be left unattended when delivered to their homes in the afternoon. Parents/guardians will be responsible for providing the necessary supervision.
- Musical instruments will not be permitted to be stored behind the driver's seat or in the front of the bus.
- Parents must pick up confiscated possessions such as, but not limited to radios, tape/CD players, pagers, cell phones, or other electronic devices by the end of 30 days.
- In order for the bus to remain on schedule, students are to be at the bus stop ten (10) minutes before and after the bus is scheduled to arrive. The driver is not permitted to wait for the student. Students who are not on time will likely miss the school bus and be tardy to school.
- Skateboards, scooters or bicycles are not permitted on the bus.
- Helium filled balloons and/or any other type of balloons are not permitted on the bus.

## **B. LEVEL I TRANSPORTATION RULES**

1. Students will stand back ten (10) feet from the bus stop and wait until the door is opened before moving closer to the bus. While waiting, students are not to play on the highway/road or engage in dangerous conduct, which could cause bodily harm to themselves or others; or damage to private property. Action by local police may be taken.
2. If arriving at the bus stop just as the bus approaches, students will wait until the bus comes to a complete stop and the driver signals for crossing unless the driver has instructed his riders in a different procedure.
3. When entering or leaving the bus, students should proceed quickly and in an orderly manner.
4. Students are not permitted to carry animals (living or dead) on the bus.
5. Students are not permitted to clutter/litter the bus with paper or other objects.
6. Food and drink are not allowed on the bus for consumption while riding the bus. No eating or drinking allowed at any time, unless otherwise authorized by school administration with medical documentation.
7. Students will not be permitted to board or leave the bus at any place other than their regular stop, unless authorized by school administration, with parental permission, for school-related activities only.
8. Students who are to cross the road after leaving the bus are to go to a point on the shoulder of the road ten (10) feet in front of the bus. The driver will then signal for students to cross.
9. Athletic playing equipment must be in a bag to be brought on the bus.
10. Students are not permitted to carry any objects too large to be held when seated. (i.e., presentation board, science projects, etc.)
11. Musical instruments may be transported by students on the bus with the following stipulations:
  - a. Instruments must be held in the student's lap during transport.
  - b. They cannot be placed on or under the seat and must not interfere with other students sharing seats.

Students who commit a Level I violation of the Standards of Conduct (see Section I. Standards of Conduct) will be disciplined according to the Transportation Level I Consequences below.

### **Transportation Level 1 Consequences**

- A. Parent Contact
- B. Bus Suspension-1day
- C. Bus Suspension-2 days
- D. Bus Suspension-4 days
- E. Bus Suspension-10 days and probation
- F. Recommended for suspension of bus riding privileges for the remainder of the semester

## **C. LEVEL II TRANSPORTATION RULES**

1. Students will refrain from distracting the driver, stay reasonably quiet, face the front of the bus, and leave other students alone, which includes inappropriate use of cell phones/electronic devices.
2. Students will sit and remain seated in assigned seats from the time they board the bus until they reach their destination. The bus driver will assign seats for all students on the bus. Seat assignment is at the discretion of the bus driver and may change at any time.
3. Students cannot be standing while the bus is in motion.
4. Students are not permitted to ride another bus when they are suspended from their assigned route bus. If a student is caught violating this rule, additional punishment will follow.
5. Students are not permitted to extend their hand, arms, heads, or any body parts out of the bus windows at any time. Students are not permitted to sit on the front of rear-engine cowling or the dashboard.
6. Students will not tamper with any of the safety devices on the bus.

7. Students are to be silent during any railroad crossings. This ensures that the bus driver can listen for any possible approaching train.
8. Students are not permitted to throw items of any kind inside the bus or out of the bus windows. Any student caught throwing items out of a window and damaging a vehicle will be responsible for the cost of repairs.
9. Students who refuse to properly identify themselves to the driver or an administrator from the Transportation Department upon request shall be suspended from riding the bus.
10. The use of aerosol products, perfume, and cologne is prohibited.
11. Tobacco, in any form, e-cigarettes, lighters, matches, or any other item of this nature is prohibited.
12. Use of profanity, vulgar language, obscene gestures, loud noises, offensive gestures, engaging in verbal abuse (such as name calling, racial or ethnic slurs or derogatory comments) is not permitted.
13. All electronic devices such as video game consoles, MP3 players, cell phones, etc. must be used with headphones with only one (1) ear piece at all times. If they cause a distraction for the driver in any way they will be confiscated.
14. Defacing or vandalizing (including but not limited to: cuts, scratches, marks) a school bus is not permitted. The parent or guardian will be held financially responsible for the cost of repairs and the student will not be permitted to ride the school bus until restitution is made.

Students who commit a Level II violation of the Standards of Conduct (see Section I. Standards of Conduct) will be disciplined according to the Transportation Level II Consequences below.

#### **Transportation Level II Consequences**

- A. Parent Contact
- B. Bus Suspension-2 days
- C. Bus Suspension 4 days
- D. Bus Suspension-10 days and probation
- E. Recommended for suspension of bus riding privileges for the remainder of the semester.

#### **D. LEVEL III TRANSPORTATION RULES**

1. All students shall not engage in conduct that creates a substantial risk of physical injury to self or others. Prohibited behaviors include but are not limited to:
2. Students may not have in their possession any weapon (including look-alikes), explosives, knives, unsheathed sharp pointed items, pea-shooters, water balloons, laser pointers or any other articles which might cause pain or injury to others.
3. The bus driver is in charge of the bus and riders. Students must follow the driver's directions and instructions at all times. Students who show disrespect for the bus driver will not be allowed to ride the bus.
4. Physical Fighting
5. Alcoholic beverages, drugs or chemicals

#### **Transportation Level III Consequences**

- A. Bus Suspension-2 days
- B. Bus Suspension 4 days
- C. Bus Suspension-6 days
- D. Bus Suspension-10 days
- E. Recommended for suspension of bus riding privileges for the remainder of the semester.

Behavior Not Covered: The school district reserves the right to punish behavior that is not conducive to good order and discipline on the school bus; even though such behavior is not specified in the preceding written offense

### **III. PROCEDURES TO IMPLEMENT DISCIPLINARY MEASURES**

#### **A. ALTERNATIVE PROGRAMS - Policy 5.26**

The Arkadelphia School District provides an alternative learning environment (ALE) for each eligible student enrolled in a District school. The ALE is part of an intervention program designed to provide guidance, counseling, and academic support to students who are experiencing emotional, social, or academic difficulty that negatively affect the student's academic and social progress. Placement of a student in an ALE shall not be punitive in nature.

Each school's alternative education placement team shall have the responsibility of determining student placement in the ALE. The team's placement decision is final and may not be appealed. Staff and students will follow the Arkansas Department of Education Rules, the ALE program description, the individual student's action plan, the ALE procedure manual, and ALE handbook.

#### **B. IN-SCHOOL SUSPENSION**

The District created ISS as a means of assisting schools in reducing the number of out-of-school suspensions.

##### **Guidelines**

- Students may be assigned to ISS in lieu of an out-of-school suspension.
- Students may not be assigned any more than five (5) days per assignment.
- Classroom work will be provided by the student's teachers on the first day of assignment to ISS.

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 in-school suspension of a student. The notification shall be by one of the following means, listed in order of priority.

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

#### **C. DETENTION**

Detention may be assigned depending upon the rule violated as determined by the school administration. This is an alternative program offered by the Arkadelphia School District to keep students in school. Detention is coordinated at the local school level by the building principal.

If the student refuses to attend detention, the student may receive other consequences.

#### **D. SUSPENSION - Policy 4.30**

The Board authorizes school principals or their designees to suspend students for disciplinary reasons for a period of time not to exceed ten (10) school days, including the day upon which the suspension is imposed. A student who receives a suspension, whether in-school or out of school, is suspended from regular classes and participation in all extra-curricular activities for 24 hours after the term of the imposed suspension ends.

A student may be suspended for behavior including, but not limited to, that: 1. Is in violation of school policies, rules, or regulations; 2. Substantially interferes with the safe and orderly educational environment; 3. School administrators believe will result in the substantial interference with the safe and orderly educational environment; and/or 4. Is insubordinate, incorrigible, violent, or involves moral turpitude.

Out-of-school suspension (OSS) shall not be used to discipline a student in kindergarten through fifth (5th) grade unless the student's behavior: a. Poses a physical risk to himself or herself or to others; b. Causes a serious disruption that cannot be addressed through other means; or c. Is the act of bringing a firearm on school campus.

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

The school principal or designee shall proceed as follows in deciding whether or not to suspend a student: 1. The student shall be given written notice or advised orally of the charges against him/her; 2. If the student denies the charges, he/she shall be given an explanation of the evidence against him/her and be allowed to present his/her version of the facts; and 3. If the principal finds the student guilty of the misconduct, he/she may be suspended.

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

During the period of their suspension, students serving OSS are not permitted on campus except to attend a student/parent/administrator conference or when necessary as part of the District's engagement or access to education program.

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

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

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

Note: A notation of all suspensions of a student is made on the student's disciplinary record, his days of absence from school are recorded on the school's attendance register, and the student should understand that continuing acts of misconduct which cause suspension may lead to a recommendation for expulsion. (Arkansas Law 6-18-507)

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

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

## **E. EXPULSION - Policy 4.31**

In the event that a student's behavior/actions warrant an expulsion, the following procedure will be followed:

1. After the principal has met with the student and held a due process conference, the parent or guardian will be informed about the referral to the Superintendent for possible recommendation for expulsion. The principal will send a written referral to the Superintendent, or his/her designee. The student will remain away from the school premises pending resolution of the recommendation.
2. The parent or guardian will be contacted by district personnel to set up a conference.
3. The Superintendent will meet with the student and parent or guardian to discuss the expulsion recommendation with them and to discuss their option for an Expulsion Hearing before the Arkadelphia Board of Education.
4. An expulsion hearing before the Board of Education will follow all guidelines set forth in Section 4.31 of the Board of Education Policy Manual.



## **IV. WHO IS RESPONSIBLE FOR STUDENT CONDUCT?**

Freedom is a constitutional right but does not mean the absence of reasonable rules and regulations that serve to guide the actions of individuals. Along with freedom comes the responsibility to act in such a manner as to ensure that all participants may enjoy the same freedom. To obtain the greatest possible benefit to the students, teachers, administrators, support staff, bus drivers, parents, Board of Education and the entire community, it is essential that all work together to ensure that all persons are treated equally and with dignity in respect to their rights and responsibilities.

### **A. STUDENTS**

Students have the responsibility to pursue their education in the Arkadelphia School District in a manner that shows respect for other students, faculty members, parents, and other citizens. Students should be aware that they have a responsibility to cooperate with and assist the school staff in the orderly and efficient conduct of the schools by abiding by rules and regulations established by the Board of Education and the school of attendance, and implemented by teachers and school administrators. Each student is responsible for his own conduct at all times.

### **B. PARENTS OR GUARDIANS**

Parents should carefully read the pages of this handbook and assume a leading role in advising their children of appropriate and inappropriate behavior at school. Parents should stress the importance of a good education and conduct necessary to achieve it. Without the support of the parents/guardians, this attempt to promote good citizenship and success in life may not succeed and the student will be the one to suffer the consequences of struggling through life without the benefit of an education.

Arkansas Law 6-17-106 states that it is unlawful for any person to use profane, violent, vulgar, abusive, or insulting language toward any public school employee during the course of his duties. Said person shall be guilty of a misdemeanor and upon conviction be liable for a fine of not less than \$100 no more than \$1,500.

No unauthorized person (non-student) shall purposely enter or remain unlawfully in a school or vehicle on the school premises. (Criminal trespass — A.C.A. 5-39-203)

### **C. TEACHERS/STAFF MEMBERS**

All teachers/staff members are responsible for the supervision of the behavior of all the students in the school. This includes not only the students who are regularly assigned to the teacher/staff member but also all other students with whom the teacher/staff member comes in contact. Each teacher/staff member is expected to maintain the kind of atmosphere and decorum that will promote the learning process, and to utilize sound techniques, which seem appropriate. These techniques include conferences with students and parents, referral to counselors available at the school, or referral to other supportive service personnel of the District. When the teacher/staff member is unable to assist the student to maintain proper control of his behavior, the student is to be referred to the appropriate administrator in the school.

### **D. SCHOOL ADMINISTRATORS**

An administrator of each school will disseminate and explain to all students at the beginning of the school year, and will disseminate to each new student upon registration the rules and regulations currently in effect for that school. In developing rules and regulations the administrator is expected to involve representatives of the teaching staff, the student body, and the patrons of the school. The administrator of each school is responsible for conducting continued in-service education for all personnel on a regular basis to interpret and implement established policies. Each principal, or the principal's designee, is authorized to assign students to detention or ISS and to suspend or

recommend the expulsion of students. The principal is expected to inform the parents or guardians of any student whose behavior is in serious conflict with established laws, rules, and procedures.

#### **E. SCHOOL RESOURCE OFFICERS (SROS)**

School Resource Officers are Arkadelphia Police Department employees and will be present to ensure a safe, secure, orderly environment.

#### **F. SUPERINTENDENT**

The Superintendent is responsible to ensure that District administrators are knowledgeable on the provisions of the Handbook for Student Conduct and Discipline, policies of the Board of Education, and state and federal laws applicable to the discipline of students. Be familiar with District operations and regularly attend school functions. Communicate knowledge of best practices in relation to student discipline. Ensure that the District maintains staff with appropriate education and certification. Communicate District activities to the community through means such as publications, announcements, and community meetings and forums. Inform the Board on current issues and trends in student discipline. Support staff by ensuring appropriate student discipline procedures consistent with District policies and state of Arkansas law.

#### **G. BOARD OF EDUCATION**

The Board of Education of the Arkadelphia School District, acting through the Superintendent, holds all school employees responsible for the supervision of the behavior of students while legally under the supervision of the school. The Board expects all employees to be concerned with student behavior and when and where unacceptable behavior occurs, to take appropriate action.

## **V. INFORMATION ON RIGHTS AND RESPONSIBILITIES**

The Arkadelphia School District recognizes that all students have certain rights and responsibilities and that these rights and responsibilities should be exercised within the framework of upholding the individual dignity of both students and other members of the education community.

### **A. NONDISCRIMINATION - Policy 4.11**

No student in the Arkadelphia 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 Title IX Coordinator, who may be reached at:

Arkadelphia School District  
700 Clinton Street  
P.O. Box 10  
Arkadelphia, Arkansas 71923  
870-246-5564

### **B. STUDENT PROCEDURE FOR FILING SEXUAL HARASSMENT COMPLAINTS – Policy 4.27**

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

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

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

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

Students who believe they have been subjected to sexual harassment, or the parent/legal guardian/other responsible adult of a student who believes their student has been subjected to sexual harassment, are encouraged to bring their concerns to any District staff member, including a counselor, teacher, Title IX coordinator, or administrator. If the District staff member who received a report of alleged sexual harassment is not the Title IX Coordinator, then the

District staff person shall inform the Title IX Coordinator of the alleged sexual harassment. As soon as reasonably possible after receiving a report of alleged sexual harassment from another District staff member or after receiving a report directly through any means, the Title IX Coordinator shall contact the complainant to:

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

### **C. STUDENT VISITORS - Policy 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. All visitors must be issued a visitor's pass.

Parents and other adults interested in the school are welcome and are required to register at the principal's office upon entering the building for directions and assistance regarding the nature of the visit.

### **D. CONTACT WITH STUDENTS WHILE AT SCHOOL - Policy 4.15**

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

#### *Contact by Non-Custodial Parents*

If there is any question concerning the legal custody of the student, the custodial parent shall present documentation to the principal or his/her designee establishing the parent's custody of the student. It shall be the responsibility of the custodial parent to make any court-ordered —no contact— or other restrictions regarding the non-custodial parent known to the principal by presenting a copy of a file-marked court order. Without such a court order on file, the school will release the child to either of his/her parents. Non-custodial parents who file with the principal a date-stamped copy of current court orders granting visitation may eat lunch, volunteer in their child's classroom, or otherwise have contact with their child during school hours and the prior approval of the school's principal. Such contact is subject to the limitations outlined in 4.15 and any other policies that may apply.

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

### **E. 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.

#### **F. COMPULSORY ATTENDANCE REQUIREMENTS - Policy 4.3**

Every parent, guardian, or other person having custody or charge of any child age five (5) through seventeen (17) years on or before August 1 of that year who resides, as defined by policy, 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 August 1 of that particular school year and the parent, guardian, or other person having custody or charge of the child elects not to have him/her attend kindergarten. A kindergarten waiver form prescribed by regulation of the Department of Education must be signed and on file with the District administrative office.
4. The child has received a high school diploma or its equivalent as determined by the State Board of Education.
5. The child is age sixteen (16) or above and is enrolled in a post-secondary vocational-technical institution, a community college, or a two-year or four-year institution of higher education.
6. The child is age sixteen (16) or seventeen (17) and has met the requirements to enroll in an adult education program as defined by A.C.A. § 6-18-201 (b).

#### **G. ENTRANCE REQUIREMENTS - Policy 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 and meet the criteria outlined in policy.

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

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

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

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

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

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

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

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

## **H. UNIFORMED SERVICES MEMBER'S CHILDREN - Policy 4.2**

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 therefrom 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:

- a. 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;
- b. 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;
- c. 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;
- d. be enrolled in courses and programs the same as or similar to the ones the student was enrolled in his/her previous school to the extent that space is available. This does not prohibit the District from performing subsequent evaluations to ensure appropriate placement and continued enrollment of the student in the courses/and/or programs;
- e. 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;
- f. Make reasonable accommodations and modifications to address the needs of an incoming student with disabilities, subject to an existing 504 plan or IEP, 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;
- g. Be enrolled by an individual who has been given the special power of attorney for the student's guardianship.
- h. The individual shall have the power to take all other actions requiring parental participation and/or consent;
- i. 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.

**I. STUDENT TRANSFERS - Policy 4.4**

All persons seeking admission to the elementary and secondary schools of the District must satisfactorily meet eligibility prerequisites for the school or program to which they seek admission.

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.

Students who request admission at a time when they are suspended from another school District will not be admitted

until the period of suspension expires. This policy will also apply if a student has been recommended for expulsion, but has been allowed to withdraw from school prior to final action on the recommendation. 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.

Transcripts of students transferring into the District will be assessed and evaluated by the principal or his designee at the receiving school. Course credits will be accepted as determined by the principal. Grades will be accepted on the same grading scale utilized by the sending school.

Any student transferring from homeschool or a school that is not accredited by the Department of Education to a District school shall be evaluated by District staff to determine the student's appropriate grade placement. In the event that a student has no grades or transcript, the receiving school shall evaluate for proper placement.

The District will comply with the laws of Arkansas and regulations of the State Board of Education in its admission practices. (Arkansas Laws 6- 18- 316, 6-18-510, 6-15-504)

#### **J. ABSENCES - Policy 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, whether in person or digitally, is essential to their social and cultural development and helps prepare them to accept responsibilities they will face as an adult. Interactions with other students and participation in the instruction within the classroom enrich the learning environment and promote a continuity of instruction that results in higher student achievement.

##### 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. 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.

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. Illness - Excused
2. Death or serious illness in their immediate family; Funeral - Excused
3. Observance of recognized holidays observed by the student's faith; - Religious - Excused
4. Attendance at an appointment with a government agency; Government Agency - Excused
5. Attendance at a medical appointment; Doctors Note - Excused
6. Exceptional circumstances with prior approval of the principal; Exceptional Circumstances - Excused
7. Participation in 4-H sanctioned activity; School Business - Excused
8. Participation in the election poll workers program for high school students. School Business - Excused
9. Absences granted to allow a student to visit his/her parent or legal guardian who is a member of the military and been called to active duty, is on leave from active duty, or has returned from deployment to a combat zone or combat support posting. The number of additional excused absences shall be at the discretion of the superintendent or designee. Active Duty Visit - Excused
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). Basic Training - Excused

11. Absences for students excluded from school by the Arkansas Department of Health during a disease outbreak because the student has an immunization waiver; whose immunizations are not up to date; or who are isolated from school at the directive of the Department of Health, Department of Elementary and Secondary Education, or Arkadelphia School District. Medical - Excused
12. 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. School Business - Excused

#### 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. No more than six (6) days per school year can be excused with an approved parent note.

Students with nine (9) 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 4.5 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 has nine (9) unexcused absences in a semester, the District shall notify the prosecuting authority and the parent, guardian, or persons in loco parentis shall be subject to a civil penalty as prescribed by law.

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

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

Days missed due to out-of-school suspension or expulsion shall not be counted toward the ten (10) unexcused absences allowable per semester. Suspended - Unexcused

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.

#### **K. TARDIES - Policy 4.9**

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

A tardy is any time a student arrives after school begins. An early check out is a departure any time before the school day ends. If a student misses three (3) hours of instruction it will be considered a half-day absence (Elementary Only).

## **L. HOMEWORK POLICY - Policy 5.14**

The term homework refers to an assignment to be prepared outside of class or an assignment, which requires further individual work in the study hall or the home. The Board recognizes homework as an important part of the educational process and directs that homework assignments meet, at a minimum, the following objectives: improvement of learning processes; aid in mastery of skills; and the creation and stimulation of interest on the part of the students.

The Board also recognizes that learning activities in the life of a student are not restricted to the classroom or homework assignments. Participating in school activities, pursuing cultural interests, participating in family living, and exploring personal interests are factors to be considered by teachers in planning assignments. Under no circumstances is homework to be used as a form of punishment.

### **General Guidelines**

1. Homework will be used as a learning activity increasing in complexity with the maturity of the student. With increased maturity, learning should become a more independent activity. Meaningful assignments will be used to encourage students to investigate for themselves and to work independently as well as with others. As the student advances through school, it is reasonable to expect that the amount of homework may be increased, but care should be exercised in terms of the amount given and the time required for each assignment.
2. Instructions for homework assignments will be clear and specific so that the student may complete the work. All homework will involve some type of follow-up and evaluation; the work will be checked for errors and corrected to provide prompt feedback and reinforcement.

## **M. MAKE-UP WORK - Policy 4.8**

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

1. Students are responsible for asking the teachers of the classes they missed what assignments they need to make up.
2. Teachers are responsible for providing the missed assignments when asked by a returning student or the student's parent/guardian.
3. Students are expected to ask for assignments on the student's first day back at school or their first class day after their return.
4. Make-up tests are to be rescheduled at the discretion of the teacher but must be aligned with the schedule of the missed work to be made up.
5. Students shall have at least one class day to make up their work for each class day they are absent.
6. Make-up work, which is not turned in within the make-up schedule for that assignment, shall receive a zero, at the discretion of the teacher.
7. Students, or the parent/guardian of elementary 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, at the discretion of the teacher.
9. As required/permitted by the student's Individual Education Program or 504 Plan.

Work may not be made up for credit for unexcused absences unless the unexcused absences are part of a signed agreement with the principal.

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.

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

#### **N. STUDENTS' VEHICLES - Policy 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.

#### **O. CURRICULUM**

Students have the right to a meaningful curriculum, to express their opinion in its development and access to guides and course outlines. Students have the right to know what is expected of them in class, and to be informed of their progress. Both students and teachers have the right to be treated with dignity.

*Students have the responsibility to meet the requirements of graduation and/or plan of study, to seek counsel and direction in determining education goals, and to work with the teacher to try to resolve any conflicts, which might arise. School staff members have the responsibility to recognize the individuality of those students seeking their advice and counsel; to make known to students and the community the broad scope of special instructional programs available in the District, and to work with students to try to resolve conflicts.*

#### **P. GRADING - Policy 5.15**

Parents, legal guardians, persons having lawful control of a student, or persons standing in loco parentis shall be kept informed concerning the progress of their student. Parent-teacher conferences are encouraged and may be requested by parents, guardians, persons having lawful control of a student, persons standing in loco parentis, 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.

#### **Q. EXPRESSION**

Students have the right to express opinions and to support causes without interference from school authorities except when such actions are unlawful or disruptive to learning.

### **1. Oral Expression - Policy 4.18**

Students have the right to free and dynamic expression of ideas including personal opinion. Students have the right to opportunities for expressing themselves orally within the classroom and through other established settings within the school.

*Students have the responsibility to refrain from engaging in offensive obscenity and slander; to avoid speaking in such a way that disrupts the educational process; and the responsibility to avoid speaking solely for the purpose of infringing upon the rights of others. Students, teachers, and other school staff have the responsibility to communicate in a courteous, non-hostile manner.*

### **2. Written Expression - Policy 4.14**

Students have the right to distribute or post-printed material (pamphlets, posters, leaflets, newspapers, brochures, circulars, and petitions) subject to individual building procedures and accordance with Board of Education policies.

*Principals have the responsibility to see that Board of Education policies are adhered to and to develop and make available the building procedures for preparation and distribution of written materials.*

### **3. Symbolic Expression - Policy 4.18**

Students have the right to symbolic expression (the wearing of insignia, hairstyle, clothing, physical gestures) which does not (a) cause disruption of the education process, (b) infringe upon the rights of other students and faculty, (c) prevent the Board of Education from performing its statutory obligations, or (d) cause accidents or endanger the health or physical well-being of students or faculty.

*The primary responsibility for dress, grooming, and overall appearance of students rests with the parents of individual students and the students themselves. Students have the responsibility to ensure that (a) buttons, badges, clothing, and other symbols do not contain obscene or libelous words, phrases or pictures, or depict alcohol, drugs and/or tobacco products; (b) that hairstyles do not interfere with the health and safety of all students; (c) that clothing does not result in overt exhibitionism or disregard of common rules of cleanliness and health and safety standards, and (d) that physical gestures do not convey a connotation of obscene or highly disrespectful acts, infringe upon the rights of others, or cause or begin an overt and immediate disruption of the educational process. School staff have the responsibility to ensure adherence to the above standards.*

### **4. Student Media and the Distribution of Literature - Policy 4.14**

The Superintendent and the student media advisors(s) shall jointly develop administrative regulations for the implementation of this policy. The regulations shall include definitions of terms and the time(s), place(s), and manner(s) of the dissemination of student media, which shall include timelines for the review of materials. "School-sponsored media" means all student media that are: Supported financially by the school; Supported by the use of school facilities; or Produced in conjunction with a class. "Student journalist" means a student who gathers, writes, edits, photographs, records, videotapes, or prepares information for dissemination in student media. "Student media" means any means of communication that are: Prepared, substantially written, published, or broadcasted by a student; Distributed or generally made available, either free of charge or for a fee, to members of the student body; and Prepared under the direction of a student media advisor. "Student media" does not include media that is intended for distribution or transmission solely in the classroom in which it is produced. "Student media advisor" means an individual who is employed, appointed, or designated by the District to supervise or provide instruction with respect to student media. While the

District recognizes a student's right of expression under the First Amendment of the Constitution of the United States, School-sponsored media does not provide an open public forum for public expression.

#### **R. ASSEMBLY - Policy 4.12**

Students have the right to arrange and participate in curriculum-related activities in or on school property in accordance with the building level policies of the principal.

Students have the right to arrange and participate in non-curricular activities in or on school property during non-instructional time (time set aside by the school before actual classroom instruction begins or after actual classroom instruction ends).

Students have the responsibility to consult with and follow building-level policies as set by the Board and described by the principal when planning any student activity to be held on school property before, during, or after the school day. Principals have the responsibility for following Board regulations in accepting and acting on student applications or requests, for curriculum or non-curriculum-related meetings.

Should attendance at a planned assembly not be required and students choose not to participate, they have the responsibility to report to an assigned area. Students attending an assembly have the responsibility to provide courteous attention. Building principals have the responsibility for having a written plan and dispersal statement for dealing with non-peaceful assemblies of students. The principal is responsible for familiarizing the entire school staff and student body with the plan.

#### **S. PATRIOTIC AND RELIGIOUS EXERCISE - Policies 4.44 & 5.10**

Students have the right to participate in or abstain from such exercises as the flag salute, oaths or pledges, anthems, and religious observances.

Students have the responsibility to respect the choice of those who choose to participate or abstain from such exercises. Parents and students have the responsibility to express to principals, for appropriate action, their religious or ethical objections to participating in selected features or class activities.

#### **T. LOCKS, LOCKERS, DESKS, AND OTHER STUDENT STORAGE FACILITIES - Policy 4.32**

Locks, lockers, desks, and other student storage facilities are school-owned property. Students may not use a lock on lockers other than the one issued by the school.

Desks and lockers are school property and remain at all times under the control of the school. School authorities may conduct periodic general inspections at any time for any reason related to school administration.

Inspection of individual lockers or desks may occur when there is a reasonable cause to do so and in those cases, two (2) adults shall be present.

#### **U. INTERROGATION AND REMOVAL FROM SCHOOL BY LEGAL AUTHORITIES - Policy 4.32**

Students have the right to be advised of their rights, to know why they are being questioned, to remain silent, to know that anything he says may be held against him in court, for the interrogation to take place in the presence of an official school representative, and not to be removed from school unless he has been observed violating a law by a law enforcement officer or the official school representative is presented a warrant or other valid order for arrest.

The principal or designee shall give the parent, legal guardian, or other person having lawful control of the student under an order of court or person acting in loco parentis, notice that the student has been reported to, interviewed by, or taken into custody by law enforcement personnel.

If the principal or designee is unable to reach the parent, he shall make a reasonable, good-faith effort to get a message to the parent to call either the principal or designee and leave both a day and an after-hours telephone

number. (Act 1217 of 2001)

*School administrators have the responsibility to initiate proceedings for removing students from the school by legal authorities when the student becomes uncontrollable or disruptive.*

#### **V. SEARCH AND SEIZURE - Policy 4.32**

Students have the right to be protected from unreasonable search and seizure by either state, federal or school officials.

*School administrators have the responsibility to make a determination of the point at which the student's right to protection against unreasonable search and seizure is in conflict with the administrator's official duty to maintain a safe, orderly, and efficient school. Search and seizure by the administrator or his designee may occur when reasonable suspicion exists.*

A student's person and/or personal effects may be searched whenever a school authority has reasonable and individualized suspicion to believe that the student is in possession of illegal or unauthorized materials. Parents must pick up confiscated possessions such as, but not limited to radios, music devices, cell phones, or other electronic devices by the end of each semester.

If a pat-down search of a student's person is conducted, it shall be conducted in private by a school official of the same sex in the presence of an adult witness of the same sex.

Search and seizure by law enforcement officials will occur only when a probable cause exists. School administrators have the responsibility to make students aware of search and seizure procedures involving school property or person. Metal detectors will be used for general scanning in some schools. General scans will be defined as the use of metal detectors to search all students who are present at school on the day of the search. All individuals may be subject to general scanning when entering buildings, gymnasiums, and stadiums for events and activities scheduled outside the school day. If weapons or illegal substances are found during the process of scanning, District policy, local, state, and federal laws will be followed.

#### **W. BULLYING - Policy 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, intimidation, humiliation, ridicule, defamation, or threat or incitement of violence by a student against another student or public school employee by a written, verbal, electronic, or physical act that may address an attribute of the other student, public school employee, or person with whom the other student or public school employee is associated and that causes or creates actual or reasonably foreseeable:

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

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

Electronic acts of bullying are prohibited whether or not the electronic act originated on school property or with school equipment, if the electronic act is directed specifically at students or school personnel and maliciously intended for the purpose of disrupting school, and has a high likelihood of succeeding in that purpose;

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

“Substantial disruption” means without limitation that any one or more of the following occurs as a result of the bullying:

- Necessary cessation of instruction or educational activities;
- Inability of students or educational staff to focus on learning or function as an educational unit because of a hostile environment;
- Severe or repetitive disciplinary measures are needed in the classroom or during educational activities;
- or Exhibition of other behaviors by students or educational staff that substantially interfere with the learning environment.

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

Building a fake profile or website of the employee;

1. Posting or encouraging others to post on the Internet private, personal, or sexual information pertaining to a school employee;
2. Posting an original or edited image of the school employee on the Internet;
3. 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;
4. 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;
5. Signing up a school employee for a pornographic Internet site; or
6. Without the authorization of the school employee, signing up a school employee for electronic mailing lists or to receive junk electronic messages and instant messages.

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

- Sarcastic comments "compliments" 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, and/or
- Teasing or name-calling based on the belief or perception that an individual is not conforming to expected gender roles or conduct or is homosexual, regardless of whether the student self-identifies as homosexual.

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

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

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

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. (A.C.A. § 6-18-514, A.C.A. § 5-71-217)

## **X. STUDENT RECORDS – NOTICE OF PRIVACY RIGHTS - Policy 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 (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 Pupil Identification Information (PII) to school officials without permission, the District may disclose PII from the education records of students in foster care placement to the student's caseworker or to the caseworker's representative without getting prior consent of the parent (or the student if the student is over eighteen (18)). For the District to release the student's PII without getting permission:

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

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

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

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

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

which issued the order.

A parent or guardian does not have the right to remove any material from a student's records, but such parent or guardian may challenge the accuracy of a record. The right to challenge the accuracy of a record does not include the right to dispute a grade, disciplinary rulings, disability placements, or other such determinations, which must be done only through the appropriate teacher and/or administrator, the decision of whom is final. A challenge to the accuracy of material contained in a student's file must be initiated with the building principal, with an appeal available to the Superintendent or his/her designee.

A parent/guardian shall be allowed to review their child's record in the presence of a school official but not released to make copies.

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,<sup>5</sup> his/her placement on the honor roll (or the receipt of other types of honors), as well as his/her participation in school clubs and extracurricular activities, among others. If the student participates in inherently public activities (for example, basketball, football, or other interscholastic activities), the publication of such information will be beyond the control of the District.

"Directory information" also includes a student identification (ID) number, user ID, or other unique personal identifier used by a student for purposes of accessing or communicating in electronic systems and a student ID number or other unique personal identifier that is displayed on a student's ID badge, provided the ID cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a personal identification number (PIN), password or other factor known or possessed only by the authorized user.

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

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

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

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

## **Y. INSURANCE**

A group accident insurance policy is available to all members of the student body at a nominal cost when school activities begin each fall. For more information:

Phone Number: 800-662-2778

Online Enrollment: [www.mmc-ins.com](http://www.mmc-ins.com)

## **Z. COMPLAINTS - Policy 6.7**

The Board formulates and adopts policies to achieve the District's vision and elects a Superintendent to implement its policies. The administrative functions of the District are delegated to the Superintendent, who is responsible for the effective administration and supervision of the District. Individuals with complaints concerning personnel, curriculum, discipline (including specific discipline policies), coaching, or the day to day management of the schools need to address those complaints according to the following sequence:

1. Teacher, coach, or other staff member against whom the complaint is directed
2. Principal
3. Superintendent

Other than in the few instances where statutorily allowed or required, student discipline and personnel matters may not be discussed in Board meetings. Individuals with complaints regarding such matters need to follow the sequence outlined above.

Note: Only the Board of Education may expel a student from school on concurrence of the Superintendent with the principal's recommendation and only through due process proceedings. (See Expulsion 4.31) The Board of Education may expel a student for the remainder of the semester or for the remainder of the school year or permanently.

## **AA. PHYSICAL RESTRAINT - Policy 4.60**

Physical restraint of a student shall be used only by a member of school personnel who is appropriately trained to administer physical restraint except in the case of a clearly unavoidable emergency situation in which a trained member of school personnel is not immediately available due to the unforeseeable nature of the emergency situation.

School personnel shall use the least restrictive technique necessary to end imminent danger or serious physical harm to a student and others. The ability of a student to communicate shall not be restricted unless the use of a less restrictive technique by school personnel will not prevent imminent danger of serious physical harm to the student or others.

If physical restraint is used on a student, the student shall be continuously and visually observed and monitored while he or she is under physical restraint. When using physical restraint on a student, school personnel shall: Use the safest method available and appropriate to the situation; Use the amount of force that is reasonably necessary to protect a student or others from imminent danger of serious physical harm to the student or others; and Not verbally abuse, ridicule, humiliate, taunt, or engage in any other similar action towards the student.

Physical restraint of a student shall: Be used for a limited period of time; and Not be used: When imminent danger or serious physical harm to the student or others dissipates or a medical condition occurs that puts the student at risk of harm; Unless the behavior of the student poses an imminent danger of serious physical harm to the student or others; After the threat of imminent danger of serious physical harm to the student or others dissipates; or In the following manner: To punish or discipline the student; To coerce the student; To force the student to comply; To retaliate against the student; To replace the use of an appropriate educational or behavioral support; As a routine safety measure; As a planned behavioral intervention in response to behavior of the student that does not pose an imminent danger of serious physical harm to the student or others; As a convenience for school personnel; or To prevent property damage unless the act of damaging property committed by the student poses an imminent danger or serious physical harm to the student and others. All restraint shall be administered in accordance with Arkansas Act 1002 of 2021.

#### **BB. MANDATORY DRUG TESTING - Policy 4.24B**

Arkadelphia School District is conducting a mandatory drug-testing program for students who choose to participate in an activity program sponsored by the District. Its purpose is threefold: (1) to provide for the health and safety of students in all activity programs grades 6-12; (2) to undermine the effects of peer pressure by providing a legitimate reason for students to refuse to use illegal drugs; and (3) to encourage students who use drugs to participate in drug treatment programs. Each student wishing to participate in any activity program 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 provided on General Authorization Form A. No student shall be allowed to participate in any activity program absent such consent. Students not involved in activities may be allowed to participate voluntarily in the testing pool with a consent form signed by the parent. Reference Board Policy 4.24b

## **VI. HEALTH SERVICES GUIDELINES**

### **A. IMMUNIZATIONS - Policy 4.57**

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;

- D. Official record from another educational institution in Arkansas; or

- E. An immunization record printed off of the statewide immunization registry with the Official Seal of the State of Arkansas.

### **B. ADMINISTERING MEDICINE TO STUDENTS - Policy 4.35**

Prior to the administration of any medication, including any dietary supplement or other perceived health remedy not regulated by the US Food and Drug Administration, to any student under the age of eighteen (18), written parental consent is required. All signed medication consent forms are to be maintained by the school nurse.

Unless authorized to self-administer or otherwise authorized by this policy, students are not allowed to carry any medications, including over-the-counter (OTC) medications or any dietary supplement or other perceived health remedy not regulated by the US Food and Drug Administration while at school. The parent or legal guardian shall bring the student's medication to the school nurse. The student may bring the medication if accompanied by a written authorization from the parent or legal guardian.

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

### **C. COMMUNICABLE DISEASES AND PARASITES- Policy 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.

## **VII. ACADEMIC INFORMATION**

### **A. GRADING -Policy 5.15**

#### *Elementary Education*

Arkadelphia School District Board directs that standards-based report cards be used in grades Kindergarten through first grade and that letter grades be used in second through fifth grade to measure and report academic progress.

#### *Secondary Education*

The Board directs that letter grades be used to measure and report academic progress for grades 6-12. Secondary grades will be reported by computer printout. Grades assigned to students for performance in a course shall reflect only the extent to which a student has achieved the expressed academic objectives of the course. Grades that are aligned with other educational objectives such as the student learning expectations contained in the curriculum frameworks may also be given as prescribed by Standard VII 12.02 of the —Rules Governing Standards for Accreditation of Arkansas Public Schools and School Districts (2009).

The Superintendent is directed to provide guidelines to be used by teachers in reporting grades. These guidelines will include values for regular course work as well as for advanced placement courses.

The grading scale for grades 2-12 in the district shall be as follows:

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

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

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

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

### **B. REPORT CARDS/PROGRESS REPORTS - Policy 5.15**

The Board believes that student performance is a joint responsibility of the school and the home and that students are best served when there is open and frequent communication between the two. Personal communication between the teacher and parent may be through grade reports, parent-teacher conference, telephone conference, home visit, and notes of commendation or suggestion for improvement. All teachers will be encouraged to use these and similar means for communication.

At a minimum, progress reports will be sent to parents of all students who are receiving letter grades D or F in their classes during the fifth week of the first term. During the fifth week of the second, third and fourth terms, teachers will send interim reports to parents for students who have D or F grades, and for those whose achievement is deteriorating to the point that there is a possibility of a failing semester, term, or final grade that was not reflected on the previous term's report. Principals will require that progress reports be returned to the teachers with parent signatures.

Report cards will be sent to parents at the end of each 9 week period.

All teachers will schedule parent conferences during October and February. School records will provide documentation of parent participation or nonparticipation in the required conferences.

### **C. PROMOTION AND RETENTION OF STUDENTS - Policy 4.55**

The Arkadelphia School District requires standard levels of achievement for students at each grade level as a prerequisite for promotion to the next grade level. A disservice is done to students through social promotion and is prohibited by State Law (A.C.A. 6-15-2005).

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

1. The building principal or designee;
2. The student's teacher(s);
3. School counselor;
4. A 504/special education representative (if applicable); and
5. The student's parents, legal guardians, persons having lawful control of the student, or persons standing in loco parentis.

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

Promotion or retention, as discussed by the committee, shall be primarily based on the following criteria:

- Academic achievement
- School attendance
- Statewide student assessment results
- Physical maturity and age
- Social and emotional maturity
- Teacher recommendation
- Light's Retention Scale instrument
- Medical history

### **D. GRADUATION CEREMONY**

All requirements for graduation must be met by the end of the last make-up day for seniors in order to participate in graduation ceremonies. Late make-up will forfeit participation. No student will be denied a diploma for late work after the ceremony.

Arkadelphia Public Schools is proud to provide a high quality graduation ceremony. To this end graduates are expected to adhere to the following requirements:

1. Graduates will wear the specified Badger Blue Robe and Hat. The Tassel worn with the cap will be the one purchased with the robe and will match that of all the other graduates.
2. Students may wear the following earned honors with their robe:
  - National Honor Society Collar
  - National Spanish Honor Society Stole
  - Beta Club Cord
  - National German Honor Society Cord
3. Students may wear the Career and Technical Education Completer Medallion which indicates the



completion of a specific career learning path.

4. Students who have earned the following honors will receive medallions during the graduation ceremony and may wear them with their graduation robe:

- Summa Cum Laude
- Magna Cum Laude
- Cum Laude
- Honor Graduate
- Advanced Diploma

No other awards or recognitions will be worn during AHS Graduations.

Arkadelphia High School organizations wishing to add honors regalia to the graduation robe must petition the High School Principal prior to January 1 of the year in which the addition will take place. AHS Organizations must show that the award is offered by a nationally recognized organization which has an active chapter housed at Arkadelphia High School. The Award must recognize a significant academic achievement and must have a high grade point criteria for consideration. Upon receipt of the petition the principal will notify the Superintendent of APSD and schedule a meeting between the principal, superintendent, and AHS graduation coordinator to decide whether the petition represents a qualified addition to the graduation robe.

No other types of additions to the graduation robe will be considered.

## **E. AHS GRADUATION REQUIREMENTS**

Arkadelphia School District offers two diplomas (regular and advanced). Generally, one semester of attendance (last semester) is required to receive an Arkadelphia High School diploma. Exceptions may be made only by the Board of Education upon the recommendation of the principal and the superintendent after an evaluation of the transcript and the reason for the transfer. Students must complete all requirements for graduation or an individual education plan in order to participate in the graduation ceremony.

### **1. Advanced Diploma**-27 credits as follows:

- ☐ 4 Pre-AP English 9\* & 10\*, AP Language\*, AP Literature\* (or CC English A & B)
- ☐ 4 Math- Algebra I\*, Geometry\*, Algebra II\*, and at least one of the following: Trigonometry/Pre-Calculus, AP Calculus, AP Statistics, College Algebra, College Trigonometry, College Calculus, AP Computer Science, Civil Engineering, Digital Electronics. At least one of the listed courses beyond Algebra II must be taken during the senior year. A math course must be taken each year.
- ☐ 4 Science- Physical Science Integrated\* (or Principles of Engineering), Biology Integrated\*, any Chemistry, and one of the following courses: AP Computer Science, AP Chemistry, AP Biology, AP Physics, AP Environmental Science.
- ☐ 4 Social Studies- Civics/Economics with Personal Finance\*, Pre-AP World History\*, United States History\*, and one of the following courses: AP U.S. History, AP American Government and Politics, or AP European History.
- ☐ 2 Foreign Language –(two years of the same language)
- ☐ ½ Health\* (can sub JROTC II)
- ☐ ½ Physical Education\* (can sub Athletics or JROTC I)
- ☐ ½ Fine Arts\* (Band, Jazz Band, Choir, any Art, or Theater Appreciation)

- ☐ ½ Oral Communications\* (Personal Communications)
- ☐ 1 Computer Science course Programming Year I\*
- ☐ 6 Career Focus

### **27 Total Credits**

The eight (8) semester cumulative GPA must be 3.300 or greater.

### **2. Regular Diploma- 26 credits as follows:**

- ☐ 4 English 9\*, 10\*, 11\*, 12\* (one each year)
- ☐ 4 Math- Algebra I\*, Geometry\*, Algebra II\*, and a math course senior year. A math course must be taken each year. Digital Electronics, Civil Engineering, or a Computer Science course may count for the fourth math credit.
- ☐ 3 Science- Physical Science Integrated\* (or Principles of Engineering), Biology Integrated\*, and a third science: any Chemistry, Anatomy & Physiology, Physics, Environmental Science, or a Computer Science course. Students who are planning to enter college or apply for the Challenge Scholarship are strongly advised to take Chemistry due to the entrance requirements set by the colleges and universities.
- ☐ 3 Social Studies- Civics/Economics with Personal Finance \*, World History\*, United States History\*
- ☐ ½ Health\* (can sub JROTC II)
- ☐ ½ Physical Education\* (can sub Athletics or JROTC I)
- ☐ ½ Fine Arts\* (Band, Jazz Band, Choir, any Art, or Theater Appreciation)
- ☐ ½ Oral Communications\*(Personal Communications)
- ☐ 1 Computer Science course Programming Year I\*
- ☐ 9 Career Focus

### **26 Total Credits**

\*These courses are required by the Division of Elementary and Secondary Education.

For both REGULAR and ADVANCED DIPLOMAS:

- All courses, including traditional activity courses, yield 1/2 credit per semester.
- No credit will be given for teacher aide, counselor aide, or office aide.
- A maximum of .5 state, 1.5 local credits may be from Athletics.
- Students enrolled in Advanced Placement courses will be awarded an additional quality point for each AP course passed and the completion of the AP exam. College courses are not eligible to receive the extra quality point.
- If a Computer Science (CS) Course is taken as a flex credit for a Math or Science credit, one CS course can only substitute for one math OR science credit, not both.
- All seniors must be enrolled in five credit courses each semester.
- Credit toward graduation requirements are granted on completion of courses taken during grades 9 – 12 (unless ADE approved Algebra I is taken in 8th grade).

Reference Board Policy 4.45.—Smart Core Curriculum and Graduation Requirements for the Classes of 2022, 2023, 2024, and 2025.

## **F. HONOR GRADUATES AND AWARDS**

Any student with a GPA of 3.500 or better shall be considered an honor graduate if he or she meets all requirements. These requirements include:

- A student must have been enrolled at Arkadelphia High school for the entire period of his or her senior year.
- A transfer student must have an overall GPA of 3.500 or better on all work at AHS as well as have the overall 3.500 or better.
- A student must not have an “I” on his or her record to be considered for honor graduate status. Graduation with honors shall include the following divisions:
- Summa cum laude will be awarded to the graduates with a 4.001 or better and a composite score of 21 on the ACT with no sub-score lower than 19.
- Magna cum laude will be awarded to graduates with a 3.750 or better (3.750-4.000) and a composite of 20 on the ACT with no sub-score lower than 19.
- Cum laude will be awarded to graduates with a 3.500 or better (3.500-3.749) and an ACT score of 19 or better on each sub-score.

A faculty committee chosen by the principal will determine the student speaker at graduation. Summa cum laude students wishing to be considered to deliver the commencement speech will write their speech and turn it in to the principal. The principal will remove the names from the speeches and allow the faculty committee to choose the best speech for delivery at the commencement exercises.