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# 2019-2020 School Calendar

## FIRST SEMESTER

August 13 ..... School Begins  
September 2 ..... Labor Day Holiday – Schools Closed  
September 23 ..... K - 12 Parent/Teacher Conferences - No Students  
October 18 ..... Fall Break or Make Up for Inclement Weather  
October 21 ..... Staff Development (no school for students) \*  
November 25 - 29 ..... Thanksgiving Holiday  
December 20 ..... Christmas Holiday Begins at End of Day  
December 20 ..... End of First Semester

## SECOND SEMESTER

January 1 ..... New Year's Day Holiday  
January 6 ..... Staff Development (no school for students) \*  
January 7 ..... Beginning of Second Semester  
January 20 ..... Dr. Martin Luther King, Jr. Day/Holiday  
February 14 ..... Winter Break or Make Up for Inclement Weather  
February 17 ..... K – 12 Parent/Teacher Conferences – No Students  
March 23 – 27 ..... Spring Break  
March 31 ..... Grades 9 -12 Cats Conferences  
April 2 ..... Grades 7 – 8 Kittens Conferences  
April 10 ..... Good Friday  
April 13 ..... Easter Break or Make Up for Inclement Weather  
May 20 ..... Graduation  
May 25 ..... Memorial Day  
May 29 ..... End of Second Semester

\*Teachers work without students present  
Any lost time days will be made up on Oct. 18, Feb. 14, Apr. 13 or at the end of the calendar year.

## QUARTERLY ATTENDANCE REPORTS & GRADING PERIODS

End of 1<sup>st</sup> Quarter ..... October 11 (42 days)  
End of 2<sup>nd</sup> Quarter ..... December 20 (43 days)  
End of 3<sup>rd</sup> Quarter ..... March 13 (46 days)  
End of 4<sup>th</sup> Quarter ..... May 29 (47 days)

## PROGRESS REPORTS SENT HOME

Week of September 9  
Week of November 11  
Week of February 3  
Week of April 20

## REPORT CARD DATES

Wednesday ..... October 16  
Wednesday ..... January 8  
Wednesday ..... March 18  
Mailed ..... June 3



August 2019

Dear Parents:

The staff of El Dorado School District is excited to welcome you to the 2019-2020 school year. We are proud of our long tradition of academic and extracurricular excellence, and we are proud of our students, teachers, administrators, and support staff.

We are committed to working with parents as partners in our schools to promote the success of every student. When school, home, and community work together, it is possible for each student to maximize his or her potential for academic excellence. We are pleased you are part of the El Dorado School District, and we hope everyone has an exciting, productive, and academically successful school year.

Attached is a copy of the El Dorado Public School Policies for Attendance, Discipline, Safety, Homework, and Extra-Curricular Activities. These policies were presented and approved by the El Dorado School Board July 15, 2019. Each student and parent must sign this receipt verifying that they have received these policies.

Parents of students with disabilities will be given a publication: *Your Rights As A Parent Under Public Law 94-142* at the time your child qualifies.

Please sign the attached receipt and have your child return it to his/her homeroom teacher. This must be done within ten (10) days.

Sincerely,



Jim Tucker  
Superintendent of Schools

-----

\_\_\_\_\_  
School

\_\_\_\_\_  
Student Name

\_\_\_\_\_  
Date

This is to verify that we have received a copy of the El Dorado Public School Policies for Attendance, Discipline, Safety, Homework, Extra-Curricular Activities and Children with Special Health Care Needs.

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

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Homeroom Teacher



## El Dorado School District Internet Safety Policy/Acceptable Use Policy

The following is a contract between the student, parent or guardian, and the school system. Please read carefully before signing.

With access to such vast storehouses of information and instant communication with millions of people from all over the world, material will be available that may not be considered to be of educational value by the District or which is inappropriate for distribution to children. The District has taken available precautions, including but not limited to enforcing the use of filters that block access to obscenity, child pornography and other materials harmful to minors. However, on a global network, it is impossible to control all material and an industrious user may obtain access to inappropriate information or material. The District firmly believes that the value of the information and interaction available on the Internet far outweighs the possibility that students and employees may procure material which is not consistent with our educational goals.

It is all staff members' responsibility to educate students about appropriate online behavior, including interactions with other individuals on social networking sites/chat rooms, and cyber bullying awareness and response. This may be done in a variety of ways, such as once a year short training sessions, one-on-one education with individual students, and/or via educational handouts. It is also the responsibility of all staff members to monitor students' online activity for appropriate behavior.

As a student I agree to the following terms and conditions:

- I will not use the Internet for transmission of any materials in violation of any federal or state regulations. Transmission of copyrighted material, threatening or obscene materials, materials protected by trade secrets, product advertisement or political lobbying is also prohibited.
- I will refrain from using profanity and vulgarities on the Internet. I will not use the Internet for illegal activities.
- I will not give my home address, location of my school, phone number or any personal information about myself or any other student or school personnel to anyone via the Internet.
- I understand that use of e-mail or any other communications over the Internet are not private; any messages related to or in support of illegal activities may be reported to authorities.
- I understand that I am prohibited from conducting any actions that may endanger my safety, or the safety of other students/staff members while using any component of the school's internet access and/or network (email, chat rooms, etc.).
- I will not use the Internet in a way that would disrupt the use of the network by others.
- I will respect the trademark and copyrights of materials on the Internet and assume anything accessed via the network is private property.
- The school system and service provider are not responsible for any damages or losses resulting from using Internet services or information obtained from the Internet.
- If you discover any way to access unauthorized information or defeat any security measures you must inform the lab teacher immediately. You must not share any unauthorized information with any other user.
- Vandalism of any kind is prohibited.
- These terms and conditions shall be governed and interpreted in accordance with the laws of the state and the United States of America.
- I understand access to the Internet through El Dorado School District is a privilege. School authorities can deny any student access to the Internet at any time, and their decisions are final.

My instructor/teacher has explained the terms and conditions for using the Internet to me and I agree to abide by them.

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

I have read the above terms and conditions and understand that violation of these can result in the denial of Internet privileges. I also agree not to hold the school, state and local boards of education or the Internet provider responsible for the consequences resulting from the violation of these terms and conditions by the student.

Parent/Guardian's Signature: \_\_\_\_\_ Date \_\_\_\_\_





## **NOTICE OF NON-DISCRIMINATION ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX, OR HANDICAP**

El Dorado School District No. 15 does not discriminate on the basis of race, color, national origin, sex, or handicap in admission, access to, treatment, or employment in its programs and activities.

### **Section 504 Notice**

Section 504 is an Act, which prohibits discrimination against individuals with a disability in any program receiving Federal Financial Assistance. Under Section 504, a disabled person is any person who:

- has a physical or mental impairment which substantially limits one or more major life activities;
- has a record of such an impairment; or is regarded as having such impairment.

In order to fulfill its obligation under Section 504, the El Dorado School District recognizes a responsibility to avoid discrimination in policies and practices in the El Dorado School System. The school district has specific responsibilities under the Act, which includes the responsibility to identify, evaluate, and if the child is determined to be eligible under Section 504, to afford access to appropriate educational services.

If there are questions, please feel free to contact Jay Vines, Section 504 Coordinator by writing him at 2000 Ripley Ave., El Dorado, AR 71730, or by telephone number 870-864-5147. Phillip Lansdell is the Title IX Coordinator, and he may be contacted at 870-864-5002.

### **ACT 104 REQUIREMENTS**

District policy requires the development of student discipline policies by local school district staff with involvement of parents and students. It further provides that parents and students shall receive written notification of these policies and shall show receipt of same by parent's signature, except that married students and/or students 18 years of age or older may sign for themselves.

Student discipline policies will be distributed to parents/students. A distribution record will be kept showing student receipt of the policies, by signature, by each school, except that kindergarten and first grade records will be signed by the teacher. A receipt form will be sent home with the policies – except for those received by the parent at school – and should be signed and returned on the next day of school attended by the student. Failure to return the signed receipt within a period of ten (10) school days may result in the student being sent home until the signed receipt is returned to the school.

### **SOCIAL MEDIA**

Parents, students, and community members can connect with school and district events through the following social media outlets:

- Facebook: El Dorado School District
- Twitter: ElWldcats
- Instagram: elwldets
- Vine: El Dorado Wildcats
- YouTube: El Dorado School District
- Web Page: <http://www.eldoradopublicschools.org/>

## **ATTENDANCE**

### **A. Mandatory Attendance Policy**

All children who reside in the El Dorado Public Schools attendance zone, and those who have come by School Choice, who are five (5) through seventeen (17) years on or before August 1 of that year are required to be in school that school year with the exception of five-year old children for whom kindergarten has been waived by the parent, guardian, or person having custody or its equivalent; or students who are enrolled in a post-secondary vocational-technical institution, a community college, or a two-year or four-year institution of higher education.

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

The minimum age for enrollment in public school kindergarten shall be five (5) on or before August 1 of the school year of enrollment. Provided any student who has been enrolled in a state accredited or approved kindergarten program in another state for a period of not less than sixty (60) days who will become five (5) during the school year which he is enrolled in kindergarten, and whose parents or guardians establish domicile in a public school district in the State of Arkansas may be enrolled in kindergarten upon written request of the student's parents or guardians.

The schools of the district shall be open and free through the completion of the secondary program to all persons between the ages of five (5) and twenty-one (21) years of age whose parents, legal guardians, or other persons having lawful control of the person under an order of a court reside within the District and to all persons between those ages who have been legally transferred to the District for educational purposes (Ark Code Ann. 6-18-208b).

### **B. ENTRANCE REQUIREMENTS**

To enroll in a school in the District, the child must be a resident of the District as defined in District policy, be accepted as a transfer student or participate under a school choice option and submit the required paperwork as required by the choice option.

Students may enter kindergarten if they will attain the age of five (5) on or before August 1 of the school year of enrollment.

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 students or students from a non-accredited school shall be evaluated by the District to determine their appropriate grade placement.

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. A United States military identification; or
  - g. A 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.
4. The child shall be age appropriately immunized from poliomyelitis, diphtheria, tetanus, pertussis, red (rubeola) measles, rubella, and other diseases as designated by the State Board of Health, or have an exemption issued by the Arkansas State Department of Health. Proof of immunization shall be by a certificate of a licensed physician or a public health department acknowledging the immunization.

### **C. ATTENDANCE RECORDS**

Each teacher will make a report to the office on pupil's attendance. All absences and tardies should be noted. Permanent attendance records are kept in the office. Since these records are compiled from the teacher's daily reports, the responsibility of the teacher is great.

An absentee list will be compiled each day at the secondary schools. If the parent/guardian has called the school and the reason for the absence has been determined, the attendance personnel will note excused or admit for that student, who may report to class without checking in at the attendance office. Other students absent the previous day must report to the attendance office to get a permit admitting them to their classes.

### **D. ATTENDANCE REQUIREMENTS**

If any student's Individual Education Program (IEP) or 504 Plan conflicts with this policy, the requirements of the student's IEP or 504 Plan take precedence. Education is more than the grades students receive in their courses. Important as that is, students' regular attendance at school is essential to their social and cultural development and helps prepare them to accept responsibilities they will face as adults. Interactions with other students and participation in the instruction within the classroom enrich the learning environment and promote a continuity of instruction which results in higher student achievement.

#### **1. Excused Absences**

Excused absences are those where the student was on official school business or when the absence was due to one of the following reasons and the student brings a written statement to the principal or designee upon his/her return to school from the parent or legal guardian stating such reason. A written statement presented for an absence having occurred more than five (5) school days prior to its presentation will not be accepted.

- a. 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.
- b. Death or serious illness in their immediate family.
- c. Observance of recognized holidays observed by the student's faith.
- d. Attendance at an appointment with a government agency.
- e. Attendance at a medical appointment.
- f. Exceptional circumstances with prior approval of the principal.
- g. Participation in an FFA, FHA, or 4-H sanctioned activity.
- h. Participation in the election poll workers program for high school students.

- i. 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.
- j. 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).
- k. 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.

Parents have the right to appeal a student's absences to the building principal before the student reaches the maximum of 6 days per semester. When a student has 3 absences, his/her parents, guardians, or persons in loco parentis shall be notified that the student has missed half of the allowable days for the semester.

## **2. 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. Regular attendance of all students enrolled in public schools is required. The El Dorado School District attendance policy has established ten (10) days as the limit of excessive absences in a semester.

- a. Students with 10 unexcused absences in a course in a semester shall not receive credit for that course. At the discretion of the principal after consultation with persons having knowledge of the circumstances of the unexcused absences, the student may be denied promotion or graduation. Excessive absences shall not be a reason for expulsion or dismissal of a student.
- b. When a student has 5 unexcused absences, his/her parent, guardian, or person 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.
- c. Whenever a student exceeds 7 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.
- d. 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.
- e. Students who attend in-school suspension shall not be counted absent for those days.
- f. Days missed due to out-of-school suspension or expulsion shall be unexcused absences.
- g. 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.
- h. Any circumstances not covered above, which the district determines are excused.

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.

#### **E. TARDIES**

Students are expected to be at school on time. If they are habitually tardy, disciplinary procedures will result. This may result in a warning to suspension, refer to school procedures.

#### **CONTACT BY PARENTS**

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

#### **CONTACT BY NON-CUSTODIAL PARENTS**

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

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.

#### **DUTY OF TEACHER, CLASSIFIED SCHOOL EMPLOYEES, AND VOLUNTEERS IN PROVIDING A SAFE DISCIPLINED SCHOOL ENVIRONMENT**

Every teacher shall seek to provide a safe and well-managed classroom for all students. Student discipline is the responsibility of teachers and is directed by school district policy.

Classified school employees shall have, as a minimum, the responsibility to appropriately assist and support teachers in these efforts.

Volunteers are used extensively throughout the entire El Dorado School District. Volunteers assist in offices, libraries, classrooms and at street crosswalks. The responsibility and the authority of these volunteers are extended to them by the individual they are assisting. Any volunteer assigned full responsibility for a program by the El Dorado School Board has the same authority as a teacher or administrator supervising students.

#### **DISCIPLINE**

##### **Statement of Minimum and Maximum Penalties**

Violation of any of the regulations may result in disciplinary action being taken against the student or students involved. In the case of minor infractions, a teacher may hold a conference with the student, assign detention hall, refer the student to the principal, etc. If the principal reasonably feels that the misconduct involved warrants such punishment, he/she may assign study detail, detention hall, in-school suspension, alternative placement, or suspend a student after the

student has been given an opportunity to explain the charges made against him/her. The Board of Education may suspend or expel a student for gross or repeated misconduct.

### **In-School Discipline**

Each teacher should handle his/her own discipline problems if possible. The district provides teachers in-service training directly related to good discipline. Each staff member shall participate in these as needed.

If a student is disrupting the class, the teacher may send him/her to the principal's office. In this event, the teacher shall send a written message to the principal outlining the reasons for the student's removal from class, or report these reasons to the principal at the end of that class period, or some other designated time. The principal will determine the disciplinary procedure that fits the problem.

a. Study Detail and Detention Hall

Students should report promptly to study detail or detention hall whenever they are assigned. These will meet in a designated classroom on campus. Failure to serve assignments at study detail or detention hall will result in more severe penalties, including possible suspension.

b. Saturday School

Secondary students assigned to Saturday study detail shall meet regularly as designated. Study detail will be held from 8:00 a.m. to 12:00 noon. Students will be dismissed from the study detail according to the length of their assignment. They are not to be dismissed before they have served the full assignment for that day. Students reporting to study detail after 8:00 a.m. or without study materials will be sent home. If a student is sent home because of disciplinary problems or fails to serve Saturday School while on study detail, he/she may be suspended.

### **In-School Suspension (Alternative Classroom)**

Who will be assigned:

Middle and high school students who have committed infractions that the building administrator has determined merit this level of punishment.

When assigned, students will:

- a. Be provided an ISS classroom on BJHS and EHS campuses.
- b. Take textbooks, paper, pencil, and other assigned work.
- c. Serve the In-School Suspension before he/she is allowed to return to the regular scheduled classes.

In the event a student's conduct results in his/her dismissal from the classroom the building administrator may choose to suspend the student or readmit after a conference with the student. This conference should include the parent or guardian if possible.

### **Suspension**

Any time a suspension is imposed, the principal must first explain the charges and the evidence against the student and give the student an opportunity to explain his/her conduct. If at all possible, this should be done prior to the student's removal from school. However, if the principal reasonably feels that the student's continued presence in school will substantially disrupt the academic atmosphere or endanger fellow students, teachers, school officials, or school property, the student may be immediately removed. The student shall be given an opportunity to explain his/her conduct to the principal within three school days after the removal.

Only the principal or the assistant principal has the authority to impose a suspension. If the principal intends to suspend the student for more than three days the parent will be notified by phone or mail of the option for a conference. The conference shall provide for:

- a. Statements in support of the charges against the student. These may be oral or written, and may include statements made by persons not actually present at the conference.
- b. Statements by the student and others in his/her defense. This conference shall be conducted by the principal.

Suspended students will be allowed to make up work missed during their suspension period if the student takes the initiative to make up the work.

### **Policy on Suspension Notification**

The parent/guardian will be notified when his/her student is suspended in accordance with A.C.A. § 6-18-507. El Dorado School Board approved July 27, 2007.

### **Habitually Disruptive Student Policy**

If a student is determined to be “habitually disruptive,” he/she may be referred to the School Board for removal from regular classes and placed in the Virtual School program.

“Habitually Disruptive Student” means a student who has been suspended or assigned to Alternative Learning Environment three times during the school year or calendar year for conduct that caused a material and substantial disruption while at school or on school grounds, at a district-sanctioned activity or event or while being transported in a district approved vehicle because of behavior that was initiated, willful and overt on the part of the student.

### **Expulsion**

The recommendation that a student be expelled shall be made by the principal in writing to the Superintendent of Schools and shall include a written statement of the precise charges against the student. If the Superintendent concurs in this recommendation, he/she shall then schedule a hearing before the School Board and shall send to the student and to his/her parent or guardian copies of the principal’s recommendation, a statement of the charges, and notice of the time, place, and purpose of the hearing.

An expulsion hearing shall proceed as follows:

- a. The student may be represented by an attorney or lay counsel and may present witnesses, statements, and any other evidence on his/her own behalf.
- b. The Superintendent of Schools, or his/her designee, may present witnesses, statements, and any other evidence on the school’s behalf. The student may observe or examine all evidence offered against him/her.
- c. A parent or legal guardian of the student must be notified of the hearing and should be urged to attend it.
- d. A student’s attorney shall be present only for consultation and advice and shall not actually question any witness unless:
  - (1) There is material contradiction between two witnesses’ statements or
  - (2) The interest of justice and fairness requires it.
- e. The student or his/her representative may make a record of the proceedings.
- f. After all the evidence is presented by both sides in the hearing, the School Board shall make its decision. A decision to expel the student must be based on substantial evidence. The student and his/her parent or guardian must be notified of the Board’s decision within 24 hours after it is reached.
- g. If available, principals may replace a six to nine day suspension with an Alternative Learning Environment (ALE) for students in Grades 7-12. The Board has an option to use an Alternative Learning Environment for a long-term suspension or expulsion (Grades 7-12).

## **DISCIPLINE FOR CHILDREN WITH DISABILITIES**

- a. Students with disabilities who engage in misbehavior are subject to normal school disciplinary rules and procedures so long as such treatment does not abridge the right to free appropriate public education.
- b. The Individualized Education Plan (IEP) Team for students with disabilities should consider whether particular discipline procedures should be adopted for that student and included in the IEP.
- c. If a pattern of inappropriate behavior is established, a meeting of the student's IEP team will be held to develop a behavior plan.

## **STUDENT CONDUCT INFORMATION**

The school environment must be free from the distractions and turmoil generated by those individuals who have not developed the self-restraint and ability to make sound decisions, which are an integral part of the educational process. Each teacher is encouraged to manage his/her own discipline problems when possible. When a student continually chooses to disregard the rules and district policies of conduct he/she will be subject to disciplinary action as defined in this handbook.

The school district reserves the right to punish behavior that is subversive to good order and discipline in the schools even though such behavior is not specified in the following written rules. The minimum will be verbal reprimand and the maximum will be expulsion recommendation. Punishment may be greater or less in severity depending upon the individual situation. Students who are serving suspension or assigned to an Alternative Learning Environment may not attend any district activity.

### **CATEGORY 1 INFRACTIONS**

The following infractions are Category 1 Infractions. These infractions are handled at the school level by the building principals or his/her designees through the use of Warnings, Detention Halls (Study Detail), AC, Parent/Teacher Conference, or Saturday School. The minimum will be verbal reprimand and the maximum will be expulsion recommendation.

1. Chewing gum or eating candy without the teacher's permission
2. Cutting in line in the cafeteria
3. Lack of materials
4. Tardy to class
5. Improperly packed locker
6. Rough horseplay
7. Refusal to do assigned work
8. Misbehavior in class or during class change
9. Littering
10. Misbehaving during a fire/tornado drill and emergency drills
11. Running or pushing anywhere on campus
12. In possession of powdered candy, sunflower seeds, and other products which might create unsanitary conditions.
13. Misuse of rubber bands at school

### **CATEGORY 2 INFRACTIONS**

The following infractions are Category 2 Infractions. These infractions are considered more serious violations. Infractions of these rules will result in disciplinary action, including but not limited to, suspension or expulsion, Saturday School, Parent/Teacher Conference, AC, ALE,



Restitution, and or notification of law enforcement officials. The minimum will be Saturday School and the maximum will be expulsion recommendation.

1. Cutting class
2. Deliberate destruction of an individual's property
3. Willful destruction of school property
4. Failure to remain in the office when directed to do so
5. Improper use of phone pass
6. Inappropriate language/profanity
7. Insubordination (disregard of directions or command, resistance to authority, disrespect of authority, disorderly conduct, etc.....)
8. Cheating/Plagiarism/Academic Dishonesty (May result in no credit)
9. Misbehavior on Field Trip
10. Leaving school without signing out. Students are expected to remain on campus from the time of their arrival until the final bell.
11. Loitering by suspended students on any school campus.
12. Loitering on another school campus or on the outer perimeter of campus during school day.
13. Misuse of hall pass. Hall passes are used anytime a student leaves the classroom during a class period.
14. Possession of electronic devices that could disrupt the school environment and are not used for educational purposes will be confiscated for parent to pick up. Parents must pick these up within a 20day time period.

**The school will not be responsible for loss, damage, or theft of any electronic device brought to school district property.**

15. Public display of affection/hands off policy.
16. Truancy. "Skip Days" are considered truancy. A student is considered "truant" if he/she is absent without the prior knowledge of parents and school authorities.
17. Licensed drivers may operate a motor vehicle on campus if the following rules are observed.
  - Vehicles on school district property are subject to search
  - Vehicles must be parked in designated areas.
  - Loitering in the parking lots is not allowed.
  - Fast or reckless driving is not allowed.
  - Students should not park in visitor parking, teacher parking, or designated fire lanes.
  - Students may not return to their vehicles or the parking lot area during school hours without an office issued pass.

Parking lot violations (to include: improper parking, loud noises, hazardous operation of vehicle, sitting in car before/after school or lunch, etc.....)

  - a. Saturday school and possible loss of driving privileges
  - b. AC/Suspension/ALE
  - c. Citation
18. Forgery
19. Dishonesty
20. Dress guideline violation. The dress guidelines focus on the following items (Act 835 of 2011): Dress Code applies to school issued extracurricular uniforms (Cheer, Volleyball, Basketball, Band...) during the school day.
  - a. Headgear

- 1) No caps, bandanas or other headgear are to be worn or brought to any El Dorado School District campus or event. An exception is made for authorized school athletic caps or hats worn in the proper setting. Hats must be properly worn with bill facing forward.
  - 2) Toboggans and/or hoods may be worn outside when the temperature is below 40 degrees Fahrenheit.
- b. Shirts and Tops
- 1) Clothing, including but not limited to pants, leggings, jeggings, jeans, and tops are not to be so tight that they are revealing and/or inappropriate for the school environment.
  - 2) No bare midsections; no open-sided halter, strapless, or tank tops.
  - 3) No see-through clothing
  - 4) No suggestive or obscene pictures/slogans nor any drug, alcohol, tobacco, or gang related logos.
  - 5) No revealing or low-cut tops.
  - 6) Tank tops, muscle shirts, camisoles or any spaghetti straps may only be worn underneath an appropriate pullover or buttoned up shirt/blouse.
  - 7) Under wear/under garments are not to be visible at any time.
- c. Pants and Shorts
- 1) No sagging pants or shorts.
  - 2) No shorts more than 7" above the knee, as measured from the kneeling position.
  - 3) No biking, leggings, or other tight shorts.
  - 4) Pants or shorts with holes may not have holes higher than 7" above the knee as measured from a kneeling position.
- d. Skirts and Dresses
- 1) No hemlines more than 5" above the knee, as measured from a kneeling position.
  - 2) No leggings may be worn with skirts shorter than the required length.
  - 3) No revealing or low-cut tops.
- e. Shoes
- 1) House slippers are not allowed. Proper shoes/sandals must be worn.
- f. Other
- 1) No rubber bands or sweatbands shall be worn.
  - 2) No long, bulky chains, i.e. wallet chains, or bulky necklaces shall be worn.
  - 3) No pajamas or sleepwear allowed.
  - 4) All clothing shall be worn as it is designed.
  - 5) Any other items of attire deemed inappropriate and/or disruptive to the educational process will not be allowed.

### **CATEGORY 3 INFRACTIONS**

The following infractions are Category 3 Infractions. These infractions are considered more serious violations. Infractions of these rules will result in disciplinary action, including but not limited to, suspension, expulsion, ALE, restitution, and or notification of law enforcement officials. The minimum will be Saturday School and the maximum will be expulsion recommendation.

1. Arson
  - Suspension, ALE and/or possible board action.
2. Drug-free school and campus policies

3. False alarm concerning a fire, bomb threat, and other emergencies without lawful purpose, which includes comments, drawings, writings. Communicating a false alarm is a Class D felony (Act 567 of 2001).
  - This will result in Notification of authorities, suspension, ALE, and possible Board action.
4. Bullying
5. Fighting, assault, and/or physical abuse (Act 1520 of 1999)
  - Notification of authorities
6. Possession/Use of tobacco products, e-cigarettes, related products, lighters, Juuls, Vapes, etc...
7. Misconduct on a bus; school bus transportation is a privilege.
8. Physical abuse and/or verbal abuse against school personnel (Act 1520 of 1999).
9. Gambling
10. Indecent exposure
11. Misconduct at Senior activities
12. Possession of fireworks
13. Abuse of technology shall result in disciplinary action depending on the severity of the infraction.
14. Theft
15. Sexual harassment
16. Possession of weapons or dangerous instruments
17. Inciting to riot or fight
18. Gang-related activities

## POLICIES

- a. **Cooperation with School Personnel** – Students must obey the reasonable instructions of school district personnel.
- b. **Off-Campus Events** – Students at school-sponsored, off-campus events shall be governed by school district rules and regulations and are subject to the authority of school district personnel. Failure to obey the rules and regulations will result in disciplinary action applicable under the regular school program and/or loss of eligibility to attend school-sponsored, off-campus events. **El Dorado School District students are encouraged to attend extra-curricular activities. All students below 7th grade must be accompanied by an adult to attend. Students not picked up within 20 minutes after an activity ends will not be allowed to attend the next activity, e.g. football or basketball games.**
- c. **Requirements to Identify Self** – All persons must upon request identify themselves to school authorities in the school building, on school grounds, or at school-sponsored events.
- d. **Freedom of Speech and Assembly** – Students have the right to express verbally their opinions, so long as such expression does not substantially interfere with the rights of other students or teachers or with the educational process. Accordingly, the use of obscene, violent, or insulting language towards any person in his/her presence or hearing is prohibited, whether it is addressed to a specific person or to the public generally. This includes threatening to fight, or challenging to fight, any teacher or student, and any other language which would normally anger the person to whom it is spoken. Students have the right to assemble peacefully. However, any type of boycott, walkout, or other demonstration which would materially interfere with the school activities or with the rights of teachers or other students or threaten school property is prohibited.
- e. **Freedom to Publish** – Students have the right to express their opinions in writing. The distribution of handwritten, duplicated, or printed material on school premises must be with the prior consent of the principal and may not interfere with or disrupt the educational process. A

student who desires to distribute written material on school premises must present such material to the principal in the form in which it is to be distributed at least 48 hours prior to planned distribution with a written statement setting forth the purpose of distribution. The principal shall within 24 hours thereafter either accept or reject said material for distribution in writing, and if he/she rejects it, shall state the reasons for such rejection.

If the student is dissatisfied with the rejection, he/she shall have the right to appeal to the Superintendent by presenting to the Superintendent a copy of the proposed materials together with a copy of the written statement of the principal rejecting it. The Superintendent shall within 48 hours either approve or reject such material for distribution. If the student is dissatisfied with the decision of the superintendent, he/she may present the proposed material to the School Board for their review at the next regular meeting.

Any libelous or obscene matter in student publications is prohibited.

- f. **School Organizations** – School fraternities and secret societies are banned in Arkansas Public Schools.
- g. **Damage or Destruction of Property** – A student shall not cause or attempt to cause damage to the property of another or steal or attempt to steal the property of another. This includes property of the school.
- h. **Assault or Physical Abuse** – A student shall not cause physical injury or behave in such a way as could reasonably cause physical injury, to include threats or abuse, to any person in any school building or on school property, or at any school sponsored activity. The school principal must report any incident or threat to the superintendent. The superintendent must immediately notify the local school board and law enforcement. The prosecuting attorney is required to initiate an investigation of the incident (See also item “t”)
- i. **Fireworks** – A student shall not possess, handle, or store firecrackers, smoke bombs, cherry bombs, or any other kind of fireworks. Student shall not possess any type of explosive material.
- j. **Possession of Weapons or Dangerous Instruments** – A student shall not knowingly possess or transmit any object that can reasonably be considered a weapon in any school building, or on school property, or at any school sponsored activity.
  - (1) Up to five days suspension – if a student is found to possess a **legal** knife (blade no longer than 3 ½ inches) and no **intent to use** it as a weapon is established.
  - (2) Up to nine days suspension – if a student is found to possess an **illegal** knife (blade longer than 3 ½ inches) and **no intent to use** it as a weapon is established.
  - (3) School Board – if a student is found to possess any object used as a weapon, he/she may be referred to the school board for possible expulsion.
  - (4) If a student is found to possess any firearm, he/she may be expelled from school for a period of not less than one (1) year; provided, however, that the superintendent shall have discretion to modify such expulsion requirement for a student on a case-by-case basis.

The parents, guardians or other persons in loco parentis of student expelled for possessing a firearm must meet with the superintendent before the student can return to school. The purpose of this conference will be for the parent to sign a statement acknowledging that they have read and understand current laws regarding the possibility of parental responsibility for allowing a child to possess a weapon on school property. The statement shall be signed by the parents prior to re-admitting a student to school after the expulsion period has ended. This expulsion will be reported to the Arkansas Department of Education and noted on the student’s permanent school record.
- k. **Gambling** – A student shall not participate in any activity which may be termed gambling or wagering where the stakes are money or any other object or objects of value.
- l. **Possession, Sale, and/or Use of Drugs, Alcohol, or Intoxicants on School Property** - If a student is believed to be under the influence (as determined by an SRO and School Nurse) of

drugs, alcohol, intoxicants, or other substances which improperly affect his/her behavior the parent will be asked to come to school for a conference and to take the student home for the remainder of the day. If after investigation it is determined that a student was under the influence the penalty assigned would be the Second Chance Drug Program.

Any student found possessing, selling, attempting to sell, or providing any type of drug, alcohol, intoxicant, or other substance which may improperly affect behavior, to other students or school personnel will be drug tested and referred to the Second Chance Drug Program or to the school board at the superintendent's discretion. Any student who refuses to attend or meet the requirements of the Second Chance Program will be referred to the school board by the superintendent.

### **Second Chance Drug Program**

Grades 5 - 12

Program will be housed at Murril Education Center

- 9 week program which includes a 5 day suspension at the beginning
- Student will attend 10 counseling sessions during the school day. The parent must attend 2 of those sessions with their child.
- Attendance – Absences can result in extra time being added.
- Student must maintain good grades and have good behavior. If grades are not kept up or behavior is not good then the time in the program could be extended.
- 10 hours of Community Service must be served at the Salvation Army, Boys and Girls Club or with the El Dorado School District. Community Service must be completed by the end of the program.
- Program hours 8:30 – 3:00, transportation not provided

Any student who refuses to attend or meet all the requirements of the Second Chance Drug Program may be referred to the school board by the superintendent.

- m. **Criminal Acts** – The commission of or participation in criminal acts in school buildings, on school property, or at school-sponsored activities by students is prohibited by school regulation.

Disciplinary action may be taken by school authorities against students involved in criminal acts regardless of whether or not criminal charges result.

- n. **Search and Seizure**

- (1) In the assignment of school property (locker, desk, etc.) to students, the school retains ownership of the property and the right to inspect or reclaim it. Accordingly, general searches of school property may be conducted at any time. Illegal items such as drugs or weapons, and any other articles reasonably determined to be a threat to the safety or security of other students, teachers, or school property may be seized by school authorities. School personnel will conduct periodic **locker checks** in order to secure the safety of all students.
- (2) All students referred to the principal for harassment or physical abuse will be checked for weapons by a **metal detector**. At times the school district may elect to use a metal detector at the entrance of all schools or school activities.
- (3) Students of El Dorado Public Schools should be aware that school district officials have access to a registered **drug dog**. The dog is a gentle dog which has been trained to locate alcohol, marijuana, and other illegal drugs. Periodic, unannounced visits to the school and school activities will be made by the dog and handler in an effort to prevent

- possession and use of alcohol and drugs on the campuses. Students are responsible for the contents of their lockers and automobiles. Should contraband be located, the responsible student will be subject to district policies and local, state, and federal laws.
- (4) Campus parking lots are part of school property and student parking provides for search of those **vehicles** by school personnel, if reasonable suspicion exists that school policy or a local, state, or federal law has been violated.
  - (5) A search of a student's person will be limited to a situation in which the administration has reasonable suspicion that the search would produce evidence indicating that the student has violated the law or school rules. An adult witness should be present when a **personal** search is conducted.
- o. **Disruptive Conduct** – Any immorality, extreme discourtesy, habitual refusal to perform assigned schoolwork, repeated failure to comply with the directions of school personnel, which, in the reasonable determination of school officials, substantially interferes with the educational process, is prohibited.
  - p. **Health Hazards** – Students with infectious diseases or who are habitually unclean will be prohibited from attending school.
  - q. **Behavior Not Covered Above** – The school district reserves the right to punish behavior which is not conducive to good order and discipline in the schools, even though such behavior is not specified in the preceding written rules.
  - r. **Student Requirements (Act 835 of 2011)**
    - (1) Hats or caps may not be worn on any school campus. Exception: the wearing of authorized athletic caps or hats at the proper place.
    - (2) No bandanas may be worn or carried while on school property.
    - (3) No sagging pants may be worn.
    - (4) Any attire that is offensive, abusive, depicts wrestling, drug related, gang related, inflammatory, peace disruptive, or that incites may not be worn on any school campus.
    - (5) Any hair or dress style, which would disrupt the educational process or present a health hazard, is prohibited.
    - (6) No string shirts, halter tops, low cut tops or those revealing the cleavage or midsection may be worn. Underwear is to be worn not seen.  
**Note:** For any of the above, the student may be suspended until they comply with school rules and regulations.
  - s. **Student Conflict**
    - (1) Any time a student has three suspensions in a school year for harassment or physical conflict with another student or adult the student may be referred to the Superintendent for a recommendation to the School Board.
    - (2) Any time two or more students harass or direct physical abuse toward another student or school personnel, those students may be referred to the Superintendent of Schools for a recommendation to the School Board.
  - t. **Administrative Procedure**  
All principals of the El Dorado School District shall report incidents that may constitute felonies to local law enforcement agencies for investigation and to the El Dorado School Board for adjudication. A principal shall make such a report when he/she has direct knowledge or has received information leading to a reasonable belief that a student has committed a felony on school property, a felony while under school supervision or a violent criminal act against a teacher, principal, employee, or student.
  - u. **Policy on Fighting**  
First Offense:
    - 3 to 9 day suspension
    - Possible arrest and/or citation from S.R.O.

- **Student and parent/legal guardian must attend Conflict Resolution**
- Parent/legal guardian and student conference with principal upon return to school

Second Offense:

- Suspension and/or alternative placement
- Possible arrest
- Parent/legal guardian and student conference with superintendent before returning to school

Third Offense:

- Possible board hearing

v. **Policy on Cell Phone or Communication Device**

Students (K-12) may not use a cell phone on a school bus. It must be turned off and in a purse, pocket or backpack.

Students in grades kindergarten (k) through four (4) will not be allowed to possess or use a cell phone or communication device during regular school hours.

Students in grades fifth (5) through eight (8) at Washington Middle School and Barton Junior High School may possess a cell phone or communication device during the school day under the following guidelines:

- Cell phone or communication device must be turned off during the school day.
- Cell phone or communication device must be stored out of sight in a back pack or purse.
- Cell phone or communication device may not be kept on the student's person either in a pocket, shoe, jacket, or undergarment.
- Cell phone or communication device may not be used in any way during the school day including but not limited to calling or receiving calls, texting, visiting or posting on social media sites, playing games, taking or watching still photos or videos, and listening to music.
- Once school is over and the student is outside the school building in the car rider area or in the bus area, the student may use the phone or communication device to text or call a parent or his/her ride. The phone or communication device may not be used for any other purpose at this time. The phone or communication device may NOT be used before school on school property.
- The school is NOT responsible for stolen or lost phone or communication device. Stolen or lost phone or communication device will not be investigated by school officials.
- According to state law, NO cell phone or communication device will be allowed on campus during any state mandated testing.

Students in grades nine (9) through twelve (12) at El Dorado High School may possess and use a cell phone or communication device during the school day under the following guidelines:

**Phone or communication device may be used at the beginning of school prior to the bell and at lunch time only** while in the Commons/Cafeteria Area and main street hall only. Phone or communication device may be used after school. When the beginning of school bell rings and when lunch is over it must be on silent and out of sight.

- Students may use ear buds/headphones only when directed by a teacher during instruction time.
- Students are not allowed to take pictures/video with the phone or communication device during the school day.
- Students are not allowed to text/call students that are in class.

- During lunch the ringer must be on vibrate. Ring tone is not allowed.
- Phones or communication device are not to be on “speaker phone.”
- School is NOT responsible for stolen phone or communication device. Stolen phone or communication device will NOT be investigated by the school.
- Phone or communication device may not be used during class time unless directed by teacher in accordance with the BYOT policy.
- Audible sounds are not to come from the device at any time.
- Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, or wrongfully obtaining test copies or scores not permitted.
- Creating, sending, sharing, viewing, receiving or possessing an indecent visual depiction of oneself or another person is not permitted.

### **The following penalties are for grades 5-12**

Penalties for misuse of cell phone or communication device during school include but are not limited to the following:

- If the students phone is put away, out of sight and not in use and makes an audible sound the student will be sent to the office to visit with an administrator. One time only.
- **First Offense**: Cell phone or communication device will be confiscated for 3 school days and the student will serve 1 day of AC.
- **Second Offense**: Cell phone or communication device will be confiscated for 5 school days and the student will serve 1 day of suspension.
- **Third Offense**: Cell phone or communication device will be confiscated for 10 school days and the students will serve 3 days of suspension.
- **Fourth Offense**: Cell phone or communication device will be confiscated for the remainder of the school term and the student will serve 9 days suspension.
- **Refusal to relinquish phone or communication device to a school authority will result in an automatic 3-day suspension and the student will lose the right to possess the phone/device at a later date, the phone/device will be confiscated for the remainder of the school term.**
- **Use of a cell phone or communication device at school in order to harass or bully a student or staff member will result in a 9-day suspension and confiscation of the phones/devices for the remainder of the school term.**
- **Use of a cell phone to video and/or take pictures of people at school and shared with other people and/or posted on social media could result in a 9-day suspension and cellphone use at school relinquished.**

The above penalties are the minimum but could also result in ALE or expulsion. The penalties are for all grades 5-12 in regards to the rules on that campus. Students are not allowed to use the phone or communication device for any type of harassment, picking, joking or bullying at school. If a phone or communication device is used in this way, a 9-day suspension will be assessed. Device will only be returned to an adult on the emergency card after the confiscation period.

### **SCHOOL SAFETY CRISIS INTERVENTION PLANS**

Each school has formulated crisis intervention plans for the following situations: fire, tornado, earthquake, evacuation of the school campus, death, suicide, and intruder(s) on the school campus. These plans are on file in the office of each school and are available for review upon request.



## Policy on Emergency Drills

All schools in the District shall conduct fire drills at least monthly. Tornado drills shall be conducted no fewer than four (4) times per year with at least one each in the months of September, October, January, and February. Students who ride school buses shall also participate in emergency evacuation drills at least twice each school year. In accordance with A.C.A. § 12-13-109, A.C.A. § 6-10-121, and Arkansas Division of Academic Facilities and Transportation Rules Governing Maintenance and Operations of Arkansas Public School Buses and Physical Examinations of School Bus Drivers 4.03.01. (El Dorado School Board approved July 27, 2007).

## FAMILY EDUCATION RIGHTS AND PRIVACY (F.E.R.P.A.)

The “Family Education Rights & Privacy Act of 1974”(FERPA) limits the information about a student’s academic record which may be disclosed without the student’s written permission to “directory information.” Directory information is defined as:

- Student’s Name
- Address
- Telephone Number
- Date and place of birth
- Classification
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Dates of attendance
- Honors and awards received
- Most recent educational institutions attended by the student
- E-mail address
- Photographs

Each parent, legal guardian, or eligible student has the right to refuse to permit the release of any or all of the above information. If the parent, legal guardian, or eligible student wishes to restrict the release of the directory information, he/she must inform the Principal’s Office in writing within thirty (30) calendar days of receipt of this notice. An eligible student is one who has reached the age of 18 or is attending any school beyond the high school level. Parents and legal guardians of students may have access to student records as provided by the Family Educational Rights and Privacy Act of 1974 (FERPA). This act allows for the inspection of the content of records and for the right of a parent or guardian to challenge anything contained within the records that he/she considers to be inaccurate or misleading. The person making the request is also entitled to the opportunity to receive an interpretation of the records. Requests to view such records must be made in writing to the principal responsible for the maintenance of the records. Requests shall be complied with as soon as administratively possible within forty-five (45) days of the request. The request should include a specification of the exact information sought. A small charge may be made to cover photo-copying costs. For additional information regarding FERPA, you may call Alan Wilbourn at 479-444-3000, ext. 654 or contact:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue. S.W.  
Washington, D.C. 20202-4605

For a more detailed description of FERPA, please refer to the El Dorado School District Personnel Policies, Section 4.13.

## **PRIVACY OF STUDENTS' RECORDS/DIRECTORY INFORMATION**

Except when a court order regarding a student has been presented to the district to the contrary, all students' educational records are available for inspection and copying by the parents of their 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 parents 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 the 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 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 educational 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 aide; 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.

The District discloses personally identifiable information from education records 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 personally identifiable information 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 El Dorado 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/her 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 parents, 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, which must be done only through the appropriate teacher and/or administrator, the decision of which is final. A challenge to the accuracy of material contained in a student's file must be initiated with the building principal, with an appeal available to the Superintendent or his designee. The challenge shall clearly identify the part of the student's record the parent wants changed and specify why he/she believes it is inaccurate or misleading. If the school determines not to amend the record as requested, the school will notify the requesting parent or student of the decision and inform them of their right to a hearing regarding the request for amending the record. The parent or eligible student will be provided information regarding the hearing procedure when notified of the right to a hearing.

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

Each parent, legal guardian, or eligible student has the right to refuse to permit the release of the above information. If the parent, legal guardian, or eligible student wishes to restrict the release of the above information, he/she must inform the Principal's Office in writing within thirty (30) calendar days of receipt of this notice. An eligible student is one who has reached the age of 18 or is attending any school beyond the high school level.

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 FERPA does not prevent the District from disclosing or requiring a student to disclose the student's name, identifier, or institutional email address in a class in which the student is enrolled.

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

Department of Education at

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

## **HOMEWORK POLICY**

Homework provides practice and applications of effective study and work skills, which are essential if school and independent time are to be used efficiently. Homework should be introduced in the early grades and continued throughout the student's schooling.

Homework assignments should fit the academic needs of each student, provide independent practice of skills previously taught, and be relevant to in-class assignments. A record of homework will be kept by each teacher.

Parents are partners in this independent work experience. They should be fully informed at all times as to the nature and type of homework required.

- a. In Kindergarten (K) and Grades One (1) and Two (2), homework assignments should not exceed thirty minutes per day.
- b. In Grades Three (3) and Four (4), homework may be required by the teacher not to exceed one hour per day.
- c. In Grades Five (5) and Six (6), teachers will coordinate their programs so that total daily assignments do not exceed 90 minutes per day.
- d. In Grades Seven (7) through Twelve (12), homework may be required by the teacher not to exceed 45 minutes for any one academic subject. Teachers will coordinate their programs so that the total daily assignments do not exceed 2 ½ hours. Less than the maximum is recommended for a normal cumulative daily assignment.

## **MAKE UP WORK**

### **Absence**

a. A student will have the opportunity to make-up any work missed due to an absence as long as such work can be completed within a period of time not to exceed the number of days the student was absent from school. It is the student's responsibility to make arrangements with the teacher for make-up work. A student can be expected to take a test on the day he/she returns to school if the test was announced prior to the absence.

b. Long term projects are due on the announced due date regardless of absence. Students, who miss the deadline for a long term project due to an excused absence of 3 or more consecutive days, may submit the project the day he/she returns to school; for each day after, the project grade will be lowered 1 letter grade.

### **Admit**

A student does not have the opportunity to make-up work or tests and is not barred from running for elective office.

### **Unexcused Absence**

Work may not be made up for credit for unexcused absences unless the unexcused absences are part of a signed agreement as permitted by policy. Out-of-school suspensions are unexcused absences.

## **SCHOOL REPORTING TO PARENTS**

Teachers will have contact with parents at least once a semester through a Parent-Teacher conference, telephone call, and/or home visit. The teacher will document this contact. All conferences should be scheduled to best accommodate participants. More frequent communication is required with the parents(s) or legal guardian(s) of students who are performing below grade level.

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

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

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

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

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

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

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

## GRADUATION REQUIREMENTS

The number of unit's students must earn to be eligible for high school graduation is to be earned from the categories listed below. A minimum of 22 units is required for graduation for a student participating in either the Smart Core or Core curriculum. There are some distinctions made between Smart Core units and Graduation units. Not all units earned toward graduation necessarily apply to Smart Core requirements.

### Digital Learning Courses

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

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

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

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

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

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

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

3. Algebra II; and

4. The fourth unit may be either:

- A math unit beyond Algebra II: this can include Pre-Calculus, Calculus, AP Statistics, Algebra III, Advanced Topic and Modeling in Mathematics, Mathematical Applications and Algorithms, Linear Systems and Statistics, or any of several IB or Advanced Placement math courses (Comparable concurrent credit college courses may be substituted where applicable); or
- one unit of computer science chosen from ADE Essentials of Computer Programming, ADE Computer Science and Mathematics, AP Computer Science, IB Computer Science, or other options approved by ADE.

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

One unit of Biology; and either:

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

- Physical Science;
- Chemistry;
- Physics or Principles of Technology I & II or PIC Physics; or
- One unit from the three categories above and one unit of computer science chosen from ADE Essentials of Computer Programming, ADE Computer Science and Mathematics, AP Computer Science, IB Computer Science, or other options approved by ADE.

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

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

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

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

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

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

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

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

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

**CORE: Sixteen (16) units**

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

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

**Mathematics:** four (4) units

- Algebra or its equivalent\* - 1 unit
- Geometry or its equivalent\* - 1 unit
- All math units must build on the base of algebra and geometry knowledge and skills.
- (Comparable concurrent credit college courses may be substituted where applicable)
- one unit of computer science chosen from ADE Essentials of Computer Programming, ADE Computer Science and Mathematics, AP Computer Science, IB Computer Science, or other options approved by ADE may be substituted for a math credit beyond Algebra I and Geometry

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

**Science:** three (3) units

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

Two units chosen from the following three categories:

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

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

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

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

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

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

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

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

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

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

## **GRADING**

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

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

The grading scale for all schools in the district shall be as follows.

A = 100 – 90

B = 89 – 80

C = 79 – 70

D = 69 - 60

F = 59 and below

In addition, elementary schools (K – 4) will use the following grades for physical education, music, and art:

- S = Satisfactory (Meets all expectations on a regular basis);
- N = Needs Improvement (Inconsistent in performance); or
- U = Unsatisfactory (Poor performance on a regular basis).

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 AP and IB shall be one point greater than for regular courses with the exception that an F shall still be worth 0 points.

## **ADVANCED PLACEMENT (AP) AND INTERNATIONAL BACCALAUREATE (IB)**

Students who take Advanced Placement courses, International Baccalaureate, or honors courses approved for weighted credit by the Arkansas Department of Education shall be graded according to the following schedule:

A = 100 – 90

B = 89 – 80

C = 79 – 70

D = 69 – 60

F = 59 and below



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

A = 5 points

B = 4 points

C = 3 points

D = 2 point

F = 0 points

Students taking AP courses or IB shall receive weighted credit as described in this policy based on teacher AP or IB training and student exam completion. Credit shall be given for each grading period during the course of the year, but shall be retroactively removed from a student's grade for any course in which the student fails to take the applicable AP exam or IB exam. Students who do not take the AP exam or IB exam shall receive the same numeric value for the grade he/she receives in the course as if it were a non-AP or non-IB course.

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

## **COURSE OF STUDY**

The selection of the courses to be offered and the credit to be allowed for each course is delegated to the superintendent and his/her administrative staff. The course of study must meet the requirements of the North Central Association and have the approval of the Board of Education in accordance with State Standards and meets all requirements of Federal Law (i.e., No Child Left Behind Law).

## **CONCURRENT CREDIT**

A ninth (9) through twelfth (12) grade student who successfully completes a college course(s) from an institution approved by the Arkansas Department of Education shall be given credit toward high school grades and graduation at the rate of one (1) full year's high school credit for a three (3)-hour college credit course. Additionally, a three-hour college remedial/developmental education course shall be the equivalent of one-half unit of credit as a high school career focus elective and cannot be used to meet the core subject area requirements in English and/or mathematics. Prior to enrollment in a concurrent credit class, the student and his/her parents must conference with a counselor or principal. Unless approved by the school's principal, **prior to enrolling for the course**, the concurrent credit shall be applied toward the student's graduation requirements as an elective.

Students are responsible for having the transcript for the concurrent credit course(s) they have taken sent to their school in order to receive credit for the course(s). Credit for concurrent credit courses will not be given until a transcript is received. The transcripts are to be received by the school within 14 school days of the end of the semester in which the course is taken. Students may not receive credit for the course(s) they took or the credit may be delayed if the transcripts are not received in time, or at all. This may jeopardize students' eligibility for graduation.

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

The student will be responsible for any cost of higher education courses taken for concurrent credit that are not covered by the school district or the college.

## **AIP REMEDIATION REQUIREMENTS**

Students who do not score proficient or above on their grade level State-Mandated Exams shall be required to participate in an individualized Academic Improvement Plan (AIP). Each AIP shall be

developed by school personnel and the student's parents and shall be designed to assist the student in attaining the expected achievement level. The AIP shall also state the parent's role as well as the consequences for the student's failure to participate in the plan.

In addition to the State-Mandated Exam requirements, students who do not meet the satisfactory passing level on the End-of-Course Exams or End-of-Level Literacy shall successfully participate in the remediation program identified in their AIP before they can receive credit for the course. The lack of credit could jeopardize their grade promotion or classification due to insufficient credits to qualify for the next grade.

## **EXTRACURRICULAR AND NON-INSTRUCTIONAL ACTIVITIES**

Extracurricular and non-instructional activities are important in the total education of a student. These activities range from club meetings, special assemblies to athletics. The El Dorado School District recognizes that in order to have an appropriate instructional program that interruptions for extracurricular and non-instructional activities must be held to a minimum.

In order to ensure minimum interruptions all administrators and teachers in the school district shall organize and plan for a six-hour instructional day. All interruptions into the instructional time will be evaluated and only occur as deemed necessary.

## **ARKANSAS DEFINITION OF GIFTED AND TALENTED**

Gifted and Talented children and youth are those of high potential or ability whose learning characteristics and educational needs require qualitatively differentiated educational experiences and/or services.

Possession of these talents and gifts, or the potential for their development, will be evidenced through an interaction of above average intellectual ability, task commitment and/or motivation, and creative ability.

### **TEACHER NOMINATION FORM CHARACTERISTICS OF G/T STUDENTS**

Intellectually or Academically Gifted:

1. Has vocabulary or knowledge in a specific area that is unusually advanced for age or grade.
2. Has knowledge about things of which other children are unaware.
3. Grasps concepts quickly, easily, without much repetition. Bored with routine tasks and may refuse to do rote homework.
4. Recognized relationships and comprehends meanings. May make jokes or puns at inappropriate times.
5. Has unusual insight into values and relationships. May perceive injustices and assertively oppose them.
6. Asks more productive questions about the causes and reasons for things. May refuse to accept authority and be non-conforming.
7. Evaluates facts, arguments, and persons critically. May be self-critical, impatient or critical of self and others, including the teacher.
8. Enthusiastically generates ideas or solutions to problems and questions may dominate others because of abilities
9. Has intense, often diverse self-directed interests. May be difficult to get involved in topics he/she is not interested in.
10. Prefers to work independently. May be highly individualistic and seem stubborn.

If you feel your child may qualify, please call 864-5018 to talk to the G/T Coordinator about testing.

## **POLICY ON DISTRICT-PROVIDED ACCESS TO ELECTRONIC INFORMATION AND SERVICES**

In making decisions regarding student access to the Internet, the El Dorado School District considers its own stated educational mission goals and objectives. Electronic information research skills are fundamental to preparation of citizens and future employees. Access to the Internet enables students to explore thousands of libraries, databases, bulletin boards and other resources while exchanging messages with people around the world. The District expects that faculty will blend thoughtful use of the Internet throughout the curriculum and will provide guidance and instruction to students in its use. As much as possible, access from school to Internet resources should be structured in ways that point students to those that have been evaluated prior to use. While students will be able to move beyond those resources to others that have not been previewed by staff, they shall be provided with guidelines and lists of resources particularly suited to learning objectives.

Outside of school, families bear responsibility for the same guidance of Internet use as they exercise with information sources such as television, telephones, radio, movies and other possibly offensive media.

Students utilizing District-provided Internet access must first have the permission of and must be supervised by the School District's professional staff. Students utilizing school-provided Internet access are responsible for good behavior on-line just as they are in a classroom or other area of the school. The same general rules for behavior and communications apply.

The purpose of District-provided Internet access is to facilitate communications in support of research and education. To remain eligible as users, students' use must be in support of and consistent with the educational objectives of the El Dorado School District. Access is a privilege, not a right. Access entails responsibility.

The following uses of school-provided Internet access are not permitted:

- a. to access, upload, download, or distribute pornographic, obscene or sexually explicit material;
- b. to transmit obscene, abusive, sexually explicit or threatening language;
- c. to violate any local, state or federal statute;
- d. to vandalize, damage or disable the property of another individual or organization;
- e. to access another individual's materials, information or files without permission;
- f. to violate copyright or otherwise use the intellectual property of another individual or organization without permission; and,
- g. no encryption of files is to be allowed.

Any violation of District policy shall result in a loss of temporary or permanent access to the Internet for the offending student. Additional disciplinary action may be determined by the school principal in keeping with existing District administrative procedures.

The El Dorado School District makes no warranties of any kind, neither expressed nor implied, for the Internet access it is providing. The District will not be responsible for any damages users suffer, including – but not limited to – loss of data resulting from delays or interruptions in service. The District will not be responsible for the accuracy, nature, or quality of information stored on District diskettes, hard drives, or servers; not for the accuracy, nature, or quality of information gathered through District-provided Internet access. The District will not be responsible for personal property used to access District computers or networks for District-provided Internet access. The District will not be responsible for unauthorized financial obligations resulting from District-provided access to the Internet.

## **SEXUAL HARASSMENT POLICY**

Sexual harassment will not be tolerated in the school district by the Board in matters over which it has jurisdiction. Sexual harassment by board members, administrators, licensed, and

support personnel, students, vendors, and any others having business or other contact with the school district is prohibited.

Persons found in violation of this policy will be subject to discipline, including, but not limited to, reprimand, probation, and/or demotion as determined appropriate by the Board.

Sexual harassment shall include, but not be limited to unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- submission to such conduct is made either explicitly a term or condition of an individual's employment;
- submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
- such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

In case of alleged sexual harassment by a board member, a committee of the board will be appointed to review the case and determine disposition.

It shall be the responsibility of the Superintendent to determine what further action should be taken on a complaint of sexual harassment after receiving a report from the complaint officer. If necessary, the Superintendent shall make a recommendation to the Board regarding the termination or expulsion.

It shall be the responsibility of the Board members, administrators, licensed and support personnel, students, and any other having business or other contact with the school district to act appropriately under this policy. It shall be the responsibility of the Superintendent to inform and educate school district personnel about sexual harassment.

**Employees** who believe they have suffered sexual harassment shall report such matters to the personnel director, who shall be the complaint officer for sexual harassment complaints.

**Students** who believe they have suffered sexual harassment shall report such matters to the principal, who shall be the complaint officer for sexual harassment complaints. However, claims regarding sexual harassment may also be reported to the Superintendent, who shall be the alternate complaint officer for such complaints.

Complaints reported to a complaint officer shall be handled by the complaint officer in a timely and confidential manner. Information regarding an investigation of sexual harassment shall be confidential, and those individuals who are involved in the investigation shall not discuss information regarding the complaint outside the investigation.

It shall be the responsibility of the complaint officer to promptly investigate claims of sexual harassment and determine their validity using an informal process. Upon receiving a complaint, the complaint officer shall confer with the person making the complaint to obtain an understanding of and a statement of the facts from the person. Once the complaint officer has obtained a statement of the facts from the person filing the complaint, the complaint officer shall attempt to meet with the person charged with sexual harassment to obtain a response to the complaint. The complaint officer may meet with the parties involved in the complaint as the complaint officer determines to be necessary. Upon completion of the investigation, the complaint officer shall make a recommendation to the Superintendent.

It shall be the responsibility of the Superintendent to determine what further action should be taken on a complaint of sexual harassment after receiving a report from the complaint officer. If necessary, the Superintendent shall make a recommendation to the Board regarding the termination or expulsion.

It shall be the responsibility of the board members, administrators, licensed and support personnel, students, and any other having business or other contact with the school district to act appropriately under this policy. It shall be the responsibility of the Superintendent to inform and educate school district personnel about sexual harassment.

## **SCHOOL DISCIPLINE AND SAFETY POLICIES COMMITTEE**

The School Discipline and Safety Policies, approved by the El Dorado School Board, were formulated in a joint effort of parents, students, and school personnel.

An annual review and revision of school district student discipline and school safety policies will occur each year beginning in the month of April. A committee of parents, teachers, students, school district administrators, community representatives, and at least one school counselor will be involved in that review and revision.

Parents, teachers, or students may request a forum before the committee to consider revision of the policies or a specific provision of the policies by submitting their interest in writing to the superintendent of schools for consideration at the time of the annual review. Revisions must be approved by the El Dorado School Board.

## **POLICY ON BULLYING**

Bullying is wrong and will not be tolerated while in school, on school property, in school vehicles, on school buses, at designated school bus stops, at school sponsored activities, or at school sanctioned events. Bullying means the intentional harassment, intimidation, humiliation, ridicule, defamation, or threat or incitement of violence by a student against another student or public school employee by a written, verbal, electronic, or physical act that causes or creates a clear and present danger.

Students are to report bullying to the nearest school employee. All school employees are to report these or any incidents they observe to an administrator immediately

Bullying notices will be posted in all classrooms, cafeterias, restrooms, gymnasiums, auditoriums, school vehicles, and school buses, at designated school bus stops, school sponsored activities, and school sanctioned events in the district. Notices will be provided to parents, students, school volunteers, and employees through all the various school handbooks.

Consequences for engaging in bullying will be determined by the offender's age and grade after careful investigation by the administration. These consequences could range from warning(s) to suspension depending on the result of the investigation and frequency of occurrence by the offender. Principals may refer the incident to the Superintendent, for guidance and/or a more severe punishment, if after careful investigation the administration feels the incident goes beyond their level to punish. In addition, all bullying incidents will require notice to the offender's parent(s) and the offending students(s) spending time in counseling with a school counselor. Parents may appeal any punishment to the Superintendent.

No person or persons filing a complaint will be subject to retaliation or reprisal in any form. Any person experiencing what they believe to be retaliation should report it to the building principal or their immediate supervisor. Immediate attention will be given to the complaint. In accordance with Arkansas Code Annotated § 6-18-514. El Dorado School Board approved July 27, 2007.

## **STUDENT/EMPLOYEE TOBACCO POLICY**

Smoking or the use of tobacco, or products containing tobacco in any form, in or on any property owned or leased by the district, including buses or other school vehicles, is prohibited. This includes all days when school is not in session and all functions taking place on school property, such as athletic functions and other activities not associated with, or sponsored by the school. Advertising of tobacco products is prohibited on any school property, at school functions, and in all publications.

## **POLICY ON VIDEO SURVEILLANCE**

The board has a responsibility to maintain discipline, protect the safety, security, and welfare of its students, staff, and visitors while at the same time safeguarding district facilities, vehicle, and equipment. As part of fulfilling this responsibility, the board authorizes the use of video/audio surveillance cameras in any district building, on district property, and in district buses and vehicles. Video recorder placements shall be based on the presumption and belief that students, staff, and visitors have no reasonable expectation of privacy in areas or at events that occur in plain view of other students, staff, or visitors.

Signs shall be posted on campus buildings and in district vehicles to notify students, staff, and visitors that video cameras may be in use. Parents and students shall also be notified through the student handbook that cameras may be in use in school buildings, on school grounds and in school vehicles. Students will be held responsible for any violations of school discipline rules caught by the cameras.

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

Videos containing evidence of a violation of student conduct rules and/or state or federal law shall be retained until the issue of the misconduct is no longer subject to review or appeal as determined by board policy or students handbook; any release or viewing of such records shall be in accordance with current law.

Students who vandalize, damage, disable, or render inoperable surveillance cameras and equipment shall be subject to appropriate disciplinary action and referral to appropriate law enforcement authorities. In accordance with legal references 20 USC 1232(g) and 34 CFR 99.3, 4, 5, 7, 8, 10, 12, 31 (El Dorado School Board approved July 27, 2007).

## **PARENTS' REQUIREMENTS FOR PROVIDING FOOD AND BEVERAGES IN PUBLIC SCHOOLS**

New state law requires every school district to have a Wellness Policy. Part of that policy's responsibility is:

- To notify parents of their right to send food of their choosing to school with their children.
- Any food that is provided by a parent for a school activity or celebration must be commercially made.

## **PARENTAL CONCERNS**

Parents should voice any concerns regarding their child's educational process to the teacher. If a mutual agreement cannot be reached, a school administrator should be contacted (El Dorado School Board approved July 27, 2007).

## **PARENT INVOLVEMENT PROGRAM**

El Dorado School District administrators, staff, and teachers encourage all parents to be active participants in their child's/children's education through a wide variety of opportunities to support and share in school and district activities. The district and each school have a Parent Involvement Coordinator who plans and promotes parental engagement and contributions in all aspects of the educational process. We invite parents to take part in surveys and serve on committees; to volunteer in the classroom; to join in Doughnuts for Dad, PTA/PTO meetings, WATCHDOGS, and other groups; and to regularly attend Parent/Teacher Conferences. District and school activities are posted on the Internet at our websites and on Facebook. As Jane Hull stated,

“At the end of the day, the most overwhelming key to a child's success is the positive involvement of parents.”

## **CAFETERIA PAYMENTS**

Parents may use MyPaymentsPlus <https://www.mypaymentsplus.com/> to add money to their child’s cafeteria account and to view the purchase history.

## **THE ARKANSAS SCHOLARS PROGRAM**

The Arkansas Scholars program encourages academic achievement by high school students (grades 9 – 12). It begins with in-class presentations made to second term eighth graders by local business leaders. Through a slide presentation and discussion, the students are told what businesses look for in employees, salaries for various jobs, and the importance of doing well in school.

The students are asked to set and to meet the following four goals for grades nine through twelve:

1. Make a “C” or above in all academic courses.
2. Achieve a 95% or better attendance record. This means that students must achieve 95% or better attendance in each class period of the day for the entire school year. Ninety-five percent attendance means missing no more than nine days throughout the entire school year in any one-class period of the day.
3. Complete the Smart Core Curriculum.
4. Complete high school in eight consecutive semesters.

Students who meet the above goals will be designated as official Arkansas Scholars and a seal will be placed on their high school diploma and cords are presented for graduation. The El Dorado Education Foundation, in conjunction with the El Dorado Chamber of Commerce hosts a reception for the Scholars and their parents at the end of their senior year.

## **INCLEMENT WEATHER NOTIFICATION**

In case of inclement weather, school closing information can be found by listening to the following television and radio stations:

- KTVE, Channel 10; KATV, Channel 7; and KLBQ

Notification will also be posted on El Dorado School District’s Facebook page.

## **MEMORIAL STADIUM ACCESSIBLE SEATING**

Accessible seating for persons with mobility impairments is available at Memorial Stadium. Directional signs are posted in the parking areas on both the East and West sides of the stadium to guide patrons to the seating. For additional information, please contact the El Dorado School District Athletic Director at 870-864-5002.

## **STUDENT TRANSPORTATION REGULATIONS**

The purpose of the Transportation Department of the El Dorado Schools is to provide the safest, most efficient transportation possible for those students who are to be transported between their homes and schools. This process is the responsibility of the entire community and requires the cooperation of all students, parents, school personnel, citizens who drive on the streets in the presence of the school buses.

Bus routes are established to transport students who live two miles or more from the school they attend. Bus stops are designed for the safety of the students and to comply with the State regulations but not on a house-to-house basis.

Buses are to be used only to transport students to and from school sponsored events.

Anyone who is not employed by the school district or sponsors of school activities will not be permitted to ride a bus, except in an emergency.

Any request for an exception to a transportation regulation is to be made to: Director of Transportation, 200 West Oak, El Dorado, AR 71730. **THIS REQUEST SHOULD BE WRITTEN.**

Students and parents are asked to read these regulations carefully. They must be followed if we are to provide safe, effective transportation for the students of the district.

The school district encourages any person who observes an incident jeopardizing the safety of the students on a school bus to report the incident to the school officials. It is most helpful when a person can identify the bus by its number when making such report. Any recommendations that will assist the school in its operation are also encouraged. The telephone number of the transportation department of the El Dorado School District is 864-5005.

Suspension, loss of bus riding privileges, or other disciplinary sanctions may be imposed when students violate the regulations.

## **POLICIES FOR STUDENTS RIDING SCHOOL BUSES**

### **MEETING THE BUS:**

1. Be at the bus stop at the scheduled time. Stand back about ten (10) feet from the bus stop and wait until the door is open before loading.
2. If you miss the bus, do not attempt to (1) ride another bus, (2) walk to or from school, or (3) hitchhike.
3. Respect the property rights of others while waiting for the bus. Don't litter or make unnecessary noise. Don't gather under carports or porches, or on lawns without permission.

### **ENTERING AND LEAVING THE BUS:**

1. While loading and/or unloading, enter or leave the bus orderly and quickly as directed by the driver.
2. If you must cross the road or highway to enter the bus, try always to be on the right side of the road waiting on the bus. If you should arrive at the stop just as the bus approaches the stop, wait until the bus has come to a complete stop and cross ten (10) feet in front of the bus in clear view of the bus driver.
3. Pupils who must cross the road after leaving the bus in the afternoon must go to a point of the shoulder of the road ten (10) feet in front of the bus.
4. If you drop any object (book, paper, pencil) while leaving the bus, do not attempt to retrieve the object until the bus has left the scene and the road is clear of vehicles.
5. Do not enter or leave the school bus by the back door except in the case of an emergency or unless directed to do so by the driver.

### **RIDING THE BUS:**

1. While riding the bus, students are under the supervision of the driver at all times. The driver has the authority to temporarily suspend a student from riding the bus.
2. Students are expected to conduct themselves in a manner that will not distract the driver or disturb other riders on the bus (which includes keeping your hands to yourself; attending to your own matters; leaving other pupils alone, and being reasonably quiet).



3. Knives, sharp objects, firearms, or pets are not allowed on the bus. Keep pens, pencils, and other school materials inside books or notebooks not your hand.
4. Students are not to deface the bus or any school property. Do not litter the floor of the bus. Do not eat or drink on the bus. Keep the aisle of the bus clear.
5. You are not to tamper with any of the safety devices such as door latches, fire extinguishers, etc. Pupils must stay seated until the driver directs unloading. Pupils are not to put their hands, arms, head or bodies out of the window. Do not yell at anyone outside of the bus.
6. Students are to sit facing the front, with their back up against the back of the bus seat and their feet directly in front of them. Do not get up from your seat and move about while the bus is moving.
7. Do not ask the driver to let you off any place except at your regular bus stop.
8. Ride only the bus to which you are assigned. Visitors are not allowed to ride buses unless permission is first obtained from the school officials.
9. Smoking on the bus is prohibited by Arkansas state law.
10. It is against the law to threaten, curse or abuse a school bus driver.
11. Students are not to play radios, tape players, or band instruments, or use cell phones while on the bus. These items should be turned off and in a purse, backpack or instrument case.

### **EMERGENCY EVACUATION PROCEDURES**

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

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

If the exit is through the rear emergency door, those students sitting next to the aisle shall leave first, beginning with those students in the rear of the bus.

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

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

If the bus should be overturned – students should evacuate through windows or through either door. Upon leaving the bus in an emergency exit, students are to move immediately off the road to a safe distance from the traffic. They should not cross the road unless instructed to by the driver.

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

### **ASBESTOS**

In 1986, the Federal Government passed a law called the Asbestos Hazard Emergency Response Act (AHERA for short) to address specifically the health problems posed by the presence of Asbestos Products in many school buildings.

We have had our facilities inspected; all samples analyzed and have developed an asbestos management plan for all our facilities.

The asbestos management plan includes: This annual notification letter, education and training of our employees, a set of plans and procedures designed to minimize the disturbance of

the asbestos containing materials, and plans for regular surveillance of the asbestos-containing materials.

One of the requirements of the AHERA rule is open submission of the District Management Plan to the Governor, and at least once each school year the local education agency shall notify in writing parents, teachers, and employee organization of the availability of the Management Plan. The District responds to this requirement by sending written notification to the P.T.A. President of each school and the president of the C.T.A. and a copy of the yearly notification is posted on all bulletin boards permanently throughout the District and updated each year.

A copy of the District's Inspection and Management Plan for each school is on file in each of our school administration offices as well as the Central Administration Office. The Inspection and Management Plan was submitted for approval to the State Department of Education in September of 1988 and was approved.

We are currently implementing the Asbestos Management Plan. We are intent on not only complying with, but exceeding federal, state and local regulations in this area. We plan to take whatever steps are necessary to insure that your children and our employees have a healthy, safe environment in which to learn and work. All our district maintenance employees that are full time have completed or are in line to complete a sixteen hour asbestos maintenance course approved by the E.P.A. Also each year Justin Small-Asbestos Program Manager takes an eight hour recertification course to maintain his certification as an AHERA Inspector and Management plan writer.

The AHERA Act requires not only six month surveillance reports but that at least every three years you are required to perform a three year re-inspection. Should you have any questions, please call Justin Small who is our Asbestos Program Manager at (870) 864-5005.

## **EL DORADO SCHOOL DISTRICT #15 BOARD POLICY ON CHILDREN WITH SPECIAL HEALTH CARE NEEDS**

*Preamble to this Policy* - These are **guidelines** unless pertaining to specific law requirements. Therefore the school district reserves the right to provide more, less, or other procedures (not contrary to law) as it deems reasonably appropriate for a particular student or situation, to ensure quality services delivered for "children with '**special health care needs**.'" This term being also inclusive of all students within the general student population, regardless of their academic placement, or whether receiving Special Education Services or not. The definition of **special health care needs** includes students with a wide continuum of needs, from mild to severe. Some students may only require medication during the school day, while other students may require more extensive health care services as noted below, both should have an **Individualized Health Care Plan (IHP)** to be in place.

These guidelines are set forth to enable participation in the educational process for those students who require individualized health care interventions. Included within this population are students who may:

- Require **ADMINISTRATION OF MEDICATION** and/or special procedures on a continuing need during the school day.
- Use a particular health care device that compensates for the loss of a vital body function.

- Have a chronic medical condition that is currently stable but may require routine or emergency health care procedures.
- Require the provision of substantial, special, or frequent health care to avert death or further disability.

A variety of terms used by educational and healthcare providers to describe students with special health care needs include: “chronically ill,” “medically fragile,” “technology dependent” and “other health impaired.” These terms share overlapping features.

**“Chronically ill”** is the term used to describe a student whose condition is long - term and results in decreased strength, vitality and alertness. Chronic conditions often seen in students include ***Asthma, Diabetes, Rheumatoid Arthritis, Cancer, and Epilepsy***. Students who have a chronic illness often present a fluctuating state of health care needs. The condition may adversely affect the student's educational performance and require supervision to maintain, regulate, or intervene, as appropriate.

**“Medically fragile”** describes a condition in which the absence of immediate, health related, special-skilled care threatens the life or health of the student. There is no foreseeable end to this condition (Brodsky & Wilson, 1989). A medical protocol should be in place to ensure a person’s safety.

**“Technology dependent”** describes a condition in which a student requires a medical device, such as mechanical ventilation or respirator, tracheotomy tube, oxygen to compensate for the loss of a vital body function.

Various Federal and State mandates provide the basis for meeting specific educational opportunities in children with special health care needs and to define the services that must be provided.

The *Individuals with Disabilities Education Improvement Act of 2004(IDEA)* define “school health services” as “services performed by a nurse or other qualified person” and “medical services” as “services performed by a physician.”

In Arkansas the term "other health impaired" and/or ***“Special health care needs”*** is used in the educational setting to identify a student who requires special education and related services because of a health condition, which results in "limited strength, vitality, or alertness, due to chronic or acute health problems such as ***a Heart condition, Tuberculosis, Rheumatic Fever, Nephritis, Asthma, Sickle-cell Anemia, Hemophilia, Epilepsy, Lead Poisoning, Leukemia, or Diabetes*** that adversely affects a child's educational performance." (Arkansas Department of Education Program, Standards document, Page 23-1) The following are those employees within the school district who may make referrals on those students may require special health or educational services in the school setting:

- Any certified / classified employee may make referrals.
- The student health care coordinator will be the principal.

Additionally the building principal and/or nurse shall be responsible for establishing a team of direct care providers that include all school personnel responsible for the "hands on" direct care of the student during the school day. These personnel may include, but are not limited to:

**Teachers (including subs)**

**School Nurses**

**Bus Drivers**

**Paraprofessionals**

**Therapist(s)**

**Food Service Personnel**

The student's parent(s) or legal guardian(s) are to attend the meeting as well in order to provide the team with vital historical information that will help the team develop the most appropriate interventions and comprehensive plan to meet the student's individual needs.

Every child who has a continuing health care need requiring nursing care, intervention, or supervision during the school day should have an Individual Health Care Plan (IHP) written by the team. The "**health care needs**" of the student may be incorporated within the student's Individualized Education Plan (IEP), if they also receive special educational services.

**The IHP must include the following:**

- Needs of a student
- Actual and Potential problems
- Interventions
- Parameters for evaluation
- Emergency Care and/or Transportation Plans
- Changes in health care status

**PLANNING:**

A planning meeting should be scheduled which includes, at a **minimum**, the health care professional(s), school designee, and the parents/guardian. The planning meeting initiates the process in determining the safety and appropriateness of required health care services during school activities. While at the same time providing an opportunity for the family and the school personnel to meet, become acquainted, and determine what interventions would best assist the student in meeting those needs. During the planning meeting, the parents/guardian must:

- (1) Provide the school with pertinent information regarding their child's health care problems.
- (2) Identify the primary health care providers who have information related to their child.
- (3) Sign confidential information release forms.
- (4) Give permission to assess their child for appropriate health care needs/services while at school.

The school designee at the meeting will:

- Explain the process that will be followed
- Identify members of an assessment team
- Explain the assessment process.

The desired outcomes at completion of a successful meeting include:

- Realistic and measurable goals have been developed
- Goals have been written in behavioral terms, when indicated, so they may be incorporated in the IEP if needed.
- Goals have been prioritized
- Nursing interventions have been selected

Such a meeting should be held for all students with special health care needs, regardless of their need for special education services.

### **ASSESSMENT:**

Adequate assessment is essential to providing appropriate health care services. The El Dorado School District is **not** responsible for conducting all health related assessments. The parent/guardian **should** notify the school **immediately** if there is a change or cancellation of any procedure / medications listed / stated in the IHP.

The assessment portion of the IHP is an ongoing process that begins in the Planning stage when the health care professional receives information that includes but is not limited to:

- Onset of disease/condition
- Treatment (past, current, and anticipated)
- Other illnesses/allergies
- List of health care providers and contact information
- Emergency information
- Health care procedures and equipment
- Adaptation for bus transportation and other non-classroom activities

This information will be evaluated and re-assessed when the student's health condition, procedures, medication, etc..., change.

### **PLACEMENT:**

While the School will make every reasonable effort to make health care assessments, it is the primary responsibility of the **parent/guardian** to provide a **written assessment** to the District. For students with disabilities receiving special education and related services under the IDEA, each public agency shall ensure that:

- a) The educational placement of each child with a disability.
  - 1) Is determined at least annually,
  - 2) Is based on his/her IEP and
  - 3) Is determined by the type of disability and which school building is best equipped to meet the needs of the student
- b) The various alternative placements shall be available to the extent necessary to implement the IEP for each child with a disability.
- c) Unless the IEP of a child requires some other arrangement, the child is educated in the school that he/she would attend if nondisabled.

- d) In selecting the least restrictive environment, consideration is given to any potential harmful effect on the child or on the quality of services that he /she needs. (34 code of Federal Regulations, Section 300.552)
- e) A continuum of alternative placements is available to meet the needs of children with disability for special education and related services. The continuum includes instruction in regular classes, special classes, home instruction, and instruction in hospitals and institutions, and provisions are made for supplementary services (such as resource room or itinerant instruction) to be provided in conjunction with regular class placement.

### **TRAINING:**

The school district will use only qualified, trained personnel to provide health care procedures and services. The school district shall ensure that the personnel performing health care services are appropriately trained, credentialed and/or licensed prior to administering health care services. The school district shall address ongoing skills and educational training, for the nurse(s). This training will ensure the nurse's ability to perform specific procedures required as stated in the student's health care plan and to oversee appropriate staff development. Training also respects and includes knowledge of diverse cultured beliefs and practices

Training in health care procedures and services includes **general training**, **student specific training**, and training for student involvement in **self-care**. By using this method results include:

1. Safe and effective care for the student
2. Competence and confidence on the part of the care provider or school
3. Family confidence in the provision of services

**General training:** is designed for people who have contact with a student with special health care needs, but who may not be directly responsible for providing the necessary health care.

**Student-specific training** is needed even if the school personnel provided similar care to other students in the past.

**Self-care or student training** can provide the student with a greater freedom in school, the community and promotes the goal of independent living in their adult life.

Schools will utilize in-service days for providing training and updates on special health care services. Staff will be provided with opportunities to attend conferences and workshops sponsored by other organizations (i.e., physical therapy, speech-language pathology, etc.)

The parents and the student should be integrally involved in the training program, as parents should provide insights with regard to individualized aspects of their child's care.

Individuals associated with the school who should receive **general information training** include, but are not limited to:

Teachers	Custodians	Administrators
School Food Personnel	Support Personnel	Bus Drivers
Medical Personnel	Aides/Paraprofessionals	Itinerate personnel
School Board Members	Substitute Teachers	Counselors
Librarians	Volunteers	Community Members
Families	Students	

Training of “direct care providers” must be conducted by qualified personnel (physician, nurse, etc.) **“Qualified Personnel”** is defined as those individuals who are trained in the specific skill to be taught, and where reasonably appropriate, hold the required credentials (Certification, registration or license).

Direct care provider training may include information about:

- a. Student - specific health procedures (i. e., special feeding restrictions and practices, dietary needs, catheterization, updraft therapy, medication distribution, suctioning, emergency airway maintenance etc.)
- b. Equipment necessary to perform specific procedures (i.e., oxygen tanks, suction machines, ambu bags) and instruction in its function, uses, and safety considerations for each operator.
- c. Collecting, reporting and documenting data (i. e., vital signs, height, weight, etc.) as stipulated in the Arkansas Nurse Practice Act, as amended.
- d. Instruction on the appropriate documentation of the skilled procedures as the continuity of the student’s health care is dependent upon this required documentation.

A review of the adequacy of training and retraining should be addressed:

- (1) On a regular basis.
- (2) Whenever there is a change in the student's medical status and the IHP is revised.
- (3) If an emergency situation occurred.
- (4) When new direct care providers are employed.
- (5) When the student's educational placement changes.

### **MONITORING:**

For most students with special health care needs, the educational placement will be in the general education program. The IEP/IHP committee will monitor all services at the school. The steps to ensure the effectiveness of training and implementation of the IEP/IHP should include:

1. Providing direct care as appropriate, or supervise student’s health care provider(s).
2. Update assessment of the student’s health status annually.
3. Update and evaluate student’s IHP @ least annually and as needed, ie: due to change in medical status, medication or procedures,etc....

4. Document, review, and update skills training.

### **CONFIDENTIALITY OF STUDENT RECORDS:**

Confidentiality, being a legal and ethical issue, will always be observed following the guidelines set forth in the **American Health Insurance Portability and Accountability Act of 1996, (HIPPA)** and **The Family Educational Rights and Privacy Act (FERPA)**.

**HIPPA** provides that all medical information remain confidential and only pertinent information is shared only on a 'need to know' basis by those personnel that are "direct care" or "hands on" health care providers for a specific student. In the same way **FERPA** protects the privacy of the student's educational records as well as any personal identifiable information. Therefore, records pertaining to special needs students, as well as the general student population will be shared with third parties only when requested in writing by the parent or a legally appointed guardian.

### **COMMUNICATION:**

Parents are an important source of information about their child's medical condition and are responsible for providing information between health and educational systems. Communication among parents, health care providers, the educational system, and support services is critical to the success of the student within the school program. It is the responsibility of the parent/guardian to see that this communication is effective.

### **EL DORADO SCHOOL DISTRICT BOARD POLICY ON MEDICATION DISTRIBUTION**

Prior to the administration of any medication to any student under the age of 18 years, a written request from both the lawful custodian and a person who is licensed to practice medicine or dentistry is required. Medication Consent Forms may be obtained from the school nurse. The EL DORADO SCHOOL DISTRICT is not responsible for any reaction caused by medications which are properly administered.

### **ADMINISTRATIVE IMPLEMENTAL PROCEDURES:**

1. This policy covers both prescribed and over-the-counter medications. Prescriptions are those written by a person licensed to practice medicine or dentistry in the state of Arkansas or other competent Jurisdiction.
2. Unnecessary medication administration at school is strongly discouraged. The dosage intervals of many medications can be adjusted so the times for taking the medication will not occur during school hours. When possible, interval adjustments should be considered **before** requesting medication be administered at school.
3. Non-prescription medications will ***NOT*** be given for more than ***ONE week without a written doctor's order***. Failure to provide a doctor's order will result in the student not being given the non-prescription medications at school.



4. School personnel will not give medications in the school setting unless the administration has been delegated by a licensed registered nurse. The licensed registered nurse is responsible for:
  - a. Reviewing medication request.
  - b. Assessing the pupil's health status and nursing care needs.
  - c. Formulating a medication administration plan.
  - d. Determining the appropriateness of the delegation of the task to be assigned.
  - e. When parent/guardian written request is not in the file, reasonable efforts to contact the parent/guardian should be made and documented.
5. All medications must be administered in the school designated area. The student must swallow the oral medication in the presence of the adult administering the medication. Inhalers (\*) must be used in the presence of an adult. \* Even those students who have been authorized to self-administer medications should do so in the presence of an adult, unless in a life threatening instance – ie: **Status Asthmaticus, or severe allergic reaction**
6. When necessary to administer prescription medication during school hours, written request will be submitted to the pupil's school signed and dated by the parent/guardian and licensed physician containing the following.
  - a. Name and birth date of the pupil to receive the medication.
  - b. Diagnosis/reason for medication.
  - c. Name of medication to be given.
  - d. Dosage/amount to be given
  - e. Times to be given.
  - f. Expected duration of treatment.

ADDITIONALLY, LAWFUL CUSTODIAN SIGNATURES MUST:

- a. Certify that at least one dose of the prescribed medication has previously been given and no adverse reactions were experienced.
  - b. Authorize school health services personnel to exchange information with the attending physician and personnel from the dispensing pharmacy.
  - c. Medication request must be updated at the beginning of each school year, or as otherwise requested by the school nurse.
7. In collaboration with the administrator, the nurse will identify school staff members necessary to implement the administration plan. When appropriate the principal designates school personnel to assist with the plan.
  - a. The nurse will train and document competencies of the designated staff members, and will provide written documentation plans and forms. The nurse is responsible for supervision of the medication plan.

- b. School personnel will not be responsible for administering injectable medications except by a physician's order in emergency situations.
  - c. Individuals involved in the plan will acknowledge their role by affixing their signature and the date.
- 8. Medication will be supplied **by the parent or legal guardian** to the school in the **original** container, correctly labeled with the following information:
  - a. Student's Name
  - b. Prescription number
  - c. Name and strength of medication
  - d. Dosage and directions for administration
  - e. Date prescription was filled
  - f. Prescribing physician or dentist name.
  - g. Expiration date when applicable
  - h. Medication storage directions when appropriate.
    - 1) It is the lawful custodian's responsibility to assure that the medication and dosage in the containers are the same as described by the affixed label.
    - 2) It is the responsibility of the lawful custodian to provide and maintain an appropriate supply of medication at school.
    - 3) It is the responsibility of the parent/guardian to transport the medication to and from school and make sure that it is given to the school persons designated to administer the medication.
    - 4) Any change in medication dosages or administration schedules, **require** new written physician and parent/guardian requests and new or newly labeled medication containers.
- 9. Long term medications - During the school year the termination of a medication plan by the parent/guardian, prescribing physician, or school **must** be by written notice. Otherwise, the medication plan will automatically be terminated when the student changes attendance centers or at the close of the school year, whichever occurs first. A new medication request must be provided at the beginning of each school year.
- 10. Procedures for the disposal of unused, contaminated, discontinued, or out-of-date medications, according to the school guidelines include:
  - a. All medications not picked up by the parent / guardian or a responsible adult, will be destroyed (10) days after notification has been sent to the parent/guardian regarding the expiration date or at the end of the school year.
  - b. Unused and unclaimed medication should be disposed of by:
    - 1. Following the current Arkansas guidelines for disposal of prescriptions.
- 11. Procedures for stolen medication shall include the following actions:

- a. Notify the school administrator and follow established procedure for missing property on school grounds.
- b. Notify Police if appropriate.
- c. Notify the parent/guardian to replace the medication. The school is not responsible for the cost of replacing stolen medication.

**MEDICATION ADMINISTRATION PLAN FOR RESPONDING TO ERRORS IN MEDICATION: REPORTING AND DOCUMENTATION**

1. A medication error includes any failure to administer medication as prescribed for a particular student, including:
  - a. Failure to administer the right medication.
  - b. Failure to administer the right medication to right student.
  - c. Failure to administer the right medication within appropriate time frame  
(unless otherwise specified, the acceptable time is 30 minutes before or after the specified time).
  - d. Failure to administer the right medication in the correct dosage.
  - e. Failure to administer the medication in the correct route, ie: inhaled, orally, injected, etc....
  - f. Failure to document medication given.
  - g. Documenting medication as being given but was not.
  
2. When an error is made the appropriate school employee shall:
  - a. Notify the school nurse and the principal and follow the written plan for the individual student for immediate notification of the parent/guardian (document every effort to reach the parent).
  - b. The registered nurse shall notify the prescriber of the medication incident.
  - c. The school employee responsible for the medication error shall document the error on the accident/incident report form.
  - d. The report is signed by the registered nurse and the principal and is placed in the designated file for the purpose of review by the registered school nurse.
  - e. All suspected diversion, tampering, or misuse of medications shall be reported to the appropriate supervisor.
  - f. The school nurse reviews reports of medication errors and takes reasonably necessary steps to avoid/eliminate medication errors in the future.

**EL DORADO SCHOOL DISTRICT #15 EMERGENCY PROCEDURES**

The board acknowledges its obligation to provide first aid or emergency treatment in case of sudden illness or injury to a student, but further medical attention is the responsibility of the parent or guardian.

When a student is injured, the staff will provide immediate care and attention to the injured party until relieved by an administrator, nurse or doctor. The principal and the nurse should be notified immediately of any accident. The principal shall then attempt to contact the parent or guardian so that the parent or guardian can arrange for care or treatment of the injured student.

The EL DORADO SCHOOL DISTRICT is not qualified under law to comply with directives to physicians limiting medical treatment and will not accept such directives. This includes DNR orders.

### **EMERGENCY TREATMENT**

If a child becomes ill or receives a serious injury, an attempt to contact the parent/guardian will be made. In the event the parent/guardian cannot be contacted, an attempt to call the emergency number listed on the student's enrollment card will be made. If still unable to reach anyone then the student may be referred for emergency medical treatment. The principal shall be responsible for making the decision. In the event the principal or nurse is not available, the staff member designated by the principal to take charge in emergency situations shall be responsible for the decision. For a life - threatening emergency (severe bleeding, shock, breathing difficulty, heart attack) **call 911**. The responsible person should contact the parent as quickly as possible to determine the next course of action.

When available, current, and applicable, the student's emergency contact numbers and medical information will be utilized. It is the *responsibility* of the parent/guardian to keep this information up to date. As previously noted, if the parent/guardian, or emergency contact cannot be made, the principal or designee, should determine the next course of action.

If illness or injury is not life threatening, the parent / guardian should be contacted to arrange transportation. If they cannot be reached, the school personnel will arrange for transportation. The EL DORADO SCHOOL DISTRICT is not responsible for the cost of such services.

If the injury is deemed minor, the trained staff member should:

1. Administer first aid to the child as necessary.
2. Notify the principal and nurse.
3. Remain with their child until released by the principal, nurse, responsible person, or the parent/guardian.

The nurse or principal will make the decision whether the ill or injured child should return to class. If there is any doubt the parent/guardian should be consulted.

If a serious injury occurs during a physical education class or during an athletic team practice or game, emergency procedures shall be conducted in the following manner:

1. Stop playing immediately at first indication of possible injury or illness.
2. Look for obvious deformity or other deviation from the athlete's normal structure or motion.
3. Listen to the athlete's description of his complaint and how the injury occurred.
4. Act, but do *not* move the athlete until after serious injury is ruled out.

The teacher or coach should avoid being hurried into moving an athlete who has been hurt. He/she should attempt to restore life-sustaining functions (e.g. stop, repair uncontrolled bleeding, suffocation, cardiac arrest) before moving the athlete to an emergency facility. He/she should obtain medical supervision if at all possible before moving an athlete with a suspected neck or

spinal injury. If no physician is available, proceed with caution according to first aid procedures. In the event the student/athlete must be taken to the doctor or hospital, they must be accompanied by school personnel. The parent/ guardian will be notified.

An accident report must be completed by the **activity director**, as soon as possible, from information provided by the person at the scene of the accident. The written report should include description of the circumstances of the illness or injury and procedures followed handling it at school. A copy should be included in the student's folder and a copy should be sent to the superintendent.

School staff may not accept and may not agree to comply with directives to physicians that would withhold or withdraw life-sustaining treatments for students.

### **TRANSPORTING MEDICALLY FRAGILE, TECHNOLOGY DEPENDENT, AND HIGHLY DISRUPTIVE STUDENTS**

Section 504, Rehabilitation Act of 1973, the IDEA, and the American with Disabilities Act of 1990 outline the process for identifying students with disabilities, including those with special health care needs. Transportation is a related service under IDEA and defined to include:

- Travel to and from school and between schools
- Travel in and around school buildings, and
- Specialized equipment (such as special or adaptive buses, lifts, and ramps) if required to provide special transportation for a child with a disability.

#### **RELATED SERVICES of Transportation:**

- a. Each local education agency (LEA) shall provide transportation as a related service if a student requires this service to access education. Transportation is provided as a related service by the El Dorado School District.
- b. Transportation as a related service must be recorded on the IEP/IHP then approved and signed by the parent or guardian prior to initiating transportation services. Transportation recommendations should be agreed upon prior to offering a special service to a parent or guardian.  
(Information being presented to the parent should include the type of vehicle the student will ride; duration of transport; conditions, including the temperature on the vehicle and during loading and unloading (how often the lift door will be opened during cold or hot weather); type of device/occupant securement system; emergency communication system; and whether or not an attendant will be assigned).
- c. The length of the vehicle ride is an LEA decision unless state regulations specify travel time restraints. The length of the ride should be addressed by an IHP/IEP committee on an individual basis if it is a concern.

- d. The LEA should designate pickup and drop-off locations; special circumstances should be addressed on an individual basis at an IEP/IHP meeting and recorded on the IEP/IHP. Non-ambulatory students should be picked up at the residence of their parent or legal guardian unless alternate arrangements can be mutually agreed upon by all parties. All alternative agreements will be documented.
- e. If the LEA requests that the parent or guardian transport the student, the LEA shall reimburse the parent or guardian at the same rate per mile paid LEA employees. In instances where the parents provide transportation, each LEA should assure that licensing, insurance and vehicle inspection matters are in accordance with state and/or local school system policies.
- f. The LEA will give parents and guardians procedural safeguards to protect their due process rights if disputes regarding transportation cannot be resolved. Consultations with supervisors of special education and transportation departments are appropriate for conflict resolution. Efforts to resolve conflicts should be attempted during the IEP/IHP process.

2. **DISCIPLINARY PROCEDURES:**

- a. Special needs students, like all other students, are subject to disciplinary action(s). Disciplinary actions relating to transportation require an IEP/IHP committee review if transportation is provided as a related service and it is recommended that this service be interrupted for more than 5 days. If disciplinary action is recommended because a student's behavior is of danger to the driver and / or other students, any interruption in service necessitates that an IHP/IEP committee meeting be conducted within 5 school days, unless the time is mutually extended or a meeting cannot be reasonable scheduled within 5 days. If it is recommended that a student be permanently suspended from transportation services for behaviors that are of danger to the driver and/or other students, an IEP/IHP committee review is required.

The LEA may choose the method of accommodating the special student's transportation needs by:

- 1. Owning the transportation vehicles.
- 2. Contracting transportation services.
- 3. Renting transportation vehicles.
- 4. Reimbursement of private carriers.
- 5. Other reasonable method.

**SPECIAL SAFETY CONSIDERATIONS:**

A qualified member of the IEP/IHP committee shall address the use of assistive devices on transportation vehicles if procedures beyond standard operations are recommended. Assistive device provisions should be on an

individual student basis. Special considerations should be noted on the IEP/IHP and approved by the committee prior to implementation.

Transporters of special needs students should have an individual emergency card for each student that is carried on the vehicle. These cards should remain on the vehicle at all times. Transporters should also be knowledgeable about specific conditions in order to prevent the over identification of what is an emergency situation. Evacuation procedures for special needs students should be well known and rehearsed. Special needs students with physical, emotional, and mental limitations should practice evacuation procedures to their maximum capacity. A written evacuation plan should be printed and available on each transportation vehicle.

### **TRANSPORTATION PERSONNEL:**

Each LEA shall provide all transportation personnel with written procedures and policies regarding transportation of special needs students. Drivers of vehicles transporting special needs students shall receive training regarding disabling condition, disciplinary, and suspension measures. Drivers of special needs students shall be provided written guidelines about a student's procedural safeguards. Drivers shall receive supervisory assistance upon request.

Each LEA shall provide in-service training for vehicle operators and aides transporting special needs students. In-service training shall include in addition to regular training programs, instructions regarding:

1. IDEA and Section 504 Requirements.
2. Information about Disabling Conditions.
3. Disciplinary and Suspension Procedures.
4. Knowledge of Assistive Device Management.
5. Emergency procedures.
6. Evacuation procedures.
7. First aid training.

### **EQUAL EDUCATIONAL OPPORTUNITY**

El Dorado School District #15 does not discriminate on the basis of race, color, national origin, sex, or handicap, in admission, access to, treatment or employment in its programs and activities.

Jay Vines has been designated as the responsible employee to coordinate grievance procedures under Section 504 of the Rehabilitation Acts of 1973, Title VI of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, and American Disabilities Act of 1992, alleging any action prohibited under these Acts shall be made to Mr. Vines writing him at 2000 Ripley Ave., El Dorado, AR 71730, or by telephone number 870-864-5147.