



# ***Stuttgart Public Schools***

## **Student/Parent Handbook 2019-2020**

\*This handbook is available online at [www.stuttgartschools.org](http://www.stuttgartschools.org)

## **SECTION 1**

### **GENERAL INFORMATION**

## **MISSION**

At the end of the day Stuttgart Public Schools exist to produce college and/or career ready students who will be productive citizens.

## **PLEDGE OF ALLEGIANCE** *(Board Policy 4.46)*

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

Students shall not be compelled to recite the Pledge, but students who choose not to recite the Pledge shall not disrupt those choosing to recite the Pledge. Students choosing not to recite the Pledge shall not be subject to any comments, retaliation, or disciplinary action.

A public school in this state shall observe a one (1) minute period of silence at the beginning of school each school day. During the period of silence a student may, without interfering with or distracting another student:

1. Reflect;
2. Pray; or
3. Engage in a silent activity.

A teacher or school employee in charge of a public school classroom shall ensure that all students remain silent and do not interfere with or distract another student during the period of silence. (Act 576 of 2013)

## **SCHOOL MASCOT**

Ricebird

## **SCHOOL COLORS**

Maroon and White

## **ALMA MATER**

Hail, Noble Alma Mater Dear Old Stuttgart High  
Symbol of Strength and Honor  
Champion of the Right  
From the Golden Fields of Riceland  
Ring Her Praises to the Sky  
Loyal, We Pledge Our Hearts Forever to Stuttgart High.

## **EQUAL EDUCATION OPPORTUNITY (BOARD POLICY 4.11)**

No student in the Stuttgart Public School District shall, on the grounds of race, color, religion, national origin, sex, sexual orientation, gender identity, age, or disability be excluded from participation in, or denied the benefits of, or subjected to discrimination under any educational program or activity sponsored by the district.

The District has a limited open forum granting equal access to the Boy Scouts of America and other youth groups.

Inquiries on non-discrimination may be directed to the Director of Educational Pupil Services, who may be reached at 870-673-8701.

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

## **CIVIL RIGHTS COMPLIANCE**

The Stuttgart Public School District provides equal opportunities without regard to race, color, national origin, sex, age, disability, or veteran in its educational programs and activities. This includes but is not limited to admission, educational services, financial aid, and employment.

Questions concerning equity and civil rights compliance should be directed to James O'Neal at (870) 673-8701.

## **AUTHORITY DERIVED FROM ARKANSAS STATUTES**

**(A.C.A. §6-17-106) (Insult or abuse of personnel)** makes it unlawful for any person to use profane, violent, vulgar, abusive or insulting language toward any public school employee during the course of his/her duties. A person who violates this section shall be guilty of a misdemeanor and upon conviction be liable for a fine of not less than one hundred dollars (\$100) nor more than one thousand five hundred dollars (\$1,500).

**A.C.A. (§6-17-113) “Act of Violence”** means any violation of Arkansas law where a person purposely or knowingly causes or threatens to cause death or serious physical injury to another person. (b) Whenever the principal or other person in charge of a public school has personal knowledge or has received information leading to a reasonable belief that any person has committed or has threatened to commit an act of violence or any crime involving a deadly weapon on school property or while under school supervision, the principal or the person in charge shall immediately report the incident or threat to the superintendent of the school district and the appropriate local law enforcement agency.

**ACT 1046 (Communicating a death threat)** establishes that any person that commits the offense of communicating a death threat towards a school employee or student be charged with a Class D felony. The threat must meet the following criteria:

- 1) The threat involves the use of a firearm or other deadly weapon.
- 2) A reasonable person would believe the person making the threat intends to carry out the threat.
- 3) The person making the threat purposely engaged in conduct that constitutes a substantial step in a course of conduct intended to culminate in the commission of the threatened act.
- 4) There is a close temporal relationship between the threatened act and the substantial step.

**Stuttgart School District #22**  
**2501 South Main Street**  
**Stuttgart, AR 72160**  
**870-673-8701**



**Superintendent**

Dr. Rick Gales

**Board of  
Directors**

Napoleon Davis, Jr.

Carla Gipson

Tim Vose

Chris Morgan

Todd Barnes

LaTaaka Harvey

Candace Prine

Welcome to the Stuttgart School District!

Dear Parents and Students:

I am pleased to extend a warm welcome to our students and families for the 2019-2020 school year. We are looking forward to a productive partnership with you to ensure our students can achieve their highest potential. We recognize that in order to be successful in school, our children need support from both the home and school. We know a strong partnership with parents will make a great difference in the educational experience of each child. As partners, we share the responsibility for each child's success and want you to know that we will do our very best to carry out our responsibilities. We ask that all parents guide and support the learning of each child.

We desire for everyone in the Stuttgart community to become involved in the education of our children. Here are a few ways to help your child succeed in school:

- 1) Your child attends school daily and arrives on time
- 2) Encourage your child to be responsible and work hard
- 3) Attend back to school night and parent/teacher conferences
- 4) Visit the school, its website, and Facebook (*get to know us better*)
- 5) Ensure the completion of homework assignments
- 6) Communicate regularly with your child's teacher(s) and school
- 7) Demonstrate a positive attitude about education to your children

We want each child to be equipped with the knowledge and skills needed to be successful as young men and women. As a school and community, we can make sure our children have every opportunity necessary to achieve their dreams.

I am thankful to serve as a member of the Stuttgart School District family. We thank you for your support and look forward to meeting you.

Sincerely,  
/s/rgales/s/  
Superintendent

## **VISITORS TO SCHOOL** *(Board Policy 4.15, 4.16, 6.5, 6.10)*

We welcome visitors to our building and have the following rules and expectations to ensure a pleasant experience occurs! Thank you in advance for your cooperation.

- To minimize the potential for disruption of the learning environment, visitors, for the purpose other than to attend an activity open to the general public, are required to first report to the school's main office. The district will be utilizing a new security measure called **Hall Pass**. Any visitor coming into the building is required to scan his or her government issued identification card (driver's license, state identification card, green card, military identification card) in order to obtain a pass to enter the halls of the school. Once scanned, the *Hall Pass* program determines if the visitor is listed on the National Sex Offender Registry or the District's Visitor Restricted List. Visitors not identified on either list will be issued a photo ID badge, good only for that day. Visitors who are Level 3 or Level 4 sex offenders may only enter a school campus under the provisions listed in Policy 6.10.
- After completing required visitor process, a visitor's pass may be issued to individuals with legitimate business. **PARENTS/GUARDIANS ARE ALWAYS WELCOME**. Student visitors or small children are not permitted to attend class with a student. Unauthorized visitors will be asked to leave. Noncompliance with this request will result in authorities being notified.
- No on-campus visitations with students will be permitted with anyone other than parents or guardians except at the discretion of the principal.
- Park Avenue Elementary and Meekins Middle School encourages parents to plan their visits after Labor Day. This allows teachers and students the first two weeks of school to review and implement procedures.

### **RULES FOR VISITORS**

- Cell phones must be turned off and put away while on campus.
- Confidentiality of all employees and students will be maintained while on campus.
- The problem solving order is:
  - the teacher or teachers involved
  - then the building administrator
- No raised voices.
- No cursing.
- No threatening behavior.

If any of the above rules are violated, you will be asked to leave. Refusal to leave when requested is considered trespassing. Repeated violations will result in restrictions to your school visits and could lead to being banned from all school property and events. Anyone who attempts to bypass, avoid, or refuse to cooperate with the Hall Pass program or has been identified as a sex offender and refuses to be escorted off the premises, is a trespasser, and will be dealt with accordingly.

Access to school events held during school hours requires that all visitors follow the above guidelines and receive a visitor's pass.

Although parents are welcome on campus at any time, please recognize that it is not possible for teachers to visit with you when they are responsible for providing instruction to the students. Visits and conferences will be arranged upon request. To request a conference with your child's teacher, please communicate with the teacher by sending a note with your child, emailing, or by leaving a message in the office. The teacher will contact you to set up an appointment as soon as possible.

Parents and guardians are invited to eat lunch with their student in the school cafeteria. An elementary or middle school student who has a lunch guest may sit with his/her guest; however, all other children will sit with their classmates in the order they receive their tray as duty teacher assigns. Immediately after lunch, guests should exit the building. (No hallways, classrooms, courtyard or playgrounds.)

Principals or designees are authorized to remove disruptive visitors from the school campus.

Clear background checks for school volunteers are only required for those individuals who wish to volunteer to work one-on-one unsupervised, or in small groups of five or fewer students, such as a tutor or mentor or who wish to accompany students on overnight school trips.

Arkansas law provides that, In order to avoid continuing child custody controversies from involving school personnel and to avoid disruptions to the educational atmosphere in the District's schools, the transfer of a child between his/her custodial parent and non-custodial parent, when both parents are present, shall not take place on the school's property on normal school days during normal hours of school operation.

### School and Contact Information

School/Facility	Physical Address	Phone (870)	Contact	Begin Time	Tardy	Dismissal Time
Park Avenue Elementary Grades Pre K-4	1202 South Park Avenue	673-3563	Principal: Mrs. Pam Dean <a href="mailto:pdean@stuttgartschools.org">pdean@stuttgartschools.org</a>	7:45am	7:50am	<b>K-2</b> 2:55-3:10 <b>3-4</b> 3:10-3:25
Meekins Middle School Grades 5-6	603 West 19 <sup>th</sup> Street	673-3565	Principal: Ms. Sharon Konecny <a href="mailto:skonecny@stuttgartschools.org">skonecny@stuttgartschools.org</a>	7:50am	7:55am	3:15pm
Stuttgart Junior High Grades 7-8	2407 South Buerkle	673-3562	Principal: Mrs. Amy Marek <a href="mailto:amarek@stuttgartschools.org">amarek@stuttgartschools.org</a>	7:50am	7:55am	3:16pm
Stuttgart High School Grades 9-12	401-A West 22 <sup>nd</sup> Street	673-3561	Principal: Mr. Donnie Boothe <a href="mailto:dboothe@stuttgartschools.org">dboothe@stuttgartschools.org</a>	7:50am	7:55am	3:16pm
Transportation Department	2501 South Main	673-8701	Transportation/Maint. Director: Mr. Randy Deaton <a href="mailto:rdeaton@stuttgartschools.org">rdeaton@stuttgartschools.org</a>			
Food Service	2501 South Main	673-8701	Food Service Director: Mrs. Jennifer Euler <a href="mailto:jeuler@stuttgartschools.org">jeuler@stuttgartschools.org</a>			
Administration Office	2501 South Main	673-8701	Superintendent: Dr. Rick Gales <a href="mailto:rgales@stuttgartschools.org">rgales@stuttgartschools.org</a>			
Administration Office	2501 South Main	673-8701	Asst. Supt. of Learning Services: Ms. Kathy Hopson <a href="mailto:khopson@stuttgartschools.org">khopson@stuttgartschools.org</a>			
Administration Office	2501 South Main	673-8701	Student Services Director: Mr. James O'Neal <a href="mailto:joneal@stuttgartschools.org">joneal@stuttgartschools.org</a>			
Administration Office	2501 South Main	673-3561	Director Special Education/504: Ann Johnson <a href="mailto:ajohnson@stuttgartschools.org">ajohnson@stuttgartschools.org</a>			
Athletics	2511 South Buerkle	673-3561	Athletic Director: Mr. Josh Price <a href="mailto:jprice@stuttgartschools.org">jprice@stuttgartschools.org</a>			
Gifted Education	401-A West 22 <sup>nd</sup> Street	673-3561	Gifted Ed. Director Mrs. Sandie Ragland <a href="mailto:ragland@stuttgartschools.org">ragland@stuttgartschools.org</a>			
ALE	401-A West 22 <sup>nd</sup> Street	673-3561	ALE Coordinator Mr. Andrew Schroeder <a href="mailto:aschroeder@stuttgartschools.org">aschroeder@stuttgartschools.org</a>			
<b>Mailing address for all locations: 2501 South Main Street, Stuttgart, Arkansas 72160</b>						
<b>Website: <a href="http://www.stuttgartschools.org">www.stuttgartschools.org</a></b>						



## SUPERVISION OF STUDENTS

Upon arrival of the first bus (7:20 am for Park Avenue students; 7:25 am for Meekins Middle School, and 7:30 am for Stuttgart Junior High School and Stuttgart High School) students will be supervised by school personnel. This supervision will continue until the last bus leaves in the afternoon. No supervision will be provided for students, who arrive earlier or stay later except as described. Students who remain at school at the request of a teacher or who return to school for practice, rehearsal, a meeting, or other school activity will be supervised by school personnel and are subject to the rules and guidelines which apply to the regular school day.

## WEATHER RELATED CLOSINGS

In the event of inclement weather or other emergencies, an inclement weather message may be sent out to parents via phone. In addition, all school information will be reported to our local radio stations (Country 97.3 FM, Oldies 105.5 FM, and KWAK 1240 AM). Inclement weather will also be reported to television stations KARK-4, KATV-7, KTHV-11 and FOX 16 out of Little Rock. **Please do not call the schools or the radio station. You may also check our website: [www.stuttgartschools.org](http://www.stuttgartschools.org)**

## PARK AVENUE ELEMENTARY PRE-KINDERGARTEN

The Stuttgart School District offers a 4 year old preschool program funded by Arkansas Better Chance and our district. The Pre-K Program is housed at Park Avenue Elementary with a 10:1 student/teacher ratio. All teachers hold a current Pre-K-4 teacher's license and our paraprofessionals have either an associate's degree or Child Development Associate credential.

## RICEBIRDS' NEST AFTERCARE PROGRAM

The Ricebirds' nest is a five (5) day afterschool care program offered at Park Avenue Elementary for K-4<sup>th</sup> grade students. This program is for students who need five day after school care. The program hours are from 3:00-5:30pm. Ricebird nest is also available on early dismissal days with the exception of inclement weather. The daily schedule includes a snack, playtime, homework, reading and other activities. The program has a yearly registration fee of \$20.00 and a weekly cost of \$30.00. No drop-ins are allowed.

## NUTRITION/MEAL PROGRAM

*(Board Policy 4.50 and 4.51)*

Our school district provides breakfast and lunch for all students. These meals meet the new regulations for nutrition. **Students must have their identification badge scanned to eat in the cafeteria.** Prices are as follows:

Grades Pre-K -12th qualify for the Community Eligibility Provision. Meals served to students in grades Pre-K-12<sup>th</sup> are free. No applications are required to qualify for the free meals.

Adult Lunch	\$3.75	Extra Milk	\$1.00 per carton
Adult Breakfast	\$2.35		

The Stuttgart School District does not offer credit for food items purchased in the cafeteria.

All ALA-CARTE items will be individually priced and must be paid for in advance or at the time of purchase. Our cafeterias use a computerized accounting system to maintain student accounts. You may put any amount into your child's account at any time.

The proper amount will be deducted each time your child uses the account. If you pay by check, please write your child's name and/or ID number in the memo.

We accept payments by cash or check in the cafeterias or the Administration Office/Food Service Department. We also have an online meal payment option available. Please go to [www.EZSchoolPay.com/login.aspx](http://www.EZSchoolPay.com/login.aspx) to register for a parent account or visit the district's website to learn more. A convenience fee in the amount of \$3.00 will be charged for each EZSchoolPay online transaction.

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

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

The medical statement should include:

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

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

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

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

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

Students who bring their lunch may not share that lunch with any student due to possible food allergy reaction.

For more information, please contact Jennifer Euler, Food Service Director at 673-8701.

## **SCHOOL CELEBRATIONS** *(Board Policy 5.29)*

In order to keep our school environment in compliance with regulations for nutrition, the building principal must approve all celebrations. Classes may not have more than 9 celebrations per year that involve food.

### **FOOD and OTHER DELIVERIES**

Birthday parties are not held at school. Students are not allowed to distribute personal invitations for parties. Building principals can provide more specific information regarding these regulations.

**For grades PK-12**, deliveries for individual students such as: balloons, flowers, birthday or holiday deliveries, etc., will not be accepted by the schools. Parents who leave lunch in the office for a student must notify the student before school of the arrangement. School employees are not responsible for delivering outside food (such as Pizza Hut, Cater Ritas, etc.) to an individual student or group.

### **CHECKING STUDENTS IN AND OUT OF SCHOOL**

Your child's attendance in school is essential to his/her success. Students who arrive to school late must be accompanied to the school office by a parent/guardian/adult whose name appears on his/her student information card.

If an emergency should arise and a student needs to leave school, the parent or adult whose name appears on the information card must **come in** the school office and **sign the student out before he/she will be allowed to leave campus**. If a student returns to school during the school day, he/she must be accompanied to the school office by a parent or adult whose name appears on the student information card. No student shall be checked out of school during the day (morning, lunch or afternoon) and allowed to return without documentation, doctor/dental note, funeral or court documentation, drivers test, etc. If the student does not have documentation, they will not be allowed to re-enter the campus that day. Extenuating circumstances must be approved by the building principal. **No student may be signed in or out over the phone**. Please do not interrupt your child's education due to other children or work schedules. The instructional day must be 360 or more minutes per day. Early check-outs will prevent a student from earning perfect attendance each quarter.

At Stuttgart High School, interrupting class time to call a student to the office will not be allowed except in EMERGENCY situations and will only be done with administration approval. We must keep the classroom disruptions to a minimum in order to maximize instructional time. Students may come to the office on their own in between classes and retrieve items if they need to. They will not be called to the office.

**PAE students-** \*Due to traffic congestion and the safety of our students, please check your child out before 2:20 p.m.

**For The Safety Of Our Students, We Do Not Accept Any Transportation Changes Over the Telephone.** All changes in transportation must be in writing and sent to your child's teachers **PRIOR** to the date of the changes.

## ACCIDENT AND STUDENT INSURANCE

The school does not carry liability insurance and is immune from liability and from suit for damages. (A.C.A. §21-9-301) It is strongly recommended that parents purchase student insurance to cover their child while at school, particularly if no other health coverage is in force.

All student accidents that occur on school property or during a school activity will be reported to the School Business Office. An Accident Report will be completed and copies will be kept on file. Only first aid treatment is administered at school. After assessing the situation, the school nurse or designee may or may not contact parents.

If the parent/guardian cannot be reached and the school nurse or designee feels that further medical attention is warranted, the student will be taken to the emergency room. Stuttgart Public School District assumes no responsibility or financial obligations for any treatment involving accidents or illness.

FOR YOUR CHILD'S SAFETY, IT IS THE PARENT'S RESPONSIBILITY TO LEAVE A CURRENT ADDRESS, PHONE NUMBER(S), AND MEDICAL INFORMATION IN THE SCHOOL OFFICE AT ALL TIMES.

## STUDENT IDENTIFICATION BADGES

The first student ID badge will be provided free of charge to the student. If the identification badge is lost or misplaced, the student has five (5) school days to replace at \$1.00 per badge. When a school employee requests the student to surrender his/her student ID badge, the student must comply. Non-compliance is insubordination. The only approved exception for not wearing the student ID badge will be students actively involved in school-related performances or scheduled extracurricular activities requiring uniforms. Students must not deface identification badges.

### Grades K-4

Students will wear identification badges on a clip on their shirt collar or upper torso each day. ID badges will be left at school each day. **For student safety, lanyards are not permitted.**

### Grades 5-6

ID badges will be left at school each day.

### Grades 7-12

All students in Stuttgart School District will be provided an identification badge that is to be on their person at all times during school, while on a school bus and at school functions.

## EMERGENCY DRILLS

The Stuttgart Board of Education recognizes that its responsibilities for the safety of students and staff extends to possible natural and man-made disasters and that such emergencies are best met by planning and preparation. The board has authorized a system of emergency preparation which ensures the health and safety of both students and staff. Students and staff will be trained to respond sensibly to emergency situations to ensure minimal disruption of educational programs.

The Stuttgart Public School District recognizes that a crisis or natural disaster could occur during school hours. It is the responsibility of each principal, teacher, support staff, custodian, secretary, and cafeteria worker to know and implement the crisis plan for the safety of the students. If a crisis plan is in effect, only a parent or emergency contact identified on the pupil data card may pick up a student.

Threats to the safety of the school district's facilities shall be identified by appropriate personnel and responded to promptly in accordance with the plan for emergency response. The superintendent or his/her designee shall develop a plan for the handling of emergencies, which includes a plan for the prompt and safe evacuation of the schools, if necessary.

Monthly FIRE drills are held at irregular intervals to train students for emergency evacuation of the building. The signal will be the regular fire alarm. Students should walk briskly with no talking. The teacher will check roll at his/her outside station. Students out of their assigned classrooms should use the nearest exit and report to their assigned teacher when they are safely outside.

Tornado Drill will be held three times – September, January and February. In case of imminent danger from a TORNADO, a warning will be sounded over the intercom. Students will follow the directions of their teacher, moving in a quiet and orderly fashion.

Annually there will be an Active Shooter **Avoid, Deny, Defend Drill.**

Avoid by moving away from the source of the threat as quickly as possible.

Deny by creating barriers to prevent or slow down a threat from getting to you.

Defend by being aggressive and committed to your actions.

Because of our proximity to a major fault in the earth's crust, our area is likely to sustain major damage should an earthquake occur. For this reason we will have one (1) EARTHQUAKE drill during the year. Students will usually be instructed to crawl under their desks during the main quake in order to prevent injury from falling objects. As soon as the initial shock has subsided, the building will be evaluated before aftershocks occur. In the event of an actual earthquake, students will remain at school under the supervision of their teachers until parents can arrange to pick them up. If evacuation is required in an emergency situation, the following locations will be used for parent/student reunification.

Pre-K, Special Education/Self Contained and Kindergarten – ABS Vending

Grades 1-2 –JAPCO Enterprises

Grades 3-4 – Grand Prairie Museum

Grades 5-6 – Stuttgart Public Library/St. John's/ Crestpark

Grades 7-8 – Stuttgart Administration Shop

Grades 9-12 – 1<sup>st</sup> Baptist Church-Prairie Street

## **SCHOOL TRIPS**

When a student is on a school related trip whether it is a class trip, a club trip or an athletic trip, the student is under the direct supervision of the sponsoring teacher. If, for any reason, the student leaves the supervision of the teacher, it will be only after a parent or guardian has made face-to-face contact with the sponsoring teacher and put in writing that they are taking charge of their student. Under no circumstances will the student be released to anyone other than the parent or guardian. Advance notification of the parent/guardians intent of taking charge of their student during a school trip will aid in the smooth transition from school supervision to parent/guardian supervision. The students **must** wear uniforms on school field trips.

## **APPEALS PROCEDURE**

If a student or parent/guardian on behalf of their child has a concern regarding school, he or she should follow this procedure:

1. Contact your child's teacher.
2. Contact the building assistant principal, dean of students or program director.
3. Contact the building principal.
4. Contact the superintendent of schools.

Should a problem or concern arise concerning your child, please contact your child's teacher/coach immediately either by sending a note to school or by phone. If the situation needs further attention, immediately contact the dean of students, assistant principal, or the school principal.

If a student or the parent/guardian or a student has a complaint or grievance on any school action that cannot be resolved at the building level, the student or parent/guardian must state their grievance in writing to the building principal within thirty (30) days of the action.

If the complaint/grievance is not resolved at the building level, the student or parent/guardian has the right to appeal in writing within ten (10) days to the Superintendent.

### **CHARGE FOR COPIES**

Requests for copies of school records made by a student or their parent/guardian, other than records sent between schools for transfer students or official records sent to a university, college, vocational or technical facility or other licensed post high school training facility, will be completed in a timely manner. The cost for copies will be \$ .25 per page and \$5.00 per CD/DVD.

### **LOCKERS**

Lockers will be issued to every student at Meekins Middle School, Stuttgart Junior High School and Stuttgart High School. Meekins Middle School students must bring their own lock and provide the combination to their teacher. **ONLY SCHOOL-ISSUED LOCKS MAY BE USED ON LOCKERS AT STUTTGART JUNIOR HIGH AND STUTTGART HIGH SCHOOL.** Students are responsible for the locks and will be charged five dollars (\$5.00) to replace a lost lock.

### **BACKPACKS**

Rolling backpacks are not allowed unless indicated in a student's 504 or IEP Plan.

### **CLOSED CAMPUS** ***(Board Policy 4.10)***

1. Once a student comes on campus he/she is officially "at school" and will not be allowed to leave campus until the end of his/her regular school day.
2. No student shall be checked out of school during the day (morning, lunch or afternoon) and allowed to return without documentation, doctor/dental note, funeral documentation, court paperwork, drivers test, etc. If the student does not have documentation, they will not be allowed to re-enter the campus that day. Extenuating circumstances must be approved by the building principal.
3. Students who park their vehicles in the student parking lot must not get in them or drive them until they have finished their regular school day. Students are not allowed to remain in their vehicle once parked in the student parking lot. Students should leave their vehicle immediately. Vehicles can only be moved during the school day with special permission from the principal or his/her designee.
4. Students who leave campus during the day must check out through the office. The principal or assistant principal must approve this checkout.
5. Grades K-8: Lunch may be dropped off in the school office by the parent/guardian for students. We do not contact children for their lunch.
5. Grades 9-12: : Only in instances where prior arrangements have been made by the direct request of a parent or guardian, to the building principal/designee, will students be permitted to leave campus with an individual named by parent or guardian.
6. No faculty can check a student out at Stuttgart High School without Building Principal approval.

## **PARENT-TEACHER CONFERENCES AND INTERIM REPORTS**

*Board Policy 3.30*

To aid communication between home and school, and as required by Arkansas State Law, the Stuttgart Public School District conducts two formal Parent/Teacher Conferences per school year. One Parent/Teacher conference will be held each semester. Please refer to the District Calendar for conference dates.

Interim reports and report cards are also effective tools used to communicate student progress between home and school. Interim reports are sent home during the middle of each grading period and report cards are sent home at the conclusion of each grading period. Interim reports may be sent home on a more frequent basis, if deemed necessary by the teachers. Parents are also encouraged to access grades through HAC (Home Access Center) at [hac40.esp.k12.ar.us](http://hac40.esp.k12.ar.us). See your child's school for login information.

## **WITHDRAWAL FROM SCHOOL**

Any student withdrawing from school must go through a formal withdrawal procedure. This will be initiated by the parent/guardian who may withdraw their student through the student's campus for grades K-12; all books and other school-owned materials/equipment must be returned to the proper teacher and all debts cleared through the office and library.

## **SOLICITATION POLICY**

*(Board Policy 6.6)*

It is the policy of Stuttgart Public Schools; students representing the Stuttgart Public Schools shall not solicit donations or offer for sale any items or service within ten (10) feet of a state highway or on a public street or road.

**DISTRIBUTION OF LITERATURE AND MEDIA BY STUDENTS**  
*(Board Policy 4.14)*

**Student Publications**

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

1. Advertising may be accepted for media that does not condone or promote products that are inappropriate for the age and maturity of the audience or that endorses such things as tobacco, alcohol, or drugs.
2. Media may be regulated to prohibit communications determined by the appropriate teacher, student media advisor, and/or administrator, to be ungrammatical; poorly written; inadequately researched, biased or prejudiced; vulgar or profane; or unsuitable for immature audiences.
3. Media may be regulated to prohibit the dissemination of material that may reasonably be perceived to advocate drug or alcohol use; irresponsible sex; conduct that is otherwise inconsistent with the shared values of a civilized social order; or to associate the school with any position other than neutrality on matters of political controversy.
4. Prohibited media includes those that:
  - a. Are obscene as to minors;
  - b. Are libelous or slanderous, including material containing defamatory falsehoods about public figures or governmental officials, and made with knowledge of their falsity or a reckless disregard of the truth;
  - c. Constitute an unwarranted invasion of privacy as defined by state law;
  - d. Suggest or urge the commission of unlawful acts on the school premises;
  - e. Suggest or urge the violation of lawful school regulations;
  - f. Attacks ethnic, religious, or racial groups; or
  - g. Harass, threaten, or intimidate a student.

**STUDENT PUBLICATIONS ON SCHOOL WEB PAGES**  
*(Board Policy 5.20 F1)*

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

1. Not contain any non-educational advertisements.
2. Not contain any personally identifying information, as defined by "Directory Information" in **Policy 4.13** (Privacy of Student Records), without the written permission of the parent of the student or the student if over eighteen (18);
3. State that the views expressed are not necessarily those of the School Board or the employees of the district.



## **NONSCHOOL PUBLICATIONS** *(Board Policy 4.14)*

School building principals shall review non-school publications prior to their distribution and will bar from distribution those materials that are obscene, libelous, pervasively indecent, or advertise unlawful products or services. Material may also be barred from distribution if there is evidence that reasonably supports a forecast that disruption will likely result from the distribution.

### **Distribution of Literature**

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

The regulations shall:

1. Be narrowly drawn to promote orderly administration of school activities by preventing disruption and may not be designed to stifle expression;
2. Be uniformly applied to all forms of literature;
3. Allow no interference with classes or school activities;
4. Specify times and places where distribution may and may not occur; and
5. Not inhibit a person's right to accept or reject any literature distributed in accordance with the regulations.

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

## **FAMILY RIGHTS AND PRIVACY** *(Board Policy 4.13)*

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

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

Upon request or referral, copies of Public Law 94-142 or Act 504 will be made available to parents/guardians or students of legal age.

## **NOTIFICATION TO PARENTS OF RIGHT TO RECEIVE TEACHER INFORMATION**

Federal Legislation requires teachers to be highly-qualified and requires school districts receiving Title I funds to notify parents about their child's teachers. Certain information about the background and qualifications of their child's classroom teacher will be provided upon request.

If a school receives federal funds for Title I, Part A programs, parents may request the following information regarding the professional qualifications of the classroom teacher working with their child.

1. Whether the teacher meets the state qualifications and licensing criteria for the grades and subjects he or she teaches.
2. Whether the teacher is teaching under emergency or provisional status because of special circumstances.
3. Whether the teacher has any advanced degrees and the field of discipline of the teacher's certification or degree.

**PARENT, FAMILY, AND COMMUNITY ENGAGEMENT**  
*(Board Policy 6.11)*

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

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

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

**PARENTAL RIGHTS**  
*Board Policy 4.13, 4.15, 4.16, 6.5*

**CONTACT BY PARENTS**

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

**CONTACT BY NON-CUSTODIAL PARENTS**

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

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.

**CONTACT BY LAW ENFORCEMENT, SOCIAL SERVICES, OR BY COURT ORDER**

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

If the District makes a report to any law enforcement agency concerning student misconduct or if access to a student is granted to a law enforcement agency due to a court order, the principal or the principal's designee shall make a good faith effort to contact the student's parent, legal guardian, or other person having lawful control by court order, or person acting in loco parentis identified on student enrollment forms.

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

**CONTACT BY INVESTIGATORS**

Independent Investigators may meet with students during the school day without prior notification to the parent/guardian.

## **SECTION 2**

## **ACADEMICS**

**HOMEWORK**  
***(Board Policy 5.14)***

Homework is any assignment that should be completed outside of the instructional time at school. Homework is an integral part of the instructional program and a means by which students are provided extended time to master learning concepts and objectives. Homework is viewed as a positive experience that provides students the opportunity to reinforce skill development, manage learning time away from school, involve parents/guardians in the learning process and communicate with parents about the learning activities provided during the school day.

Generally, homework will not be assigned over weekends or holidays or as punishment. The amount, length, and type of homework may vary according to individual needs, teacher discretion, or content area, but the maximum amount should average:

Grades K-2

- 20 minutes, 3 days per week
- Additionally, read for 20 minutes each night.
- Homework will be checked and may count no more than 25% of the nine weeks grade.

Grades 3-4

- 40 minutes, 3 days per week
- Additionally, read for 20 minutes each night.
- Homework will be checked and may count no more than 25% of the nine weeks grade.

Grades 5-6

- Should not exceed 45 minutes, 3 days per week
- Additionally, read for 30 minutes each night
- Homework will be checked and may count no more than 25% of the nine weeks grade.

Grades 7-12

- Should average 10 hours per week
- Homework will be checked and may count no more than 25% of the nine weeks grade.

**GRADING SCALES**  
***(Board Policy 5.15)***

The grading policy of the Stuttgart School District will be based on education objectives only.

Parents or guardians shall be kept informed concerning the progress of their student. 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. (4/12/11)

The uniform grading scale for the Stuttgart Public School District grades K-12 is:

A – 90 – 100%	Excellent,
B – 80 – 89%	Above Average,
C – 70 – 79%	Average,
D – 60 – 69%	Below Average, and
F – 59% & below	Failing

At the Pre-K-4 level, the grade of E, S and N will be given for the following subjects:

Academics

Physical Education, Music, Art and Conduct. In addition, grades K-2 the grade of E, S, and N will be given in Science and Social Studies. (E-Excellent, S-Satisfactory, N-Needs Improvement)

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

A= 4 points

B= 3 points

C= 2 points

D= 1 point

F= 0 points (4/12/11).

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

#### **WEIGHTED SCALE**

A=5 points

B=4 points

C=3 points

D=2 point

F=0 points

The percentage of days in the grading period transferred from out of district will determine the percentage of final grades based on transferred grades. The remainder of the final grade will be the percentage of the grade earned while in district for the grading period. Withdrawal/walk-in grades will be entered into TAC.

Weighted credit shall be given if: the student takes the entire advanced placement course, completes the applicable exam offered at the end of the course by the College Board for AP courses or International Baccalaureate, and the teacher has met state licensure requirements and completed the College Board training. Weighted credit shall be retroactively removed from a student's grade for any course in which the student fails to take the applicable AP or IB exam. Students who do not take the AP 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 course.  
Revised: 4/11/17

#### **TEXTBOOKS**

The State of Arkansas furnishes an appropriation toward textbooks for all pupils in public schools. Students are responsible for the books issued them and must return them in acceptable condition at the end of the school year or when withdrawing from school. The building principal makes the final determination regarding the charge for damaged, lost or stolen books. Individual teachers issue books to students. If a student loses/damages a book beyond use, he/she must pay for full replacement cost.

#### **JUNIOR HIGH AND HIGH SCHOOL SEMESTER EXAM POLICIES**

At 7<sup>th</sup> through 12<sup>th</sup> grade levels, semester exams will be given. Each test will be 1 hours in length and count 20% of the total semester grade. Students are to come to class prepared with paper, pencil, and books to study for the next test should they finish early. If a student is absent for a semester exam, their parent/guardian MUST contact the school with a justifiable excuse.

#### **First semester**

All students will be given and take first semester exams.

## **Second semester**

Students in grades 7 -12 may earn the privilege of being exempt from second semester exams by having a grade of 80% or higher, 4 or fewer absences (with exception of Administrator Approved class field trips or college days) and no out-of-school suspension during the second semester.

## **GRADE CLASSIFICATIONS**

### **CLASSIFICATION OF STUDENTS**

Stuttgart High School has five (5) levels of classifications and these classifications are based on the number of years in high school UNTIL the student reaches his/her senior year.

9th Grade 1st year of high school  
10th Grade 2nd year of high school  
11th Grade 3rd year of high school  
12th Grade 4th year of high school

**SENIOR – Only 4th year high school students with no more than seven (7) academic units lacking to meet the 22 unit graduation requirements will be considered SENIORS.**

In order to be classified as a senior and have senior privileges, a student is required to lack no more than seven (7) academic units to complete graduation requirements. If a 4th year student lacks more than seven (7) academic units to complete graduation requirements, the student will be classified as a 12th grade student but NOT a senior. If a student is classified as a 12th grade student he/or she will not have the same privileges as a senior on track for graduation.

## **SMART CORE CURRICULUM AND GRADUATION REQUIREMENTS**

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

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

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



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

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

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

To the best of its ability, the District shall follow the requirements covering the transfer of course credit and graduation set forth in the Interstate Compact on Educational Opportunity for Military Children for all students who meet the definition of "eligible child" in Policy 4.2 ENTRANCE REQUIREMENTS including the waiving of specific courses that are required for graduation if similar coursework has been satisfactorily completed.

## **GRADUATION REQUIREMENTS**

Only currently enrolled Stuttgart High School honor graduates are eligible to give speeches and honor addresses.

All caps and gowns must be purchased through Stuttgart High School during the current school year to be eligible to walk at graduation.

All caps and gowns must be as purchased. No monogramming, glitter or other embellishments.

You may not walk at graduation without the required 4 English credits, 4 Math credits, 3 Social Studies and 3 Science credits along with the other required credits for Graduation.

The number of units students must earn to be eligible for high school graduation is to be earned from the categories listed below. A minimum of twenty-two (22) units is required for graduation for a student participating in either the Smart Core or Core curriculum.

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

Students shall be trained in quality psychomotor skill bases in cardiopulmonary resuscitation and the use of automated external defibrillators in order to graduate.

### **Digital Learning Courses**

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

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

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

Oral Communications: one-half (½) unit

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

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

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

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

Natural Science: three (3) units

- DESE approved biology – 1 credit;
- DESE approved physical science – 1 credit; and
- A third unit that is either:
  - An additional science credit approved by DESE; or
  - A computer science flex credit may be taken in the place of a third science credit.

Social Studies: three (3) units

- Civics one-half (½) unit
- World History - one unit
- American History - one unit
- Other Social Studies- one-half (1/2) unit

Physical Education: one-half (½) unit

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

Health and Safety: one-half (½) unit

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

Fine Arts: one-half (½) unit

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

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

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

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

**CORE: Sixteen (16) units**

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

Oral Communications: one-half (½) unit

Mathematics: four (4) units

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

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

Science: three (3) units

- DESE approved biology – 1 credit;
- DESE approved physical science – 1 credit; and
- A third unit that is either:
  - An additional science credit approved by DESE; or
  - A computer science flex credit may be taken in the place of a third science credit.

Social Studies: three (3) units

- Civics one-half (½) unit
- World history, one (1) unit
- American History, one (1) unit
- Other Social Studies- one-half (1) unit

Physical Education: one-half (½) unit

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

Health and Safety: one-half (½) unit

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

Fine Arts: one-half (½) unit

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

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

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

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

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

In addition to the above outlined graduation requirements, the following will be required:

**Personal and Family Finance**

All students shall receive credit in a course covering the Personal and Family Finance Standard in order to graduate.

**SENIOR ACADEMY**

Seniors or Juniors taking course offerings in conjunction with Phillips Community College for Concurrent Credit during the school day must have a 3.0 cumulative grade point average and meet the minimum ACT score requirements for specific courses, or an equivalent score on the Accuplacer to participate.

**CONCURRENT CREDIT**  
*(Board Policy 5.22)*

A ninth through twelfth grade student who successfully completes a college course(s) from an institution approved by the DESE shall be given credit toward high school grades and graduation at the rate of one (1) high school credit for each three (3) semester hours of college credit. Students not having four (4) math credits prior to their senior year must be enrolled in a full year math course at Stuttgart High School. 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).

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

**STUTTGART HIGH SCHOOL – COLLEGE VISITATION DAYS (Campus Visits)**

**College visitation days (campus visits) are for juniors and seniors only.** One college day per school year is allowed. Sophomores & Juniors are allowed one college visitation day in the spring. Seniors are allowed one college visitation day during their senior year.

Documentation from the college on college letterhead must be presented to the office upon return to school. This absence will not count toward days missed for semester test exemptions.

\*Additional college days must be approved by the principal prior to the college visit.

### **EARLY GRADUATION**

Act 275 of 1997 - Any student who is enrolled in a public high school in Arkansas and has earned the number of credits required by the local school district for graduation shall be eligible to graduate from the high school without regard to the grade level the student is enrolled in at the time such credits are earned. Graduation ceremonies will be held one time per academic school year as set by the school board.

Any student who intends to graduate early must complete and file the appropriate paperwork with the principal prior to the beginning of his/her sophomore year. Students must have a 3.0 GPA to apply for early graduation. Students will not be allowed to double up on classes for the purposes of early graduation. Correspondence coursework will be accepted from an approved university with prior approval. If a student chooses early graduation and completes the necessary units of credits, he/she will be allowed to participate in graduation ceremonies; however, the student forfeits eligibility to participate in all other senior class activities.

### **HONOR GRADUATES**

*(Board Policy 5.17)*

There will be three levels of honor graduates.

**SUMMA CUM LAUDE**– Students who have achieved a 4.0 cumulative grade point average at the end of eight semesters.

**MAGNA CUM LAUDE** – Students who have achieved a 3.75 cumulative grade point average at the end of eight semesters.

**CUM LAUDE** – Students who have achieved a 3.5 cumulative grade point average at the end of eight semesters.

**PLUS** – The following basic requirements:

- Completion of smart core curriculum
- Completion of two (2) credits of the same foreign language
- Completion of three (3) Advanced Placement units of credit

### **INTERIM REPORT SHEETS**

Interim Reports will be available mid-quarter. It is the responsibility of each **parent/guardian** to obtain the interim report at Parent-Teacher Conferences in the fall and spring semesters.

### **REPORT CARDS**

Report Cards will be available at the end of each quarter. It is the responsibility of each **student** to ensure that his/her parent/guardian receives the report card. Although grade reports are provided at interim and nine weeks, parents/guardians can and should monitor their student's grades at any time through the district provided Home Access Center (HAC).

### **HONOR ROLL**

For students in grades K-4, grade level performance will be taken into account for determining honor roll and awards for the awards assembly.

Students in grades 5-8 will be recognized each nine weeks according to the following guidelines:

- A Honor Roll—Students who have an A in every class recorded on the report card.
- A/B Honor Roll—Students who have A's and B's in every class recorded on the report card.
- No student will be recognized for honor roll if he/she has earned a C, D, or F in any class.

Students in grades 9-12 must have a 3.0 GPA for the nine weeks with no grade below a C in order to be on the honor roll. Other incentives/student recognition(s) may be given as instructed by the Building Principal.

## ATHLETICS/ACTIVITIES PROGRAM

The activities program is an integral part of the overall school program. Co-curricular and extra-curricular activities afford training and experiences, which supplement classroom learning and provide an opportunity for practical application of many skills learned in the classroom. The total activity program includes the following:

### *Junior High Athletics/Activities:*

Archery	FCA
Band	Fire Marshals
Basketball	Football
Cheer	Quiz Bowl
Chess	Student Council
FBLA	Track
Robotics	

### *Senior High Athletics/Activities:*

Art Club	FBLA	Quiz Bowl
Band	Fellowship of Christian Athletes	Science Club
Baseball	Football	Soccer
Basketball	Fire Marshals	Softball
Biology	FFA	Student Council
Bird Banner	Golf	Tennis
Bowling	Interact	Thespian
Cheer	Key Club	Track
Chemistry	Leo Club	
Chess	Mu Alpha Theta (Math)	
DECA	National Honor Society	
Destination Imagination	Physical Science	

Stuttgart Schools follow the scholarship requirements of the DESE. An athlete must first be a student and must meet certain minimum academic requirements. A student may regain or lose academic eligibility in the first day of classes in a new semester.

Eligibility shall be determined twice per year, once at the beginning of the fall semester (August/September) and once at mid-term (December/January).

- A. Ninth grade students meet the academic eligibility requirements for junior high by successfully passing four (4) academic courses the previous semester, three of which shall be in the core curriculum areas specified by the DESE Standards for Accreditation of Arkansas Public Schools.

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

- B. Senior high – A student must meet the DESE requirement of a 2.00 GPA. The student must have passed four academic courses the previous semester.

The student must be enrolled and attending a supplemental instruction program, or a supplemental instruction program meeting DESE guidelines as approved by AAA.

**Guidelines for supplemental instruction program:**

The student must not have exceeded the allowed absences for the current semester or its equivalent.

The student must have no school disciplinary action for the current semester. School disciplinary action may be defined by the school but, as a minimum, the policy shall state that a student has been disciplined when being placed on suspension where the student is out of school for a period of time.

The student must have no known criminal convictions.

The education program shall be protected from student activities of questionable educational value, including commercially sponsored events and those giving awards to student participants. The principal at each building shall determine participation based on the contribution made by the activity to the educational goals of the school and on the governing board policy. Time involved for students and teachers in preparation for and participation in contests and activities shall not be excessively disruptive of the daily schedule.

**EXTRACURRICULAR ACTIVITIES**  
*(Board Policy 4.56)*

The Stuttgart School Board believes in providing opportunities for students to participate in extracurricular activities that can help enrich the student’s educational experience. At the same time, the Board believes that a student’s participation in extracurricular activities cannot come at the expense of classroom academic achievement. Interruptions of instructional time in the classroom are to be minimal and absences from class to participate in extracurricular activities shall not exceed one per week per extracurricular activity (tournaments or other similar events subject to approval of the Superintendent). A student may lose eligibility to participate in extracurricular activities when, in the opinion of the school’s administration, the student’s participation in such an activity may adversely jeopardize academic achievement. Students may also be denied permission to participate in extracurricular activities as a consequence of disciplinary action taken by the administration for inappropriate behavior. For the purposes of this policy, extracurricular activities are defined as any school-sponsored program where students from one or more schools meet, work, perform, practice under supervision outside of regular class time or are competing for the purpose of receiving an award, rating, recognition, criticism or qualification for additional competition. Examples include, but are not limited to athletics, cheerleading, band, choral, academic competitions and club activities.

**STUTTGART SCHOOL DISTRICT ALTERNATIVE LEARNING ENVIRONMENT  
PROGRAM DESCRIPTION  
GRADES 3-12**

Stuttgart School District is committed to offering an alternative learning environment for students. Student needs and appropriate placement are determined on an individual basis. A.L.E. provides each student with opportunities to realize success in academics, as well as the importance of setting goals, achieving goals, maintaining a good self-image and becoming an asset to their home-base school and community. Length of placement in A.L.E. is **one semester at a time**. A behavior plan or an updated plan will be formulated for each student and progress will be reviewed upon exiting.

The Stuttgart Public Schools, in compliance with AR Code Ann. 6-18-508 and 6-18-509, has an Alternative Learning Environment that seeks to eliminate traditional barriers to student learning. This non-traditional, non-punitive intervention is designed to provide guidance, counseling, and academic support to students who are experiencing emotional, social, or academic difficulties. The Stuttgart School District is committed to offering an alternative learning environment for students. A.L.E. provides each student with opportunities to realize success in academics, as well as learning social skills, setting goals, achieving goals, maintaining a good self-image and becoming an asset to their home-base school and community.

A referral conference with the student's guardian and a committee of school personnel will review a student's entrance into the A.L.E. Program. Length of placement in A.L.E. is based on individual student needs. The committee must also meet before a student is released from the A.L.E. Program. School personnel will periodically review the success of students in the A.L.E. Program.

### **Mission Statement for Stuttgart A.L.E**

Stuttgart School District is committed to improve the Productivity, Responsibility, and Educational skills of the students and to Prepare them for future lifelong endeavors by creating a positive learning atmosphere that will enable every student to reach his/her maximum potential.

### **Curriculum**

Students will be provided a curriculum including mathematics, science, social studies, and language arts. This curriculum is aligned with regular classroom instruction and follows the Common Core State Standards.

### **Objectives (grades 3 -12)**

The objectives of Stuttgart A.L.E. are:

- Deter the dropout rate
- Recover Academic Credit
- Teach Behavior Management
- Teach Social Skills
- Provide behavioral, emotional, academic, and social support
- Teach Students to become Productive, Responsible, Educated and Prepared
- Obtain high school diploma

### **Eligibility**

To be eligible for Stuttgart A.L.E. or another A.L.E classroom, students, though intelligent and capable, shall exhibit two or more of the following characteristics: disruptive behavior, potential drop out from school, personal or family problems or situations, recurring absenteeism, transition to or from residential programs, persistent lack of attaining proficiency levels in literacy and mathematics, abuse, frequent relocation, homelessness, inadequate emotional support, health concerns, pregnancy, or single parenting.

### **Referral/Placement**

A referral for the services of Stuttgart A.L.E classroom may be made by the principal, parent, guardian, student, or service agencies. This referral will include documentation of student eligibility and previous interventions provided by his/her current teachers. After the written referral is received by the building Principal, the Principal will schedule a conference. The placement conference will be held within 10 school days with the Placement Team. The Placement Team will include the Principal or A.L.E teacher, A.L.E Coordinator (grades 3–12), Counselor, Parent/Guardian, and Regular Classroom Teacher. When needed, the LEA Supervisor, 504 Coordinator, Director of K-12 Educational Pupil Services, Behavior Interventionist, or Other Administrator(s) may serve on the placement team.



### **Exit Criteria**

The Placement Committee shall determine exit criteria for students assigned to the district's A.L.E on which to base the student's return to the regular school program of instruction. Exiting considerations are made December and May.

## **LEARNING SERVICES**

### **Physical Education, Music, and Art Education**

Students will participate in physical education, art education and music education. The minutes per week will be scheduled according to State law requirements for each grade level. Certified teachers will be responsible for instruction in these areas and will teach state standards for each area. No student will be excused from these classes without a note from the family doctor.

### **Library Media Services**

The Media Center is the hub of all learning in the school. A certified teacher will provide instruction for students from state standards for media and will assist students in selecting appropriate reading materials. Students and their parents/guardians are responsible for lost, stolen or damaged materials from the Media Center.

### **Computer Labs**

Computer labs are available for student learning including acceleration, practice and remediation. Students are responsible for appropriate behavior on the computer network just as they are in the classroom. Communications on the network are public in nature. It is expected that users comply with District standards and the specific rules. The user is personally responsible for actions when accessing and utilizing the school's computer resources. The use of the network is a privilege, not a right, and will be revoked if abused.

### **Gifted Education**

Gifted education provides opportunities for students to utilize higher-order thinking, creativity, creative problem-solving and reasoning skills a process of nominating, evaluating/assessing and placing students into the gifted program is completed at the end of the school year for students in second grade and any time thereafter as requested by a parent, student or teacher.

Nomination – Students may be nominated by parent, teacher, other students, or self. Students should demonstrate above average intelligence, creativity and self-motivation. Report cards, Standardized test scores, characteristics check-list and interviews are also considered.

Placement – Placement into the GT program begins in the 3<sup>rd</sup> grade. The placement is determined by the consensus of a school-based committee. The committee may consist of the GT Coordinator and facilitator, school administrators, teachers and school counselors.

Appeal Procedure – Parents may appeal any placement decision by following the appeal procedure as defined by the district and available in the GT Coordinator's office.

### Services:

*K-2:* All students participate in weekly enrichment activities provided by the gifted education staff.

*3-6:* Identified gifted students participate in a pull-out class for 150 minutes per week.

*7-11:* Students may select to participate in Pre-Advanced Placement classes. These classes are offered in each of the core content areas (math, English, social studies and science).

*11-12:* Students may select to take any of the 8 AP courses offered. These classes are offered in each of the core content areas (math, English, social studies and science).

Pre-Advanced Placement (Pre-AP) classes are offered for students in grades 7-11. Advanced Placement (AP) classes are offered for juniors and seniors. The curriculum for both Pre-AP and AP classes is designed to promote higher levels of learning. Students are required to complete more out-of-class assignments and maintain a more rigorous class load.

Students considering enrollment in Pre-AP/AP courses must have above-average grades, read on grade level or above grade level (as determined by diagnostic assessments), and meet or exceed expectations on state standardized testing in the content area of the classes they wish to enroll. Guardians and students should take into consideration indicators for success, such as grades, test scores, self-motivation, and prompt completion of assignments when choosing to enroll in Pre-AP/AP classes.

For any student scoring close on the ACT Aspire or below a 19 on the ACT, a waiver must be signed by the guardian and enrollee acknowledging an understanding of the increased rigor and requirements of the course(s) and that the student may have difficulty meeting those requirements proficiently. Students who score in need of support will remain in on level classes.

### **APPEAL PROCEDURES**

Parents may appeal any placement decision by following the appeal procedure defined by the district. Copies of the appeal procedure are available in the Gifted Education Coordinator's office at Stuttgart High School.

For more information about the gifted education program, you may contact the gifted education staff at (870)673-3561 ext. 5014 or your child's building principal.

### **Pre-School Special Education**

For information concerning pre-school special education, contact Arkansas River Education Service Cooperative at (870) 534-6129.

### **Special Education**

Students who receive special education services will be promoted/graduated based upon the successful completion of the individual education plan (IEP).

Students with special needs who engage in misbehavior are subject to normal school disciplinary rules and procedures so long as such treatment does not abridge the right to a free appropriate public education. The individual education plan (IEP) team for a student should consider whether particular discipline procedures should be adopted for that student and included in the IEP. Questions concerning special education should be directed to the building principal or the Director of Special Education.

### **PROMOTION/RETENTION/COURSE CREDIT**

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

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

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

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

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

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

#### **Grades K-4**

A student's education must be built on a solid foundation of skills. The mastery of essential skills is the critical element in unhampered future learning. Retention in grades K-4 will be based on data collected from a variety of sources which may include performance reports from the classroom teacher, goals of the IEP, work samples, standardized test scores, and Light's Retention Scale. Student traits, such as maturity level, attendance and potential to succeed at the next level will also be considered. A committee may be formed to review the data and make a recommendation to the principal for appropriate grade placement. Multiple retentions may result in students being ineligible for interscholastic athletics at the junior and senior high levels.

#### **Grades 5-6**

If a student has a grade in any class that is below average or failing, a committee may review and make recommendations on students to determine eligibility for promotion. Student traits such as maturity level, attendance and potential to succeed at the next level will also be considered. Special Education students must meet the requirements set forth in their individual educational plans to be promoted. Multiple retentions may result in students being ineligible for interscholastic athletics at the junior and senior high levels.

#### **Grades 7-8**

Students in the 7<sup>th</sup> thru 8<sup>th</sup> grades will pass 75% of all classes to be promoted. A committee will review and make recommendations on students who do not meet the criteria. Special Education students must meet the requirements set forth in their individual educational plans to be promoted.

#### **Grades 9-12**

Students in grades 9 – 12 must pass all required courses in order to graduate.

## **SECTION 3**

# **RESIDENCY/ENROLLMENT/RECORDS**

## **RESIDENCE REQUIREMENTS** *(Board Policy 4.1)*

### Definitions:

“In loco parentis” means relating to the responsibility to undertake the care and control of another person in the absence of:

1. Supervision by the person's parent or legal guardian; and
2. Formal legal approval.

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

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

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

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

Any person eighteen (18) years of age or older may establish a residence separate and apart from his or her parent, legal guardian, person having lawful control of the student, or a person standing in loco parentis for school attendance purposes.

In order for a person under the age of eighteen (18) years to establish a residence for the purpose of attending the District’s schools separate and apart from his or her parent, legal guardian, person having lawful control of the student, or a person standing in loco parentis, the student is required to reside in the District for a primary purpose other than that of school attendance. However, a student previously enrolled in the district who is placed under the legal guardianship of a noncustodial parent living outside the district by a custodial parent on active military duty may continue to attend district schools. A foster child who was previously enrolled in a District school and who has had a change in placement to a residence outside the District, may continue to remain enrolled in his/her current school unless the presiding court rules otherwise.

Under instances prescribed in A.C.A. § 6-18-203, a child or ward of an employee of the district or of the education coop to which the district belongs may enroll in the district even though the employee and his/her child or ward reside outside the district.

Any student who was enrolled in a state-accredited or state-approved kindergarten program in another state or in a kindergarten program equivalent in another country, becomes a resident of this state as a direct result of active military orders or a court-ordered change of custody, will become five (5) years of age during the year in which he or she is enrolled in kindergarten, and meets the basic residency requirement for school attendance may be enrolled in kindergarten upon a written request to the District.

**ENTRANCE REQUIREMENTS**  
**(Board Policy 4.2)**

Registration for students in grades K-12 can be completed at the campus in which the grade level the student is entering is housed. When registering new students, please bring the following documents:

- A. One of the following documents indicating the child's age:
- (1) A birth certificate showing child has turned 5 years old on or before August 1
  - (2) A statement by the local registrar or a county recorder certifying the child's date of birth,
  - (3) An attested baptism certificate,
  - (4) A passport,
  - (5) An affidavit of the date and place of birth by the child's parent legal guardian, person having lawful control of the student, or person standing in loco parentis;
  - (6) Previous school records, or
  - (7) United States Military Identification Records
  - (8) Previous school records
- B. An immunization record from your local medical doctor or health clinic, (Current required doses; Legal Code: 6-18-208 Act 871) Updated 2014
- 4...DTP/DT/Td/DTaP with 1 dose on or after 4th birthday. All Students K-12th
  - 3...Polio vaccine with 1 dose on or after the 4th birthday. All students K-12th
  - 2...MMR with 1st dose on or after 1st birthday. All students K-12th
  - 3...Hepatitis B. All students K-12th
  - 2...Varicella (chicken pox) with 1st dose on or after 1st birthday. All students K-12th. **Physician documentation only for history of disease will be accepted.**

Kindergarten and 1st grade students will be required to have 1 dose of Hepatitis A

1...Tdap for all students 11 years and older by Sept. 1st of each year.

1...MCV4(Meningococcal) for all 7th graders with a second dose administered at age 16. If not vaccinated prior to age 16 years, 1 dose is required for all students who are age 16 on or before Sept. 1st of each year.

## When Do Children and Teens Need Vaccinations?

Age	HepB Hepatitis B	DTaP/Tdap Diphtheria, Tetanus, pertussis (whooping cough)	Hib <i>Haemophilus influenzae</i> type b	IPV Polio	PCV13 Pneumococcal conjugate	RV Rotavirus	MMR Measles, mumps, rubella	Varicella Chickenpox	HepA Hepatitis A	HPV Human papillo- mavirus	MCV4 Meningococcal conjugate	Influenza Flu
Birth	✓											
2 months	✓ (1-2 mos)	✓	✓	✓	✓	✓						
4 months	✓	✓	✓	✓	✓	✓						
6 months		✓	✓		✓	✓						
12 months												
15 months	✓ (6-18 mos)	✓ (15-18 mos)	✓ (12-15 mos)	✓ (6-18 mos)	✓ (12-15 mos)		✓ (12-15 mos)	✓ (12-15 mos)	✓✓ (2 doses given 6 mos apart at age 12-28 mos)			
18 months												
19-23 months		Catch-up	Catch-up	Catch-up	Catch-up		Catch-up	Catch-up				✓ (One dose each fall or winter to all people ages 6 mos and older)
4-6 years		✓		✓			✓	✓				
7-10 years	Catch-up	Catch-up										
11-12 years		✓ Tdap		Catch-up			Catch-up	Catch-up	Catch-up	✓✓✓	✓	
13-15 years		Catch-up (Tdap)									Catch-up	
16-18 years											✓	

**Please note:** Cases of pertussis (whooping cough) have increased in children, teens, and adults in the last few years. Tragically, some infants too young to be fully protected by vaccination have died. Ask your doctor or nurse if your children have received all the pertussis shots needed for his or her age. Also, if you haven't had your pertussis shot, you need to get one.

**What is "Catch-up?"** If your child's vaccinations are overdue or missing, get your child vaccinated as soon as possible. If your child has not completed a series of vaccinations on time, he or she will need only the remainder of the vaccinations in the series. There's no need to start over.

Tuberculosis: reviewed by the Centers for Disease Control and Prevention

www.immunize.org/policy4030a.pdf • Item #14250 (4/13)

Immunization Action Coalition • 1573 Selby Avenue, Suite 234 • Saint Paul, MN 55104 • (651) 647-9009 • www.vaccineinformation.org • www.immunize.org

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

- C. A social security card. (If you do not want to provide a social security number, a nine-digit number will be provided for your child.)
- D. Proof of residency (current utility bill) within the boundaries of the Stuttgart School District (ACT 663 of 1999) **\*Be aware that any person who knowingly gives a false residential address for purposes of public school enrollment is guilty of a misdemeanor and subject to a fine not to exceed \$500, and**
- E. Any documents from the child's current school, if possible/applicable.
- F. Physical
- G. Expulsion: The parent, legal guardian, person having lawful control of the student, or standing in loco parentis 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. Any person who has been expelled from any other school district shall receive a hearing before the board at the time the student is seeking enrollment in the District. The Board reserves the right to not allow the enrollment of such students until the time of the person's expulsion has expired following the hearing before the Board.

### **Kindergarten Waiver (Board Policy 4.2)**

Any parent, guardian, or other person residing within the state and having custody or charge of any child may elect for the child not to attend Kindergarten if the child will not be age five (5) on August 1 of that particular school year. If such election is made, a signed Kindergarten Waiver must be filed at the local district administrative office.

### **School Choice (Board Policy 4.5)**

Students wishing to attend Stuttgart Public School District but who do not reside in the attendance areas for the district may file a petition with the school board to attend Stuttgart Public Schools. In accordance with, Arkansas Public School Choice Act of 2015 Stuttgart Public Schools will consider all applications postmarked no later than May 1 of the year in which the student would begin the fall semester at the non-resident district. The standards for acceptance of the petition by the school board will not include previous academic achievement, athletic or other extracurricular abilities, handicapping condition, English proficiency level or previous disciplinary proceedings. (Revised 2015)

## **OPPORTUNITY SCHOOL CHOICE (Board Policy 4.5)**

### **Standard School Choice**

#### **Definition**

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

#### **Transfers Into the District**

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

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

The District shall advertise in appropriate broadcast media and either print media or on the Internet to inform students and parents in adjoining districts of the range of possible openings available under the School Choice program. The public pronouncements shall state the application deadline and the requirements and procedures for participation in the program. Such pronouncements shall be made in the spring, but in no case later than March 1.

#### **Application Process**

The student's parent shall submit a school choice application on a form approved by DESE to this district along with a copy to the student's resident district. Except for students who have a parent or guardian who is an active-duty member of the military and who has been transferred to and resides on a military base, the transfer application must be postmarked or hand delivered on or before May 1 of the year proceeding the fall semester the applicant would begin school in the District. The District shall date and time stamp all applications the District receives as both the resident and nonresident district as they are received in the District's central office.

Except for applications from students who have a parent or guardian who is an active-duty member of the military and who has been transferred to and resides on a military base, applications postmarked or hand delivered on or after May 2 will not be accepted. Statutorily, preference is required to be given to siblings of students who are already enrolled in the District.



Therefore, siblings whose applications fit the capacity standards approved by the Board of Directors may be approved ahead of an otherwise qualified non-sibling applicant who submitted an earlier application as identified by the application's date and time stamp.

Students who have a parent or guardian who is an active-duty member of the military and who has been transferred to and resides on a military base may submit an application and transfer at any time if the student's application:

1. Is filed with the nonresident school district within fifteen (15) days of the parent's or guardian's arrival on the military base;
2. Includes the parent's or guardian's military transfer orders; and
3. Includes the parent's or guardian's proof of residency on the military base.

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

The superintendent or designee shall contact a student's resident district to determine if the resident district's three percent (3%) cap has been met.

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

### **Accepted Applications**

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

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

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

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

## **Rejected Applications**

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

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

An application may be provisionally rejected if the student's application was beyond the student's resident district's three percent (3%) cap. The student's resident district is responsible for notifying this District that it is no longer at its three percent (3%) cap. If a student's application was provisionally rejected due to the student's resident district having reached its three percent (3%) cap and the student's resident district notifies this District that it has dropped below its three percent (3%) cap prior to July 1, then the provisional rejection may be changed to a provisional acceptance and the student would have to meet the acceptance requirements to be eligible to enroll in the District.

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

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

## **Transfers Out of the District**

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

- Through Opportunity School Choice due to the school receiving a rating of "F" or a district classified as in need of Level 5 Intensive Support under A.C.A. § 6-18-227;
- Facilities Distress under A.C.A. § 6-21-812.
- Foster Child School Choice under A.C.A. § 6-18-233.

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

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

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

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

- The receiving district cannot be in facilities distress;
- The transfer is only available for the duration of the time the student's resident district remains in distress;
- The student is not required to meet the May 1 application deadline; and
- The student's resident district is responsible for the cost of transporting the student to this District's school.

### **Opportunity School Choice**

#### **Transfers Into or Within the District**

For the purposes of this section of the policy, a "lack of capacity" is defined as when the receiving school has reached the maximum student-to-teacher ratio allowed under federal or state law, the DESE Rules for the Standards of Accreditation, or other applicable rules.

There is a lack of capacity if, as of the date of the application for Opportunity School Choice, ninety-five percent (95%) or more of the seats at the grade level at the nonresident school are filled.

Unless there is a lack of capacity at the District's school or the transfer conflicts with the provisions of a federal desegregation order applicable to the District, a student may transfer from the student's assigned school to another school in the District or from the student's resident district into the District if:

- Either:
  - The student's resident district has been classified by the state board as in need of Level 5 — intensive support; or
  - The student's assigned school has a rating of "F"; and
- By May 1 of the year before the student intends to transfer, the student's parent, guardian, or the student if the student is over eighteen (18) years of age has submitted an application of the student's request to transfer to the:
  - DESE;
  - Sending school district; and
  - Receiving school district.

A student is not required to meet the May 1 application deadline if the student has a parent or guardian who is an active-duty member of the military and who has been transferred to and resides on a military base. The student may transfer at any time if the student's application:

- a. Is filed with the nonresident school district within fifteen (15) days of the parent's or guardian's arrival on the military base;
- b. Includes the parent's or guardian's military transfer orders; and
- c. Includes the parent's or guardian's proof of residency on the military base.

Within thirty (30) days from receipt of an application from a student seeking admission under this section of the policy, the Superintendent shall notify in writing the parent or guardian, or the student if the student is over eighteen (18) years of age, whether the Opportunity School Choice application has been accepted or rejected. The notification shall be sent via First-Class Mail to the address on the application.

If the application is accepted, the notification letter shall state the deadline by which the student must enroll in the receiving school or the transfer will be null and void.

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

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

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

#### **Transfers out of, or within, the District**

If a District school receives a rating of "F" or the District has been classified by the State Board as in need of Level 5 Intensive Support, the District shall timely notify parents, guardians, or students, if over eighteen (18) years of age, as soon as practicable after the school or district designation is made of all options available under Opportunity School Choice. The District shall offer the parent or guardian, or the student if the student is over eighteen (18) years of age, an opportunity to submit an application to enroll the student in a school district that has not been classified by the State Board as in need of Level 5 Intensive Support or in a public school that does not have a rating of "F".

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

#### **Entrance From Home School or Non-Accredited School (Board Policy 4.2)**

Students returning to the Stuttgart Public School District from home school and private schools must at the time of registration produce nationally recognized norm-referenced test results from the previous year of home schooling. The student or his parent/legal guardian must produce grades for specific course objectives. Students for whom records cannot be produced will be required to take a series of standards-based assessments and/or a criterion referenced test for purpose of placement. Any six year old child who has not completed a state accredited kindergarten program prior to public school enrollment shall be evaluated by the school district to determine whether placement for the child shall be in kindergarten or the first grade.

## **ATTENDANCE REQUIREMENTS** *(Board Policy 4.3)*

According to the Arkansas Compulsory Attendance Law, §6-18-201, every parent, legal guardian, person having lawful control of the child or person standing in loco parentis of any children age (5) through (17) years on August 1 of that year, both inclusive, shall enroll and send the child or children to a public, private, or parochial school or provide a home school for the child or children as prescribed in ACA §6-18-201 and 6-18-207 under such penalty for noncompliance as shall be set by law unless the child has received a high school diploma or its equivalent or the child's parents have filed a kindergarten waiver.

ACA §6-18-209 states the board of directors at each school district in this state shall adopt student attendance policies. A student attendance policy may include excessive absences as a mandatory basis for denial of promotion or graduation. In order for a student to receive credit for a course of study during a semester, the student must not have more than six (6) absences for the class.

Students are required to maintain prompt and regular attendance in accordance with the Board of Education policy. Parents have the responsibility to monitor attendance and to familiarize themselves with policies pertaining to the educational program of the school. A copy of the school district's attendance policy shall be supplied to each student at the beginning of the school year or upon enrollment, whichever happens first.

### **Homeless Students** *(Board Policy 4.1 and 4.40)*

The Stuttgart School District will afford the same services and educational opportunities to homeless children as are afforded to non-homeless children. The Superintendent or his/her designee shall appoint an appropriate staff person to be the local educational liaison for homeless children and youth whose responsibilities shall include coordinating with the state educational liaison for homeless children and youth to ensure that homeless children are not stigmatized or segregated on the basis of their status as homeless and such other duties as are prescribed by law and this policy.

### **Foster Students**

A foster child who was previously enrolled in a District school and who has had a change in placement to a residence outside the District, may continue to remain enrolled in his/her current school unless the presiding court rules otherwise.

## **SECTION 4**

# **STUDENT BEHAVIOR**

## HANDBOOK INFORMATION

### STRICTLY ENFORCED DRESS POLICY

**Purpose:** The purpose of the Stuttgart Dress Code for students is to provide additional opportunities for increased school safety, to encourage our students to experience a greater sense of school identity and belonging, to enhance student behavior, and to improve and expand academic excellence. This policy is one component in the district's overall comprehensive plan of school improvement.

**New Students** – Students entering the Stuttgart School District shall have five (5) days to become dress code compliant.

**Arkansas Law on Student Clothing Act 835 of 2011** – Arkansas Governor Mike Beebe signed into law a bill that prohibits students from wearing clothes that reveal “underwear, buttocks, or the breast of a female.”

**SHIRTS** – Solid Colors, maroon, white, gray or any color of blue

- Polo style, collared shirts, turtleneck, and shirts that button may be worn
- Shirt sleeves must extend at least 2 inches from the shoulder seam
- Shirts may have a small manufacturer's logo of any color of not more than 1.5 inches in diameter
- Stuttgart school spirit shirt any day of the week.

**PANTS** – Colors: Khaki or navy slacks

- Pants, shorts, capris, skorts, jumpers, and skirts shall be worn at the waist level and extend to within 2 inches above the knee.
- Athletic wear, dance wear, sweatpants, leggings, jeggings and jeans of any color are prohibited except:  
Leggings, jeggings or hose may be worn under a skirt or dress at PAE and MMS, as long as they are dress code compliant colors, khaki, navy blue, maroon, white, nude colored hose.
- Jeans may be worn on Friday of each school week. Jeans cannot have holes, tears, or rips.
- All dress code bottoms must be worn at the waist. Sagging is prohibited.

**SHOES**

- K-4 Grade- Closed-toe and appropriate for activity, and/or physical education; laced, tied, or velcro. Students must wear tennis shoes on physical education days.
- 5-6 Grade – Closed-toe and appropriate for activity, and/or physical education; laced, tied, or velcro. Students must wear tennis shoes on physical education days. No light up shoes.
- 7-12 Grade – Students are not allowed to wear flip-flops or house shoes.

**COATS/JACKETS/OR OTHER OUTERWEAR**

- Grades PreK-4 – Any color is acceptable to wear to school. (Hoods may not be worn on the head in the building)
- Grades 5-6 – Any color is acceptable to wear to school – (Hoods may not be worn on the head in the building)
- Grades 7-12 – Any color is acceptable to wear to school – (**No headgear of any kind is allowed on the SJHS or SHS campuses.** This includes coats, pull-over jackets, sweatshirts, or anything with a hood.)

**Any clothing, jewelry, attire, or belongings that disrupt the educational process will be addressed on an individual basis by school administrators.**

## STAY-IN-SCHOOL PROGRAM

Act 867 of 1989 authorizes school districts to enter into cooperative agreements with law enforcement officials to implement a stay-in-school program. Program provides that law enforcement officials may attempt to locate and detain students who are off school premises during school hours but who should be in school. Such students may be taken into custody and returned to the school or transported to his/her parents or to a truancy reception center, which has been designated by the school district.

## ABSENCES/ABSENTEEISM POLICY (Board Policy 4.7)

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

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

### Excused Absences

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

1. The student's illness or when attendance could jeopardize the health of other students. A maximum of six (6) such days are allowed per semester unless the condition(s) causing such absences is of a chronic or recurring nature, is medically documented, and approved by the principal.
2. Death or serious illness in their immediate family;
3. Observance of recognized holidays observed by the student's faith;
4. Attendance at an appointment with a government agency;
5. Attendance at a medical appointment;
6. Exceptional circumstances with prior approval of the principal; or
7. Participation in a school sponsored activity or 4-H sanctioned activity;
8. Participation in the election poll workers program for high school students.
9. Absences granted to allow a student to visit his/her parent or legal guardian who is a member of the military and been called to active duty, is on leave from active duty, or has returned from deployment to a combat zone or combat support posting. The number of additional excused absences shall be at the discretion of the superintendent or designee.



10. Absences granted, at the superintendent's discretion, to seventeen (17) year-old students who join the Arkansas National Guard while in eleventh grade to complete basic combat training between grades eleven (11) and (12).

Students who serve as pages for a member of the General Assembly shall be considered on instructional assignment and shall not be considered absent from school for the day the student is serving as a page.

### **Unexcused Absences**

Absences not defined above or not having an accompanying note from the parent or legal guardian, presented in the timeline required by this policy, shall be considered as unexcused absences. Students with 6 (six) 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.

When a student has 3 (three) unexcused absences, his/her parents, guardians, or persons in loco parentis shall be notified. Notification shall be by telephone by the end of the school day in which such absence occurred or by regular mail with a return address sent no later than the following school day.

Whenever a student exceeds 6 (six) unexcused absences in a semester, the District shall notify the prosecuting authority and the parent, guardian, or persons in loco parentis shall be subject to a civil penalty as prescribed by law.

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

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

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.

### **EXCESSIVE TARDIES**

The parent or guardian is responsible for getting their child to school on time and remaining at school each day. Every school day is an important learning opportunity for our students. Excessive tardiness and repeated early checkouts is detrimental to the student's educational growth and disruptive to the educational process in the student's classroom. Excessive tardiness or early checkouts (ten (10) or more tardies) is subject to prosecution, filing of a Family in Need of Services, or conference with attendance council.

**MAKE UP WORK GRADES K-12**  
*(Board Policy 4.8)*

Students are responsible for making up his/her work. Students will have one class day for each class day missed to complete missed assignments. When students are absent parents may call the office and ask for homework assignments so that students may complete work during their absence. Parents may contact the school by 9:00 am on the morning of the day the assignments are to be picked up. The assignments may be picked up in the school office after the end of the school day.

Students who miss school due to an excused absence or school approved activity shall be allowed to make up the work they missed during their absence. Work will be made up for each class day missed under the following rules:

1. Students/parents are responsible for asking the teachers of the classes they missed what assignments they need to make up.
2. Teachers are responsible for providing the missed assignments.
3. Assignments should be requested on the first day back at school or the first class day after their return if work was not requested while the student was absent.
4. Make up tests are to be rescheduled at the discretion of the teacher, but must be aligned with the schedule of the missed work to be made up.
5. Students shall have one class day to make up their work for each class day they are absent. (Ex. A student who is out ill on Monday, Tuesday, and Wednesday returns to school on Thursday. Assignments and work missed on the days of absence are to be completed and turned in by Tuesday of the following week.)
6. Make up work which is not turned in within the make-up schedule for that assignment shall receive a zero.
7. Students are responsible for turning in their make-up work.
8. Students who are absent on the day their make-up work is due must turn in their work the day they return to class.
9. As required/permitted by the student's Individual Education Program or 504 Plan.

Work may not be made up for credit for unexcused absences **unless** the unexcused absences are part of a signed agreement as permitted by policy 4.7—ABSENCES.

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

**DISCIPLINE**  
*(Board Policy 4.17)*

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

Discipline learned through school policy/rules develops self-control, character, orderliness and efficiency. Good discipline is maintained by conduct and proper consideration for other people. Recognizing and praising good behavior and taking corrective action when necessary maintain good discipline. Discipline is a shared responsibility between home and school.

Students are expected to put forth their best effort and to conduct themselves at all times in a manner that will promote a safe and orderly learning environment. Stuttgart Public School District offers services and programs to aid in prevention intervention and conflict resolution skills for students who need help in this area. Behavior expectations for students in all areas of the building have been developed and will be discussed with the students. Any behavior that causes the learning atmosphere to be disrupted or which infringes upon the rights of others in the school will not be tolerated and may subject the student to corrective measures.

Disciplinary infractions may range from a minimum of a warning to a maximum of recommendation for expulsion.

### **VIOLATION OF DRESS CODE**

#### **Grades K-6\***

- 1st offense: Student sent to change clothes (student will be sent to ISS for the day if parent or anyone listed on student information card is unavailable.)
- 2<sup>nd</sup> offense: Student sent to change clothes (student will be sent to ISS for the day if parent or anyone listed on student information card is unavailable.)
- 3<sup>rd</sup> offense: For every violation after the 2nd offense, the student may be assigned one (1) day of ISS. \*Consequences for violations will re-set at the beginning of the second semester.

#### **Grades 7-12\***

- 1<sup>st</sup> offense: Student sent to change clothes and return to school/class (student will be sent to ISS if parent or anyone listed on student information card is unavailable.)
- 2<sup>nd</sup> offense: Assigned two (2) days In-School suspension. Parent conference with Principal, or designee, will be held before the student returns to school/class. Subsequent offenses will result in ISS.

\*Consequences for violations will re-set at the beginning of the second semester.

### **CORPORAL PUNISHMENT**

*(Board Policy 4.39)*

**(A.C.A. §6-18-505, §6-18-503)** Corporal punishment may be administered for disruptive or unmanageable conduct; insubordination; profane, violent, vulgar or insulting language; or other conduct tending to disrupt the educational process. A school administrator witnessed by another certified staff member administers corporal punishment. Corporal punishment will not be administered in the presence of other students, in a spirit of malice or anger, or to an excessive degree. Corporal punishment will be administered with a principal-approved paddle on the buttocks. The principal will prepare a written report stating the reason for the punishment and will file a copy. The parent/guardian listed on school records will be informed of the reason for the corporal punishment by telephone or in writing. Corporal punishment shall not be used as a form of discipline for a student who is intellectually disabled, non-ambulatory, non-verbal, or autistic.

## **SEARCH, SEIZURE, AND INTERROGATIONS**

### *Board Policy 4.32*

The District respects the rights of its students against arbitrary intrusion of their person and property. At the same time, it is the responsibility of school officials to protect the health, safety, and welfare of all students enrolled in the District in order to promote an environment conducive to student learning. The Superintendent, principals, and their designees have the right to inspect and search school property and equipment. They may also search students and their personal property in which the student has a reasonable expectation of privacy, when there is reasonable and individualized suspicion to believe such student or property contains illegal items or other items in violation of Board policy or dangerous to the school community. School property shall include, but not be limited to, lockers, desks, and parking lots, as well as personal effects left there by students.

### **SEVERITY OF INCIDENT**

In most instances, disciplinary guidelines will be followed in sequential order; however, in instances that involve a severe infraction of the rules, violent or potentially dangerous behavior, disrespect, etc., the student(s) involved will be removed immediately from the regular school setting. The teacher or administrator will take appropriate disciplinary action that may also include referral to legal authorities. **BASED ON THE SEVERITY OF THE BEHAVIOR, THE ADMINISTRATOR MAY SKIP SEQUENTIAL STEPS IN CONSEQUENCES.**

### **EXCEPTION CLAUSE**

Principals or designees will consider suggested consequences initially. Based on the severity of the behavior, the administrator or his/her designee may skip sequential steps or suggested consequences. The administrator or his/her designee may administer the suggested consequences to a lighter or more severe degree.

### **DISCIPLINE FOR THE DISABLED**

Students with disabilities who engage in misbehavior are subject to normal disciplinary rules and procedures so long as such treatment does not abridge the right to a free, appropriate public education. The individual education plan (IEP) team for a disabled student should consider whether particular discipline procedures should be adopted for that student, and included in the IEP.

After an emergency suspension is imposed on a disabled student, an immediate meeting of the student's IEP team should be held to determine the cause and effect of the suspension with a view toward assessing the effectiveness and appropriateness of the student's placement and toward minimizing the harm resulting from the exclusion. When a student with disabilities is suspended beyond 10 days during a school year, the student should be offered alternate educational programming for the duration of the exclusion.

The building principal shall deal with any grievance relating to students with disabilities. All actions and procedures shall be in accordance with the Individuals With Disabilities Education Act (IDEA), as revised in 1997 and Act 102 of 1973.

## **GROUNDS FOR SUSPENSION OR EXPULSION** *(Board Policy 4.30)*

Any conduct that tends to be disruptive of the education program will be grounds for suspension or expulsion.

Examples:

- Participation in disruptive demonstrations, walkouts, sit-ins, marches.
- A person who brings to school or onto school property, holds, transports, or has in his/her possession a firearm, knife, club, razor or any other weapon as defined by administration may be expelled. The weapon will be confiscated and may be turned over to the police or authorities.
- Disrespect or disobedience toward school personnel, such as vulgar or profane language, refusal to obey rules or striking a school employee.
- School attendance under the influence or in possession of alcoholic beverages, drugs or narcotics other than legally dispensed.
- Fighting at school, on school buses or at school functions.
- Malicious destruction of school property.
- Violation of Dress Code
- Theft of Property

### **DUE PROCESS**

Every student is entitled to due process in every instance of disciplinary action for which the student may be subjected to penalties of suspension or expulsion. (See AR State, Ann. 80-1516). Due process is afforded to students in disciplinary cases involving:

- (1) Suspension
- (2) Expulsion
- (3) A statement being removed from the student's records, and
- (4) Clearing student's reputation.

Due process is, at a minimum:

- (1) Notice of charge
- (2) Opportunity for denial
- (3) Evidence against a student if charges are denied
- (4) Opportunity to tell his/her side, and
- (5) Decision and timely notice and an opportunity for a fair hearing.

The degree of due process required is directly proportional to the degree of loss to the student

## **SUSPENSION AND EXPULSION PROCEDURES** *(Board Policy 4.30)*

**Out-of-School Suspension:** Exclusion from school for a period of ten (10) days or less. A suspension is considered an unexcused absence. Students shall be permitted on campus only to attend a student/parent/administrator conference. While under an out of school suspension, the student will not be allowed to attend any after school activities.

**Expulsion:** A suspension of more than 10 days that is imposed by the school board.

Any conduct that tends to be disruptive of the educational process will be grounds for suspension or expulsion. This will include bringing on campus any object that is generally considered offensive. The principal or his/her designee will make this determination. All infractions listed in the current, board-approved student handbooks for the school district are grounds for suspension or expulsion.

## **DUE PROCESS AND PROCEDURES FOR SUSPENSION** *(Board Policy 4.30)*

A school administrator may suspend a student from school for periods of time not to exceed ten (10) days. Prior to making the decision to suspend, the school administrator will informally advise the student of the nature of the student's misconduct and will allow the student to express his viewpoint in defense of mitigation. Unless the school administrator has personally witnessed the infraction, he/she will conduct such investigation, as he/she deems necessary.

The custodial parent/guardian will be given written notice of each suspension, which will include the reason(s) for suspension, its duration, and the manner in which the student may be readmitted to school. When possible, this notice will be given to the parent/guardian prior to the suspension. Such notice shall be handed to the parent/guardian or mailed to the last address reflected in the school records (Student Information Form). A student returning to school after a suspension must be accompanied by a parent/guardian in order to be readmitted.

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

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

**NOTE: When a student is suspended from school, the child may be delivered to the parent/guardian's place of employment. With all offenses, school personnel will reinforce a school-counseling component of conflict resolution and refusal skills.**

### **REGULATIONS CONCERNING SUSPENSION**

- a. The Superintendent, Principal, or Assistant Principal are authorized to suspend students from school for disciplinary reasons, for periods not to exceed ten (10) days.
- b. Prior to imposing a suspension, the school official will conduct an investigation. The investigation will, at a minimum, advise the student of the nature of his/her misconduct and will hear anything the student has to say in defense of mitigation.
- c. Unless the official has personally witnessed the infraction, he or she will conduct such investigation, as he/she deems necessary.
- d. The custodial parent or guardian will be given written notice of each suspension; the notice shall include the reasons for the suspension, its duration and the manner in which the student may be readmitted to school. On the day the suspension is imposed, such notice will be mailed to the parent or guardian at the address of record in the school office.
- e. A parent or guardian must accompany a student returning to school after suspension for the student to be readmitted. A re-entry conference must be held with the school principal or his/her designee.
- f. In some cases, a student may be assigned to In-School Suspension in lieu of an out-of-school suspension. This decision is at the discretion of the principal or his/her designee imposing the suspension.

## **SUSPENSION**

"The directors of any school district may suspend any person from school for immorality, refractory conduct, insubordination, infectious disease, habitual uncleanness, or other conduct that would tend to impair the discipline of the school, or harm the other pupils, but such suspension shall not extend beyond the current term. The board of directors may authorize the teacher to suspend any pupils, subject to the board." (Section 80-1516, Arkansas State Law).

### **DUE PROCESS AND PROCEDURES FOR EXPULSION** *(Board Policy 4.31)*

Only the school board is authorized to expel a student, either permanently or for the remainder of the semester, for conduct it deems to be of such gravity as to make a short temporary suspension inappropriate, or where it finds that a student's continued attendance at school would be disruptive to the education process or unreasonably endanger other students or school personnel. The superintendent or his/her designee will hand deliver written notice to the parent/guardian (hand delivered to the address recorded on the school district records) that he/she has recommended to the board that the student be expelled. The notice will state the reason(s) for the recommendation, the duration of the proposed expulsion, and the date, hour, and place at which the board will consider and may dispose of the recommendation.

The board hearing will be conducted not later than ten (10) school days following the date of the notice, unless representatives of the board and of the student agree in writing to a date that does not conform to this limitation.

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

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

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

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

**REGULATIONS CONCERNING AN EXPULSION**  
*(Board Policy 4.31)*

- a. The Board is authorized to expel a student, either permanently or for the remainder of the semester or school year, for conduct it deems to be of such gravity as to make a short temporary suspension inappropriate, or where it finds that the student's continued attendance at school would be unacceptable or disruptive to the education program or would involve unreasonable danger to other students and faculty members. (A.C.A. §6-18-507)
- b. The Superintendent or his/her designee will hand deliver written notice to the parent or guardian (hand deliver to the address of record on file in the school office) that he/she has recommended to the Board that the student be expelled, the duration of the proposed expulsion, and the date, hour and place at which the Board will consider and dispose of the recommendation.
- c. The Board hearing will be conducted not later than ten (10) school days, unless representatives of the Board and the student agree in writing to a date which does not conform to this limitation.
- d. Conduct of the hearing:
  - 1) The President of the Board (or, in his absence, a member selected by the Board) shall preside at the hearing, which may be open or closed.
  - 2) A lawyer or lay counsel may represent the student.
  - 3) The Superintendent or his/her designee may present any evidence at the hearing, including statements of persons having personal knowledge of event or circumstances giving rise to the expulsion recommendation.
  - 4) The student or his/her representative may then present statements of any persons with personal knowledge of events or circumstances relevant to the issues.
  - 5) Normally, formal cross-examination will not be permitted. However, if the President determines during the course of the hearing that the credibility of a witness is at issue or that other good cause exists, he/she may permit cross-examination.
- e. A parent or guardian must accompany a student returning to school after expulsion for the student to be readmitted. A re-entry conference must be held with the Superintendent (or designee) and School Principal (or designee) before returning to school.

**ORDERLY OPERATION, EXPULSION**

"Nothing in this Act (80-1644-80-1656) shall be construed to limit a local school district's power to adopt reasonable rules, regulations and policies, not inconsistent with the purposes of the Act, to insure continued orderly operation of schools including adult education and vocational-technical high school, and such powers are deemed to include the right of expulsion for student participation in any activity which tends, in the opinion of the board, to disrupt, obstruct, or interfere with orderly education processes." (Section 80-1656, Arkansas State Law).

**ANOTHER CHANCE PROGRAM**  
**(Board Adopted April 14, 2015)**

History

The Stuttgart School district has a long history of taking a strong stance against students possessing, using, distributing, or being under the influence of drugs and/or alcohol in school. In an effort to provide a safe learning environment for all of our students, for many years, any student found to be in violation of the drug and alcohol policy were recommended for expulsion and removed from the school environment. While this approach removed students from Stuttgart, it did nothing to help the offending students deal with their abuse.



After students that had been in trouble for substance abuse or possession at school had served their expulsion and returned to Stuttgart after spending time in an Alternative Learning Environment, Private School, or Home School setting, we found that many of them were academically behind. This had long reaching consequences on the student, their families, and the school. Many of these students fell further behind on credits, became frustrated, and did not graduate. This had a negative impact on our drop- out rate, standardized test scores, and more importantly, the student's future. In addition, we saw a trend where many of our students that were in violation of this policy, were not habitually in trouble at school and had no known history of drug or alcohol abuse.

In an effort to find a way to maintain a safe educational environment, to help students that may have made a serious mistake, and to give those students an option to avoid an expulsion and remain a Stuttgart student, we developed the "Another Chance Program". The Stuttgart School Board adopted this program April 14, 2015. This program gives qualified students the option of remaining in school under a very strict probationary status. It places them in a drug/alcohol treatment program to prevent dependency and use of illegal drugs or alcohol by the student. This program will educate students on ways to avoid repeat problems in this area. In addition, this program will provide counseling and support for the student and parent involved in the program.

#### **"Another Chance Program"**

Students who are recommended for expulsion for violation of district drug and alcohol policy MAY be eligible to appeal to the superintendent of schools for placement in the "Another Chance Program" to avoid expulsion. This request must be made directly to the superintendent by the parent or guardian and/or the student. This program is designed to allow eligible students a possibility of continuing as a Stuttgart student under a strict probation and with specific limitations if they meet the following:

- 1) The student cannot have previously been suspended or recommended for expulsion for violation of the drug/alcohol policy.
- 2) The parent and student must agree to be enrolled in and agree to complete participation in the school approved drug/alcohol abuse program. This school approved program is a partnership between the school and professionals in the field of substance abuse. The program is provided and administered by counselors, and substance abuse professionals at The Pointe Services.
- 3) The student agrees to participate in the drug/alcohol testing, counseling, and required meetings prescribed by the drug/alcohol abuse program. The program administrators will notify the school if the student fails to meet all of the requirements of their program. In addition, if the student fails a drug or alcohol test administered by officials from the court of their home residence, Arkansas County or Stuttgart City Court, Stuttgart Schools, or The Pointe, they will be considered to have violated their agreement in the "Another Chance Program".
- 4) The parent and student agree to the requirement that the student complete fifteen (15) hours of approved community service work as a part of this program.
- 5) The parent and student agree to assume a portion of the cost of the drug/alcohol abuse program as determined by the parent, The Pointe, and the superintendent. The parent agrees to completely fulfill their financial agreement with The Pointe /Stuttgart Public Schools prior to their child completing the entire program.
- 6) Parents and students requesting enrollment in the "Another Chance Program" agree to waive the right to a hearing before the school board on the expulsion should the student fail to meet the terms of the program and be recommended for expulsion during the probationary period.

Students who meet these requirements may request probationary status from the superintendent of schools after they serve the three (3) day out of school suspension. The three (3) days will count toward total days. If approved, the student may have their recommendation for expulsion modified by the superintendent and will be placed in the “Another Chance Program”.

Parents making the request for this probationary status must contact the superintendent of schools and arrange for a meeting with the superintendent. Those in attendance at this meeting will include the superintendent, an administrator from the student’s school, a school counselor, the student, and their parent or guardian. The superintendent may, after reviewing the information provided, choose to allow the student to attend school on a probationary status for the remainder of the school year, or an appropriate and/or comparable length of time as determined by the superintendent.

Students who are placed on this probationary status will be allowed to attend school as long as the student satisfactorily completes the drug/alcohol abuse program. In addition, the student must meet all the prescribed stipulations dealing with the school attendance, academic performance, student disciplinary restrictions and the other restrictions that are deemed appropriate by the superintendent.

A student who fails to meet all the requirements of the drug/alcohol abuse program or violates the agreed upon terms of the “Another Chance Program”, will be considered in violation of the probation and will be recommended for expulsion.

## **BULLYING**

Respect for the dignity of others is a cornerstone of civil society. Bullying creates an atmosphere of fear and intimidation, robs a person of his/her dignity, detracts from the safe environment necessary to promote student learning, and will not be tolerated by the Board of Directors.

Students who bully another person shall be held accountable for their actions whether they occur on school equipment or property; off school property at a school sponsored or approved function, activity, or event; going to or from school or a school activity in a school vehicle or school bus; or at designated school bus stops.

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

### **Definitions:**

**Attribute** means an actual or perceived personal characteristic including without limitation race, color, religion, ancestry, national origin, socioeconomic status, academic status, disability, gender, gender identity, physical appearance, health condition, or sexual orientation

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

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

- Substantial disruption of the orderly operation of the school or educational environment;

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

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

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

**Substantial disruption** means without limitation that any one or more of the following occur as a result of the bullying:

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

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

1. Cyberbullying;
2. Mocking, taunting or belittling,
3. Demeaning humor relating to a student's actual or perceived attributes,
4. Blackmail, extortion, demands for protection money or other involuntary donations or loans,
5. Blocking access to school property or facilities,
6. Threats of harm to student(s), possessions, or others,
7. Sexual harassment, as governed by policy 4.27, is also a form of bullying, and/or
8. Teasing or name-calling related to sexual characteristics or the belief or perception that an individual is not conforming to expected gender roles or conduct or is homosexual, regardless of whether the student self-identifies as homosexual or transgender (Examples: "Slut", "You are so gay.", "Fag", "Queer").

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

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

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

- a. Building a fake profile or website of the employee;
- b. Posting or encouraging others to post on the Internet private, personal, or sexual information pertaining to a school employee;
- c. Posting an original or edited image of the school employee on the Internet;
- d. Accessing, altering, or erasing any computer network, computer data program, or computer software, including breaking into a password-protected account or stealing or otherwise accessing passwords of a school employee;
- e. Making repeated, continuing, or sustained electronic communications, including electronic mail or transmission, to a school employee;
- f. Making, or causing to be made, and disseminating an unauthorized copy of data pertaining to a school employee in any form, including without limitation the printed or electronic form of computer data, computer programs, or computer software residing in, communicated by, or produced by a computer or computer network;
- g. Signing up a school employee for a pornographic Internet site; or
- h. Without authorization of the school employee, signing up a school employee for electronic mailing lists or to receive junk electronic messages and instant messages.

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

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

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

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

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

Copies of this policy shall be available upon request.

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

**PARK AVENUE ELEMENTARY**  
**TIER BEHAVIOR (DISCIPLINE) INFORMATION GRADES K-4:**

**Disruptive Behaviors and the Learning Process**

Students at Park Avenue Elementary are expected to respect the rights of others to have a safe and orderly learning environment, free of disruptions. Staff will respect the student's choice to demonstrate self-control and respect. Students who make a choice to demonstrate a disruptive behavior will participate in a learning process to improve their future choices.

**Tier 1:** Teacher Managed

**Tier 2:** Teacher Managed with Documentation

**Tier 3:** Office Managed

**CONSEQUENCES**

Behaviors labeled as tier 2 and tier 3 will be met with a stricter set of consequences, depending on the severity of the behavior, frequency of the occurrence, and the student's age.

Consequences may include but are not limited to:

- Student Conference
- Parent phone call and conference
- Establish loss of privilege(s)
- Referred to guidance counselor
- Saturday School
- In-school suspension
- Out of school suspension
- Expulsion

Consequences for discipline referrals may range from a minimum of a warning to a maximum of a recommendation for expulsion. All disciplinary consequences are assigned by the principal or his/her designee. The principal has the right to assign lesser or greater consequence for any infraction.

**BEHAVIORS**

**Off-Task**

Tier 1:

- Student engages in any task other than the assigned task or ongoing activity.
- Includes but is not limited to: looking around the room, playing with items, talking, or head on the desk.

**Non-Compliance**

Tier 1:

- Student engages in brief failure to respond to adult requests.
- Includes but is not limited to: student lays head on the desk, responds with "no," ignores the directive, or bargains with the teacher to propose an alternative solution.

Tier 2:

- Student submits incomplete work.

Tier 3:

- Student does not respond to an adult's request when safety is a concern.
- Includes but is not limited to: student replies to a directive with "no" or lays head on the desk.

### **Unprepared**

Tier 1:

- Student does not have the required items necessary for learning.

Tier 2:

- Student does not submit the required assignment or homework on the due date.

### **Verbal Outburst**

Tier 1:

- Student interrupts the teacher or classmates.
- Student yells without profanity.

Tier 2:

- Student uses or yells with profanity.
- Student threatens a classmate or staff.

Tier 3:

- Repeated Tier 2.
- Verbal Aggression
- Student engages in threats or comments towards another student or staff that indicates any form of physical harm to another person.
- Terroristic Threatening
- Student engages in treats or comments towards another student or staff that indicates any form of an illegal act.

### **Crying, Screaming, and Tantrums**

Tier 1:

- Crying or screaming that can be hear within five feet of the student.

Tier 2:

- Crying or screaming that can be heard within the classroom.

Tier 3:

- Repeated Tier 2.
- Crying or screaming that can be heard outside of the classroom.

### **Aggression**

Tier 1:

- Student engages in a disagreement with another student.

Tier 2:

- Student engages in persistent and heated conflict with another student that could lead to violence.
- Student wrestles with another student.

Tier 3:

- Repeated Tier 2.
- Student engages in physical violence including but not limited to: Hitting, kicking, fighting, biting, hair pulling, or throwing dangerous items at another person.

### **Property Destruction**

Tier 1:

- Student breaks their personal items or writes on another student's property.

Tier 2:

- Student breaks another individual's property that can be repaired or does not impact future use.

Tier 3:

- Repeated Tier 2.
- Student breaks another individual's property and it does impact future use.

### **Inappropriate Touch**

Tier 1:

- Student unintentionally touches another student's or staff's private areas.

Tier 3:

- Student intentionally touches another student's or staff's private areas.

### **Sexual Misconduct or Sexual Harassment**

Tier 3:

- Student makes sexual remarks or physical contact to another person.

### **Gossiping, Lying, and Bullying**

Tier 1:

- Student has a conversation about other people that involves information that has not been confirmed to be true.
- Student does not state the truth about another person or situation.

Tier 3:

- Repeated Tier 1.
- Student engages in multiple, unwanted aggressive behavior towards another student to establish a real or perceived power imbalance.
- Includes but not limited to: Name-calling, insults, rumor starting, exclusionary jokes, or teasing.

### **Cheating**

Tier 2:

- Student looks at another student's work or uses academic materials without permission to complete an assignment.

### **Truancy**

Tier 1:

- Student leaves their assigned seat without permission.

Tier 2:

- Student leaves assigned classroom, hallway area, or outside area without permission.

Tier 3:

- Repeated Tier 2.
- Student leaves the school grounds without permission.

### **Technology Violation**

Tier 2:

- Student engages in unauthorized use of computer privileges.

Tier 3:

- Repeated Tier 2.
- Student engages in inappropriate web searches or language.

### **Saturday School**

**(Grades 3-6)** Park Avenue & Meekins Middle School will have Saturday School as one form of discipline for disciplinary infractions. Saturday School will be used as a study period held on Saturday mornings in Meekins Middle School from 7:30am -11:30 am. Two hours will be considered a half day Saturday School and four hours will be considered a whole day of Saturday School. Students can be assigned a Saturday School detention for infractions of school rules. Saturday School is considered a less consequence than In School or Out of School Suspension. Attendance is mandatory.

Failure to attend half-day Saturday School will result in 1 day ISS. Failure to attend a full day Saturday School will result in 2 days ISS.

The following rules must be followed while in Saturday School or the students will be subject to in school suspension.

1. Students will arrive on time. Students who arrive late will not be admitted and will be counted absent.
2. Students are required to have a textbook or appropriate material along with paper, pencil or pen.
3. Students are required to study.
4. Students are not allowed to sleep or have their head on a desk.
5. Students are not allowed to talk.
6. Transportation to and from Saturday School will be the responsibility of the parents/family. Exceptions may be made by the principal if circumstances warrant.
7. Students must wear appropriate school uniform.
8. Parents of students assigned to Saturday School that have a conflict for attending the designated day must present a written note or other documentation to the Building Principal or designee for consideration prior to 3:30 pm on the Friday before the assigned Saturday School.

## **DISCIPLINE POLICY FOR STUDENTS – GRADES 5 -6 MEEKINS MIDDLE SCHOOL**

### **School-wide Expectations**

Students at Meekins Middle School are expected to respect the rights of others to have a safe and orderly learning environment, free of disruptions. Our school-wide expectations are:

1. Attend school in uniform, including ID badge, with all necessary materials and supplies.
2. Follow directions at all times.
3. Be respectful; keep hands, feet, and objects to yourself.
4. Food, candy, gum, and drinks are not allowed at any time.  
**Water in a clear container will be allowed.**
5. Refrain from disrupting the learning environment.

Meekins Middle School students and staff are educated in strategies that help to maintain the integrity of the learning environment in our schools. Our staff believes that all students deserve to learn, are capable of learning, and should be afforded a safe environment conducive to learning while attending school. Stuttgart Public Schools' policy states "Any behavior that causes the learning atmosphere to be disrupted or which infringes upon the rights of others in the school will not be tolerated and may subject a student to corrective measures (Board Policy 4.17)."

Three questions allow staff to determine whether or not to intervene in student behavior:

1. Is the student able to continue learning?
2. Are other students in the group or class able to continue learning?
3. Is the teacher able to continue to provide instruction?

If the answer to any one of these questions is "no", the behavior is disruptive to the learning environment. Students are responsible for their conduct that occurs at any time on or off the school grounds, at a school sponsored function or activity, as well as traveling to and from a school activity. Middle School staff and administrators will respond to disruptive behaviors according to the discipline policies.



**Consequences for disciplinary infractions may range from a minimum of a warning to a maximum of a recommendation for expulsion. All disciplinary consequences are assigned by the principal or his/her designee. The principal has the right to assign lesser or greater consequences for any infraction.**

### **Disruptive Behaviors and the Learning Process**

Students at Meekins Middle School are expected to respect the rights of others to have a safe and orderly learning environment, free of disruptions. Staff will respect the student's choice to demonstrate self-control and respect. Students who make a choice to demonstrate a disruptive behavior will participate in a learning process to improve their future choices.

Teachers will make a choice to act in response to ALL behaviors that are disruptive to learning environment. Teacher response will include:

1. A reminder or prompt for the student to make a non-disruptive choice
2. Time (7-10 seconds) for the student to act upon the reminder

When the student makes a positive choice to change his/her behavior, he/she will continue to learn in the classroom, and the teacher will continue teaching.

If a student makes the choice not to respond to the reminder or prompt given, he/she will be asked to REFOCUS by answering 4 questions:

1. What was the behavior?
2. What did you want or need?
3. How did this affect your learning, classmates, and/or teacher?
4. Are you ready to return to learning? Would you like to discuss this during a non-instructional time?

This learning process is intended to help the student identify his/her disruptive behavior, reflect on its impact, and create a plan to make a better choice in the future.

These questions will be answered orally or in writing. REFOCUS takes place in the classroom, in another teacher's room, or any other learning environment.

After time to REFOCUS, a student will return to class. He/She is responsible for any learning that was missed. Students may be assigned to detention to complete the work missed when a student has made a choice to put disruptive behavior before his/her learning.

### **Absolutely NOTs**

Minor disruptive behaviors are handled by the classroom teacher through the REFOCUS process.

Behaviors that jeopardize the health, safety, and well-being of the district's student and/or employees will **Absolutely NOT be tolerated**. Our school-wide "**Absolutely NOTs**" will result in an immediate discipline referral to the office.

### **These behaviors include, but are not limited to:**

#### **Level One \*\***

- Insubordination (repeated disruption to the learning environment) after REFOCUSING
- Refusal to REFOCUS
- Use of disrespectful/inappropriate language/profanity (verbal, written, or implied)
- Use of gang signs and symbols or obscene gestures (verbal, written, drawn, or implied)
- Skipping class or school (Truancy, leaving school campus, not being where supposed to be)
- Disruptive Behavior

Level One Consequences:      1<sup>st</sup> infraction—up to 1 day of In-School Suspension  
   2<sup>nd</sup> infraction—up to 3 days of In-School Suspension  
   3<sup>rd</sup> infraction—up to 5 days of In-School Suspension  
   4<sup>th</sup> or more infractions- up to 10 days of In-School Suspension

\*\*This list is not exhaustive. Any student behavior that interferes with the educational process will be dealt with accordingly. The principal has the right to assign lesser or greater consequences for any infraction.

**Level Two\*\***

- Threats (verbal, written, or physically displayed) made toward another person or group
- Physical acts of violence (i.e. hitting, pushing, shoving, slapping) toward another person
- Sexual Harassment or Sexual misconduct or Indecent Exposure
- Bullying (Board Policy 4.43)
- Coercion
- Possession, use, or sale of alcohol, tobacco, or illegal drugs (drug paraphernalia)
- Vandalism (Willfully or intentionally damaging or destroying school or student property)  
Parental conference and up to a 10-day suspension with recommendation for expulsion.  
Parents/Guardians will be required to pay for damages. Police notified.
- Theft or possession of stolen property
- Misuse of electronic devices (Board policy 4.29)

Level Two Consequences:      1<sup>st</sup> infraction—up to 3 days of Out-of School Suspension  
   2<sup>nd</sup> infraction—up to 5 days of Out-of-School Suspension  
   3<sup>rd</sup> infraction—up to 7 days of Out-of-School Suspension

\*\*This list is not exhaustive. Any student behavior that interferes with the educational process will be dealt with accordingly. The principal has the right to assign lesser or greater consequences for any infraction.

**Level Three\*\***

- Possession of a firearm or other weapon
- Activating or reporting a false fire alarm
- Possession and use of fireworks
- Possession, use, or sale of alcohol, tobacco, or illegal drugs (drug paraphernalia)
- Assault or Battery toward other students or staff members
- Terroristic threatening

Level Three Consequences—Ten days suspension with possible recommendation for expulsion from school. Referral made to the appropriate legal authorities.

\*\*This list is not exhaustive. Any student behavior that interferes with the educational process will be dealt with accordingly. The principal has the right to assign lesser or greater consequences for any infraction.

**Consequences for discipline referrals may range from a minimum of a warning to a maximum of a recommendation for expulsion. All disciplinary consequences are assigned by the principal or his/her designee. The principal has the right to assign lesser or greater consequences for any infraction.**

### **Detention**

(Meekins Middle School) Detention is an opportunity for students to complete any work missed due to a choice of disrupting the learning process. Staff will inform students of the detention. The student is responsible for bring the necessary school work and supplies. Detention may be served during the lunch period in the classroom teachers' room. The principal may also assign students to detention which will be served in the cafeteria. Detention may also be assigned after school on Tuesday, Wednesday, or Thursday at the discretion of the principal. Transportation home from after school detention is the responsibility of the parent/guardian. After school detention will end at 3:50 p.m.

### **Cheating**

Meekins Middle School does not allow cheating. Students who make the choice to cheat will receive a zero on the assignment and the parent/guardian will be contacted.

**TARDIES TO CLASS** The following disciplinary consequences are not applicable to late arrival to school; however, apply to tardies between classes.

3 tardies to class per semester: 1 day detention hall

5 tardies to class per semester: 1 day ISS

7 tardies to class per semester: 2 days ISS

Electronic Device Infractions: No personal cell phones or electronic devices are allowed. Items will be confiscated from the person who has possession of the device and returned to parents/guardians at the END of the school day and the following consequences will be administered:

Consequences:

1<sup>st</sup> Infraction: Up to 1 day of ISS

2<sup>nd</sup> Infraction: Up to 3 days In-School Suspension

3<sup>rd</sup> Infraction: Up to 5 days In-School Suspension and phone required to be left at home

Confiscated devices may be picked up at the school's administration office by the student's parents or guardians at the end of the school day. (3:30-3:55 p.m.)

After one calendar year, all unclaimed devices will be discarded.

The use of a camera, videotape, photo-optical, photoelectric, or any other image recording device for the purpose of filming, photographing or videotaping during the school day, on a school bus/vehicle or at school functions attended by students without the prior consent of all persons and the principal is prohibited. This is in violation of Arkansas State Statute 5-16-101 and may be handled with a minimum of in school suspension to a maximum of recommendation for expulsion.

### **ADULT SUPERVISION FOR K-6<sup>TH</sup> GRADE**

District policy requires all persons under the seventh (7th) grade to be accompanied and supervised by a responsible adult (eighteen years of age or older) to all school activities/programs on or off campus. Students or children whose conduct is disruptive at an activity/program will be escorted to their supervising adult with whom they will remain until the activity/program concludes. Repeated disruptions may result in the person(s) being removed from the event. No refund of admission fee, if applicable, will be made. Activities/programs include, but are not limited to, band and choir concerts, all athletic events, style shows, seasonal programs, plays, science fairs, rallies, banquets, dances.

## **DISCIPLINE POLICY FOR STUDENTS – GRADES 7-12 STUTT GART JUNIOR HIGH SCHOOL & HIGH SCHOOL**

School discipline is the system of rules, punishments and behavioral strategies appropriate to the regulation of children and the maintenance of order in schools. Its aim is to create a safe and conducive learning environment in the classroom. Disciplinary infractions may range from a minimum of a warning to a maximum of recommendation for expulsion.

When a student is suspended from school, the child may be delivered to the parent/guardian's place of employment. Consequences for discipline referrals may range from a minimum of a warning to a maximum of recommendation for expulsion. All disciplinary consequences are assigned by the principal or designee. The principal or designee has the right to assign lesser or greater consequences for any infraction.

### **Detention Hall (GRADES 7-8 JUNIOR HIGH ONLY)**

Detentions are an on campus detention during lunch/advisory on Monday- Friday. A student may be assigned to detention as punishment for minor infraction. Failure to attend detention will result in immediate disciplinary action. **Students must complete and submit a reflective writing assignment.**

The following are rules for detention hall:

1. Students are required to study.
2. Students are not allowed to sleep or have their head on a desk.
3. Students are not allowed to talk.
4. If a student is assigned 2 or more detention halls in one day, they must serve a day of detention for each detention hall received.
5. If a student misses school the day of an assigned detention hall the detention hall will be served the day the student returns to school.

### **Detention Hall (GRADES 9-12 STUTT GART HIGH SCHOOL)**

Detention hall is a class that students are assigned to for infraction of rules. They will be required to study during this time. The teacher or principal will inform students of assignments to detention hall. He/she is responsible for attending.

Detention hall will be held during the first fifteen minutes of lunch. Promptness is necessary. The student will serve detention hall the day after being assigned unless the principal/assistant principal assigns detention hall to begin the day of the rule infraction.

1. Students are required to study.
2. Students are not allowed to sleep or have their head on a desk.
3. Students are not allowed to talk.
4. If a student misses school the day of an assigned detention hall the detention hall will be served the day the student returns to school.

### **In-School Suspension**

\*Students in ISS: It is the responsibility of the student to arrange for missed chapter tests and major projects with the teacher on the day they return from ISS.

\*For SHS (Grades 9-12) students in ISS: While in ISS, daily work will be the responsibility of the student to get before their days start.

\*For SJHS (Grades 7-8) students in ISS: Teachers will assign work for the day students are serving ISS.

Based on the severity of the behavior, the principal or designee may skip sequential steps and consequences to a more severe degree.

## **Saturday School**

Saturday School is a supervised study period held on Saturday mornings in the Stuttgart High School cafeteria. Half day Saturday School will be from 7:30am until 9:30am. All day Saturday School will be from 7:30am until 11:30am. Students are assigned to Saturday School for infraction of rules. Attendance is mandatory. Failure to attend half-day Saturday School will result in 1 day ISS. Failure to attend a full day Saturday School will result in 2 days ISS.

The following rules must be followed while in Saturday School or the students will be subject to in school suspension.

1. Students will arrive on time. Students who arrive late will not be admitted and will be counted absent.
2. Students are required to have a textbook or appropriate material along with paper, pencil or pen.
3. Students are required to study.
4. Students are not allowed to sleep or have their head on a desk.
5. Students are not allowed to talk.
6. Transportation to and from Saturday School will be the responsibility of the students and their parents. Exceptions may be made by the principal if circumstances warrant.
7. Students must wear appropriate school uniform.
8. Parents of students assigned to Saturday School that have a conflict for attending the designated day must present a written note or other documentation to the Building Principal or designee for consideration prior to 4:00 pm on the Friday before the assigned Saturday School.

## **Offenses and Punishment Range**

1. Assaulting a student, teacher, principal, superintendent, or other employee of Stuttgart Public Schools.  
Punishment Range – Up to 10 day suspension and could be recommended for expulsion depending on severity of assault. Police notified.
2. Threatening (verbally or physically) to assault or abuse any student, teacher, principal, Superintendent, or other employee of Stuttgart Public Schools.  
Punishment Range – Up to 10 day suspension and recommend probation for remainder of school year. Police notified.
3. Possession of firearms, weapons, or facsimile (any object used for a weapon).  
Punishment Range – Up to 10 day suspension and recommend expulsion. Possession of a firearm is a minimum of one year expulsion. Police notified.
4. Possession of or under the influence of any alcoholic beverages or any illegal drug by students or possession of drug paraphernalia on school property or at any school-sponsored activity.  
Punishment Range– up-to 10 day suspension and recommend expulsion. Police notified.
5. Students found not following handbook guidelines or board policy regarding the possession of, selling distributing, or attempting to sell or distribute, or using over-the-counter or prescription drugs are subject to the following consequences.  
Punishment Range- Detention Hall to OSS possible Expulsion Parents Notified and Police Notified

6. Terroristic Threatening  
Punishment Range – up-to 10 days out-of-school suspension and recommend expulsion. Police notified.
7. Sexual Harassment or Sexual Misconduct  
Any student found, after an investigation, to have engaged in sexual harassment will be subject to disciplinary action up to, and including, expulsion (**Board Policy 4.27**)  
Punishment Range- Student conference up to expulsion. Police Notified.
8. Vandalism: Willfully or intentionally damaging, destroying school or student property  
Punishment Range – Parental conference and paying for damages to a 10-day Suspension with recommendation for expulsion. Police notified.
9. Stealing  
Punishment Range – Parental conference and paying for damages to a 10-day suspension with recommendation for expulsion. Police notified.
10. Disorderly Conduct – (significantly disrupts all or portions of the campus activities, school sponsored events or school bus transportation) – Disruptive behavior that poses a serious threat to the learning environment, health, safety or welfare of others.  
Punishment Range  

1 <sup>st</sup> offense:	3 day out of school suspension
2 <sup>nd</sup> offense:	5 day out of school suspension
3 <sup>rd</sup> offense:	7 day out of school suspension
4 <sup>th</sup> offense:	10 day out of school suspension and recommendation for expulsion
11. General school disruption/disruptive behavior to include sleeping in class and interference with school procedures. This includes anywhere and anytime on the school campus.  
Punishment Range-Saturday School to Out of School Suspension
12. Fighting (GRADES 7-8 Junior High)  
Punishment Range-

1 <sup>st</sup> offense:	3 days out-of-school suspension (Police notified)
2 <sup>nd</sup> offense:	5 days out-of-school suspension (Police notified)
3 <sup>rd</sup> offense:	10 days out-of-school suspension & recommend for expulsion. (Police notified)

Fighting-(Grades 9-12 High School)  
Punishment Range  

1 <sup>st</sup> offense:	5 days out-of-school suspension (Police notified)-In addition to suspension the student must attend mandatory counseling with one session required before allowed to return to school & further sessions may be mandated as determined by the administration based on severity of offense.
2 <sup>nd</sup> offense:	10 days out-of-school suspension and recommendation for expulsion. (Police notified)
13. Unexcused Tardies – Per Semester  
Punishment Range-Every tardy will result in detention hall
14. Truancy  
Punishment Range  

1 <sup>st</sup> offense:	½ day Saturday School
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- 2<sup>nd</sup> offense: 1 day Saturday School
- 3<sup>rd</sup> offense: 2 days in-school suspension
- 4<sup>th</sup> offense: 3 days in-school suspension
- 5<sup>th</sup> offense: conference for assignment to ALE

You are truant if you:

- a. Are absent without the consent of your parent.
  - b. Leave school without properly checking out in the office at any time. (Note proper check-out procedure.) Once a student has come on school property they must check out before leaving.
  - c. Leave class without receiving verbal or written consent of the teacher.
  - d. Forging or using a forged document.
  - e. Are on campus without checking in upon arrival when late to school.
  - f. Have not received permission from the office to go to the parking lot.
  - g. Fail to follow procedure for off campus transportation as designated by instructor or administrator.
  - h. If you are in the gym or hallway during lunch or before school
  - i. If you are in an area of the campus that you are not authorized to be.
15. Insubordination – Unwilling to submit to authority; failure to follow directions or reasonable request of school personnel.  
Punishment Range –ISS to out-of school suspension
16. Disrespectful, rude or verbal abuse to a staff member and/or student  
Punishment Range –In-School Suspension to out-of-school suspension
17. Junior High Student drop off - Students should be dropped off and picked up in the parking lot on the South side by the SJHS gym. The SHS and SJHS teacher parking lot and bus drop off are not to be used before or after school to drop off or pick up students.  
Punishment Range – Detention hall to out-of-school suspension
- High School Student drop off - students dropped off before school and/or picked up after school in front of the high school business office  
Punishment Range – Detention hall to out-of-school suspension
18. Student on closed section of campus – (Agri parking lot, tennis court area in morning or at lunch, teacher parking lot), behind Junior High gym or in student parking lot between 7:50 am to 3:16 pm.  
Punishment Range
- 1<sup>st</sup> offense: Detention hall
  - 2<sup>nd</sup> offense: ½ day Saturday School
  - 3<sup>rd</sup> offense: 1 day Saturday School
  - 4<sup>th</sup> offense: 2 days in-school suspension
  - 5<sup>th</sup> offense: 3 days ISS
  - 6<sup>th</sup> offense: conference for assignment to ALE
19. Failure to report to detention hall (student must serve original Detention Hall assigned) Every time you choose to miss a detention hall this is the process.  
Punishment Range –
- 1<sup>st</sup> offense: Additional detention hall assigned
  - 2<sup>nd</sup> offense: ½ day Saturday School
  - 3<sup>rd</sup> offense: 1 day Saturday School
  - 4<sup>th</sup> offense: 3 days ISS

5 <sup>th</sup> offense	5 days ISS
6 <sup>th</sup> offense:	suspension until parent conference
7 <sup>th</sup> offense	3 days OSS (Student may be referred to ALE)

(Detentions start over each semester. Students will not carry a detention from a previous semester)

20. Use of profanity or slang profanity – explicit or verbal pornography  
Punishment Range – Detention hall to out-of-school suspension
21. Use of profanity or slang profanity toward staff member  
Punishment Range – Suspension until parent conference to out-of-school suspension
22. Possession of tobacco, nicotine products and any nicotine devices or paraphernalia.  
Ex: Ecigs, vapors, etc.  
Punishment Range - In-school suspension to out-of-school suspension and parent notified.  
Police notified.
23. Gambling where money or other objects are taken  
Punishment Range -Saturday School to out-of-school suspension
24. Possession or shooting of fireworks on school property  
Punishment Range – Saturday School to out-of-school suspension.
25. Cell Phone/Electronic Device Infractions: When cell phones, paging devices, beepers, headphones, electric cigarettes, cameras or other electronic devices are visible or heard (first bell to last bell), the item will be confiscated and returned to parent or guardian and the following consequences will be in place:  
Punishment Range – (will be confiscated and returned to parent or guardian)
 

1 <sup>st</sup> offense:	½ day Saturday School (7:30-9:30am)
2 <sup>nd</sup> offense:	1 day Saturday School (7:30-11:30am)
3 <sup>rd</sup> offense:	1 day in-school suspension
4 <sup>th</sup> offense:	2 days in-school suspension

\*Cell phone infractions start over each semester.

\*After one calendar year, all unclaimed devices will be discarded.

The use of a camera, videotape, photo-optical, photoelectric, or any other image recording device for the purpose of filming, photographing or videotaping during the school day, on a school bus/vehicle or at school functions attended by students without the prior consent of all persons and the principal is prohibited. This is in violation of Arkansas State Statute 5-16-101 and will be handled with a minimum of in school suspension to a maximum of recommendation for expulsion.

26. Coercion – Compelling another person to engage in a conduct that he/she would not normally do usually by threat of physical injury or property damage.  
Inciting Violence – To urge on, or stimulate to violence through verbal, non-verbal or physical activity.  
Punishment Range

1 <sup>st</sup> offense:	3 days out-of-school suspension
2 <sup>nd</sup> offense:	5 days out-of-school suspension
3 <sup>rd</sup> offense:	10 days out-of-school suspension and recommended expulsion



27. Violation of dress code
- 1<sup>st</sup> offense: Student sent home to change clothes and return to school (student will be sent to ISS for the day if parent or anyone listed on student information card is unavailable.)
  - 2<sup>nd</sup> offense: Assigned two (2) days In-School suspension. Parent conference with Principal, or designee, will be held before the student returns to school/class. Subsequent offenses will result in ISS.
- \*Consequences for violations will re-set at the beginning of the second semester.

No headgear, beaded necklaces and bracelets shall be brought on Stuttgart High School campus unless the principal approves it. The items will be taken up for the remainder of the semester. Parent must come and get it at the end of the semester.

28. Student Parking – Any student who is guilty of misbehaving in a vehicle on school grounds may lose his/her parking privileges for a week for a period ranging from one week or the remainder of the year
29. Bullying  
Punishment Range – Students found to be in violation of this policy shall be subject to disciplinary action up to out of school suspension and including expulsion.
30. Public Display of Affection (PDA) Holding hands, kissing  
Punishment Range
- 1<sup>st</sup> Offense: Detention Hall
  - 2<sup>nd</sup> Offense: ½ day Saturday School
  - 3<sup>rd</sup> Offense: 1 full day Saturday School
  - 4<sup>th</sup> Offense: 1 day In-School suspension
31. Cheating- Cheating by students will be handled by the teacher. Teachers will make their own policy known to students at the beginning of the school year.
32. Eating and Drinking in the hallway and classrooms: Drinks must be brought to school in sealed containers for lunch only. NO drinks or food outside the cafeteria. No soliciting or selling of candy, food, drinks or other items with permission from the Principal or designee.  
Punishment Range
- 1st offense: 1/2 day Saturday School
  - 2<sup>nd</sup> offense: full Saturday School
  - 3<sup>rd</sup> offense 2 days ISS
  - 4<sup>th</sup> offense 3 days ISS
33. Pulling Fire Alarm:  
Punishment Range -Up to ten day suspension from school with a recommendation for expulsion from school and referral made to the appropriate legal authorities.
34. Indecent Exposure:  
Punishment Range
- 1<sup>st</sup> Infraction: 3 days out-of-school suspension
  - 2<sup>nd</sup> Infraction: 5 days out-of-school suspension
  - 3<sup>rd</sup> Infraction: 10 days suspension with possible ALE placement.

**K-12 POLICY**  
**STUTTGART SCHOOL DISTRICT SEARCH POLICY (PROPERTY AND STUDENTS)**  
*(Board Policy 4.32)*

Students are entitled to the guarantees of the Fourth Amendment and they are subject to reasonable searches and seizures. School officials are empowered to conduct reasonable searches of students and school property when there is reasonable suspicion to believe that students may be in possession of drugs, weapons, alcohol and other materials (contraband) on school grounds.

Students on school property may be searched in order to secure the school environment so learning can take place and to protect other students from any potentially harmful effects stemming from the contraband. School property shall remain under the control of school officials, and shall be subject to search. The administration may utilize canines and metal detectors (magnetometers) as provided in the administrative procedures.

For purposes of policy and these administrative procedures, the following definitions are applicable:  
Contraband - All substances or materials, the presence of which is prohibited by school policy or state law, including but not limited to, controlled substances, drugs, alcohol or alcoholic beverages, abusable glue or aerosol paint guns, knives, weapons, and incendiary devices.

Reasonable suspicion - The standard for a search on school property or at school related events, which is based on the school official's experience.

Specific reasonable (suspicion) conferences enable the school official to gather data from the facts pertaining to the incident. Specific reasonable inferences may be drawn from instances including, but not limited to, a tip from a reliable student, suspicious behavior which suggest that contraband is present, a smell indicating the presence of the contraband or a bulge in a pocket, etc. Reasonable suspicion should not be on a mere hunch.

**USE OF CANINES**  
*(Board Policy 4.32)*

The administration is authorized to utilize canines whose reliability and accuracy for sniffing out contraband has been established to aid in the search for contraband in school owned property and automobiles parked on school property. Canines shall not be used to search students unless school officials have established independently that there is reasonable suspicion to believe the student possesses contraband on his/her person. A qualified and authorized trainer who will be responsible for the dog's actions must accompany the canines. An indication by the dog that contraband is present on school property or an automobile will warrant a further search by school officials or appropriate legal authorities.

If during a search by trained dogs a student chooses to leave campus without proper authority, that action will constitute the same consequences as being found in possession of a controlled substance.

## **STUDENT RIGHTS, RESPONSIBILITIES AND LIMITATIONS** *(Board Policy 6.7)*

A public school functions similar to a community with rules and regulations of the school similar to the laws of the community. Students have both rights and responsibilities.

Administrators and teachers, as members of this community, also have rights and responsibilities. They have the rights afforded all citizens and the added responsibility of creating and maintaining an environment conducive to learning. Teachers and administrators are authorized to enforce the rules with disciplinary action. The principal and superintendent and/or his/her designee are authorized to temporarily suspend students for cause. The following regulations are designed to protect all members of the educational community in the exercise of their rights and duties:

1. Identification requirement: All persons on school grounds, in school buildings, or at school-sponsored events must, upon request, identify themselves to school authorities.
2. Disruptive conduct: Students are responsible for their behavior. Blaming others for one's behavior is unacceptable. All conduct which disrupts or interferes with the educational purposes of the school will result in disciplinary action, including suspension and/or expulsion.
3. Students are expected to cooperate with school personnel. Students must obey the reasonable instructions of school personnel.
4. On/off campus events: Students at school-sponsored events, both on and off campus, shall be governed by school regulations and are subject to the authority of school personnel. Students that violate these regulations or the refusal to obey reasonable instructions of school personnel shall result in the loss of privilege to attend these events and may result in disciplinary action or arrest.
5. Surveillance cameras are utilized by the school.
6. Legal means will be used to secure school property or money owed to the school by the student.

### **PROHIBITION OF GANGS AND SECRET SOCIETIES**

The Stuttgart School Board adopts all the provisions of Arkansas Code Annotated §6-18-601 through Arkansas Code Annotated 6-18-607, Fraternities, Sororities, etc., and Arkansas Code Annotated §6-5-201 through §6-5-204, hazing, and defines and places the consequences of “gang” and “gang membership” as being the same as described in these statutes.

The Stuttgart Board of Education issues this policy to prohibit such behavior and membership in non-school sponsored organizations in the Stuttgart School District while individual(s), are at school, traveling to and from school, or while attending school-sponsored events. Students who are convicted of participation in hazing or the failure to report hazing may be expelled.

When there is a question as to whether the behavior of any student is associated with membership in gangs or any such prohibited organization, the determination shall be made by the respective principal subject to appeal to the superintendent of schools. After such steps, further appeal may be made to the Stuttgart Board of Education.

Prohibited activities include, but are not limited to, the following:

1. Soliciting and/or recruiting others for membership.
2. Participating in and/or inciting physical violence.
3. Extorting or soliciting money or services and/or requesting any person to pay for protection, insurance, or payment of dues.
4. Coercing, harassing, and/or otherwise intimidating, threatening, or causing harm to any person.
5. Wearing, possessing, using, displaying in any manner, distributing, or selling any clothing, jewelry, emblem, badge, symbol, sign, or other item commonly associated with membership in or affiliation with a gang.
6. Using any communication, verbal or non-verbal (gestures, handshakes, etc.) suggesting or showing membership in or affiliation with a gang.
7. Engaging in any activity intended to promote or further the interests of any gang activity including distributing literature, drawing or displaying unauthorized symbols on any surface, teaching others to “represent,” or acting like a member of a gang.

**Altercations that are determined to be gang-related could result in suspension of up to 10 days and recommended for expulsion.**

### **SPRING FLING/SPECIAL EVENTS GUIDELINES – STUTTGART JH SCHOOL**

Stuttgart Junior High students must meet criteria to be eligible to participate in academic and/or behavior reward activities or incentives. Growth will be measured using academic assessment.

Activities/incentives include but are not limited to: Fall Festival, Holiday dances, Spring Fling, etc.

- Students must be present at school all day the day of the dance.
- School rules will apply
- Only 7<sup>th</sup> and 8<sup>th</sup> grade students of Stuttgart Junior High School are allowed to attend.
- Students will sign in upon arrival. A student leaving the inside of the building before the dance is over will be required to sign out. Once a student leaves he/she cannot return.
- Dress appropriately for a Junior High School Dance – Sunday clothes or dressy clothes. No sagging, no headgear, no suggestive clothing or clothing that is too revealing.
- ID badges do not have to be worn, but they must be presented at sign-in to verify identity.
- No backpacks or large purses will be allowed.
- Students assigned to OSS during the 2<sup>nd</sup> semester will not be allowed to attend Spring Fling.

### **PROM GUIDELINES – STUTTGART HIGH SCHOOL**

**Only Stuttgart High School students may attend the prom (grades 11-12) a 10<sup>th</sup> grade student may attend if invited by a Junior or Senior.**

- Prior approval by principal if absent the day of the prom.
- Students attending the prom must be present at school until 1:30 the day of the prom.
- Students and guests will adhere to school board policy concerning school functions.
- Students and ticketed guests must check in together.
- Guests attending prom must have completed the ninth grade.
- Only Stuttgart High students may attend the prom (grades 10 – 12)
- Each person must have a ticket to attend the prom. No ticket refunds. Any ticket changes must be made through and approved by appropriate sponsor(s).
- Once you leave the building, you cannot return to the Prom.
- Prom participants must sign in upon their arrival and sign out upon their leaving.

- Hostile acts/actions may result in the prom being stopped & everyone required to leave premises.
- Beach attire/casual attire is not permitted. This is a formal event.
- Students who are on suspension or attending Tier I ALE (total structure) will not be allowed to attend prom.
- Students who are serving in-school-suspension may not attend prom.
- All school rules will apply.

## **STUTTGART HIGH SCHOOL HOMECOMING GUIDELINES**

- Requirements:**
  - 2.0 Cumulative GPA
  - Seventh semester senior girl
  - Member of at least one (1) club (this does NOT include classes a credit is received for)
  - No in school or out of school suspension this semester (if you do get this you will be ineligible & will not participate even if the suspension happens the day of homecoming.)
  - Any young lady not wishing to be in consideration for homecoming can have their name withheld from the ballot by personally contacting the High School Principal.
- Expectations
  - To participate in ALL activities associated with homecoming
  - To be where you are asked to be at the designated time.
  - Attendance for homecoming day is “be present the entire day” (you will be provided “change” time for the coronation. DO NOT ask for an exception - emergency situations will be handled by High School Principal.
- Attire
  - Formal (floor length) dresses for the coronation and parade
  - Suit or “Sunday Type” dress for the field ceremonies – absolutely NO PANTS
  - For the day of homecoming, you are expected to dress according to the dress code policy established by the Stuttgart School Board.
- Procedure for selection
  - Entire student body (9-12) will vote one (1) time for 11 maids.
  - Maid receiving highest number of votes will represent SHS as queen.
  - In the event of a tie, senior ballots will be recalculated.
  - Homecoming court will be announced at most 2 weeks prior to coronation.
  - Queen is announced at coronation.
- All Homecoming Court participants must be 7th semester seniors and agree to the guidelines.

## **USE OF COMPUTERS, INTERNET AND ELECTRONIC MAIL** *(Board Policy 4.18 and 4.29)*

The Stuttgart School District makes electronic device (s) and/ or electronic device Internet access available to students, to permit students to perform research and to allow students to learn how to use electronic device technology. Use of district electronic device is for educational and/or instructional purposes only. It is the policy of this school district to equip each computer with Internet filtering software designed to prevent users from accessing material that is harmful to minors. No student will be granted Internet access until and unless an electronic device and internet use agreement, signed by both the student and the parent or legal guardian (if the student is under the age of eighteen (18)) is on file. The current version of the electronic device internet use agreement is incorporated by reference into board policy and is considered part of the student handbook.

Student use of **electronic device (s)** shall only be as directed or assigned by staff or teachers; students are advised that they enjoy no expectation of privacy in any aspect of their **electronic device (s)** use, including email, and that monitoring of student **electronic device (s)** use is continuous. Students must not disable or bypass security procedures, compromise, attempt to compromise, or defeat the district's technology network security or Internet filtering software, alter data without authorization, or disclose passwords to other students. Students who misuse district-owned **electronic device (s)** or Internet access in any way, including using **electronic device (s)** to violate any other policy or contrary to the **electronic device internet** use agreement, or using the **electronic device (s)** to access or create sexually explicit or pornographic text or graphics, will face disciplinary action, as specified in the student handbook and/or **electronic device internet** use agreement

In an effort to help protect student welfare when they navigate the Internet, the district will work to educate students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyber bullying awareness and response.

### **BUS TRANSPORTATION POLICY**

**Riding the school bus is a privilege.** Each student extended this privilege has a right to a safe, non-coercive environment on the school bus while riding to and from school or school related events. Each student has the responsibility of following the directions of the driver and the established safety guidelines. Students who fail to do so adversely affect the safety of all passengers and will result in action being taken. This action may include but is not limited to reassigned seating and/or suspension of riding privileges.

Safety is a top priority! The school bus driver has the sole responsibility for the safety of the passengers and the condition of the vehicle. With this, the driver is given the authority and responsibility to enforce the safety guidelines as established by the Stuttgart Public Schools.

Below are the guidelines and consequences established by the Stuttgart Public School District. Any questions or comments can be directed to your building principal or the transportation director.

At the bus stop students will:

- Arrive at the bus stop five minutes before your scheduled pick up time,
- Respect the property of others while waiting,
- Keep your arms, legs, and belongings to yourself,
- Use appropriate language,
- Stay away from the street while waiting,
- Wait until the bus completely stops before approaching the bus,
- Move away from the bus when getting off,
- Cross in front of the bus when the driver signals for you,
- Not fight, harass, intimidate or horseplay, and
- Not possess or use alcohol, tobacco, or drugs.

On the bus students will:

- Follow the directions of the driver,
- Sit in your designated seat, facing forward,
- Talk quietly using appropriate language,
- Keep all body parts in the bus and to yourself,
- Keep all belongings to yourself,
- Refrain from fighting, harassment, intimidation, or horseplay,

- Refrain from throwing objects in or out of the bus,
- Refrain from eating or drinking,
- Refrain from bringing weapons or dangerous objects,
- Refrain from causing damage to the bus, and
- Keep the aisles clear.

To help you remember the bus rules, think of BUS:

B – bottom on your bus seat,

U – upright and facing forward, and

S – speak softly and sit still.

Consequences:

- First incident – Bus driver will give a verbal reprimand to the student(s) and a written report to building administrator.
- Second incident – Parents will be contacted by building administrator or designee; administrative conference with student.
- Third incident – Student will be suspended from riding the Stuttgart Public School District bus for ten (10) school days
- Fourth incident – Student will be suspended from riding the Stuttgart Public School District bus for twenty (20) school days.
- Fifth incident – Student will be suspended from riding the Stuttgart Public School District bus for the remainder of the year.

The following are examples of serious behaviors which may result in an automatic suspension of riding privileges for the remainder of the school year.

- Using tobacco, alcohol, illegal drugs, fighting, hitting, biting, or spitting
- Threatening, harming, or harassing anyone
- Possessing any dangerous object
- Vandalizing the bus
- Arguing with or defying the bus driver
- Unauthorized exiting from any emergency exit
- Throwing objects in or out of the bus
- Hanging out of the bus
- Using profanity

**Principal or designee has the right to assign lesser or greater consequences for any infraction. Disciplinary infractions may range from a minimum of a warning to a maximum of recommendation for expulsion.**

\*\*\*FOR THE SAFETY OF OUR STUDENTS, WE DO NOT ACCEPT ANY TRANSPORTATION CHANGES OVER THE PHONE. All changes in transportation must be in writing and sent to your child's teachers PRIOR to the date of the change.

The transportation to and from school of students who have lost their bus transportation privileges is the responsibility of the student's parent or guardian.

Questions concerning transportation should be addressed to the Transportation Director.

## **TOBACCO AND TOBACCO PRODUCTS** *(Board Policy 4.23)*

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

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

## **STUTTGART SCHOOL DISTRICT ALCOHOL AND DRUG POLICY** *(Board Policy 4.24)*

It is the goal of the Stuttgart District to provide schools free of drugs and violence and offer a disciplined environment conducive to learning. This goal is in keeping with the Federal Drug Free School and Community Act of 1986, Goal 6 of the National Education Goals of "America 2000" and Arkansas Education Goals.

An orderly and safe school environment that is conducive to promoting student achievement requires a student population free from the deleterious effects of alcohol and drugs. Their use is illegal, disruptive to the educational environment, and diminishes the capacity of students to learn and function properly in our schools.

Therefore, no student in the Stuttgart School District shall possess, attempt to possess, consume, use, distribute, sell, buy, attempt to sell, attempt to buy, give to any person, or be under the influence of any substance as defined in this policy, or what the student represents or believes to be any substance as defined in this policy. This policy applies to any student who; is on or about school property; is in attendance at school or any school sponsored activity; has left the school campus for any reason and returns to the campus; is en route to or from school or any school sponsored activity.

Prohibited substances shall include, but are not limited to, alcohol, or any alcoholic beverage, inhalants or any ingestible matter that alter a student's ability to act, think, or respond, LSD, or any other hallucinogen, marijuana, cocaine, heroin, or any other narcotic drug, PCP, amphetamines, steroids, "designer drugs," look-alike drugs, or any controlled substance.

Selling distributing, or attempting to sell or distribute, or using over-the-counter or prescription drugs not in accordance with the recommended dosage is prohibited. (Board Policy 4.24)

## **USE OF METAL DETECTORS (MAGNETOMETERS)**

School policy and state law prohibits weapons of any nature on school property or at a school function. The presence of weapons is inherently dangerous to all persons in the school setting. When the administration has reasonable suspicion to believe that weapons are in the possession of unidentified students, when there has been a pattern of weapons found at school or when violence involving weapons has occurred at a school, the administration is authorized to use stationary or mobile metal detectors.

When a metal detector is being used, students will be allowed to use only the entries designated. If a metal detector activates on a student, the student will be asked to remove metal objects from his/her person and walk through or be scanned again.



After the removal of other metal objects and a third activation by a metal detector on the student, the student will be taken to a room out of view from the other students where procedures for search and seizure found above will be followed.

Metal detectors may be used at any time or place on school property when the administration feels that it is necessary. Failure to submit to search may result in a recommendation for expulsion.

## **STUTTGART SCHOOL DISTRICT WEAPONS POLICY** *(Board Policy 4.22)*

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

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

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

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

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

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

**STUTTGART SCHOOL DISTRICT GUIDELINES FOR RECOGNIZING AND DEALING  
WITH SEXUAL HARASSMENT INVOLVING A STUDENT OR EMPLOYEE  
(Board Policy 4.27)**

In order to protect the rights of a student, it is important that he/she make an adult aware of the behavior that is uncomfortable to him/her. Every report of suspected sexual harassment is taken seriously and immediate action will be taken. A written record will be made.

Reports of suspected sexual harassment are kept confidential and involve as few people as possible, with the goal of protecting the parties involved and stopping the behavior. If a student believes he/she is the victim of sexual harassment, he/she should report the incident to the building principal/superintendent. After gathering the facts, the principal/superintendent will notify the accused of the described incident, making clear that this is a very serious matter. If the behavior stops, the matter may be closed. If the sexual harassment involves extreme physical assault, the matter will be turned over to the appropriate authorities.

**SCHOOL TELEPHONES**

Telephones throughout the school are to be used for school business only. Students who feel a need to use a school phone must secure permission from the principal or designee. School phones will not be used for frivolous purposes; future use will be denied if the telephones are used in this manner.

No student shall be called from class or any activity to receive incoming telephone calls except in cases of emergency or at the discretion of the Principal or his/her designee. Likewise, no telephone or written messages from any individual other than a student's parent or guardian will be transmitted to the student.

**POSSESSION AND USE OF CELL PHONES AND OTHER ELECTRONIC DEVICES  
(Board Policy 4.47)**

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

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

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

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

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

5. Creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction of oneself or another person.

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

Before and after normal school hours, possession of electronic devices is permitted on the school campus. The use of such devices at school sponsored functions outside the regular school day is permitted to the extent and within the limitations allowed by the event or activity the student is attending. Grades 7-12 students may be allowed to have cell phones during the student's lunch period.

The student and/or the student's parents or guardians expressly assume any risk associated with students owning or possessing electronic devices. Students misusing electronic devices shall have them confiscated.

Confiscated devices may be picked up at the school's administration office by the student's parents or guardians at the end of the school day. Students have no right of privacy as to the content contained on any electronic devices that have been confiscated. After one calendar year, all unclaimed devices will be discarded.

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

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

### **STUDENT PARKING (Board Policy 4.33)**

All high school students who are sixteen (16) years of age or fourteen (14) to sixteen (16) with a hardship license and have a valid driver's license and school parking permit must park in the Stuttgart High School student parking lot. Parking permits at Stuttgart High School must be secured for ten dollars (\$10) in the business office before bringing the motorized vehicle to school. Any student who is guilty of misbehaving in a vehicle on school grounds may lose their parking privileges for a week up to having parking privileges revoked for the remainder of the year. There will be no refunds for students whose permit has been revoked.

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

## **VIDEO SURVEILLANCE (Board Policy 4.48)**

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, vehicles, and equipment. As part of fulfilling this responsibility, the board authorizes the use of video/audio surveillance cameras. The placement of video/audio surveillance cameras shall be based on the presumption and belief that students, staff and visitors have no reasonable expectation of privacy anywhere on or near school property, facilities, vehicles, or equipment, with the exception of places such as rest rooms or dressing areas where an expectation of privacy is reasonable and customary.

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

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

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

Students who vandalize, damage, disable, or render inoperable (temporarily or permanently) surveillance cameras and equipment shall be subject to appropriate disciplinary action and referral to appropriate law enforcement authorities.

## **THEFT OR ABUSE OF LIBRARY MATERIAL**

**Act 906 of 1995** - It shall be unlawful for any person to remove library materials without authorization, from the premise wherein such materials are maintained or to retain possession of library materials without authorization. It shall be unlawful for any person to willfully mutilate library material.

## **FAILURE TO REPORT ACTIONS OR PLANS TO HARM PEOPLE OR DAMAGE PROPERTY**

Any student, parent, guardian who fails to report the actions or plans of another person to a teacher or administrator where actions or plans, if carried out, could result in harm to another person or persons or cause damage of property when the student has informed about such actions or plans could face liability issues.

## **PROSECUTION UNDER CRIMINAL CODE**

**A.C.A. §5-71-206** It shall be the policy of the board that the Stuttgart Schools shall be conducted in an orderly manner in an atmosphere conducive to education, and this policy shall be enforced with all tools at the command of the school district, including the prosecution of those individuals and/or students who disrupt the orderly operation to the school system and educational process under Section 41-1447, Arkansas Statutes (02-22-72).

"It shall be unlawful for any group composed of two (2) or more persons to act jointly with one another, or attempt any action in conjunction with one another, to obstruct or bar any hallway or door of any campus building or facility, seize control of said building or campus facilities, prevent the meeting of or cause the disruption of any classes, or erect any type of barricades aimed at obstructing the orderly passage of persons or vehicles onto or off of campus grounds at the public, private, parochial schools and colleges of this state. Provided, however, that nothing herein shall apply to the activities of any labor organization or teacher's organization." (Section 41-2969, formerly 41-1447, Arkansas Criminal Code. Section 41-2970, formerly 41-1448, deals with penalties for violations.)

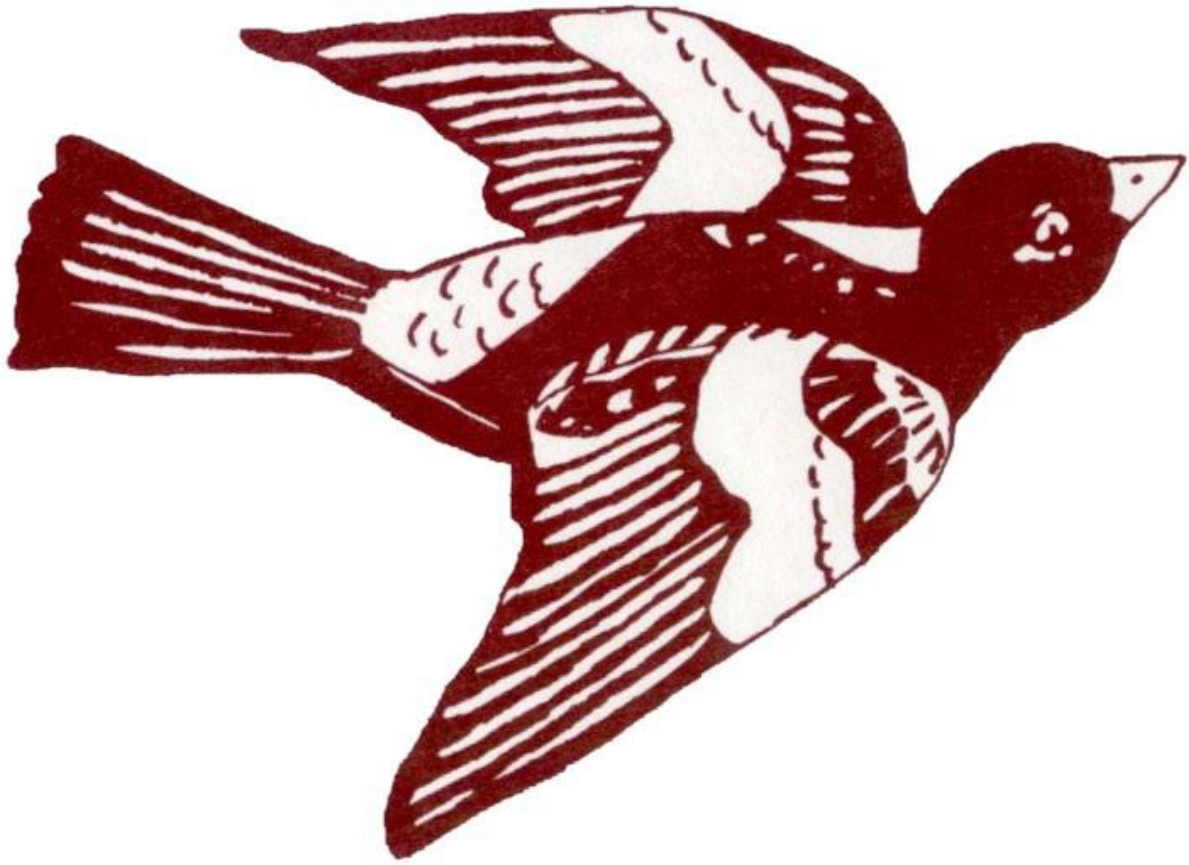
### **RECOVERY OF DAMAGES FOR DESTRUCTION OF PROPERTY**

**A.C.A. §9-25-102** "The State, or any county, city, town, or school district, or any person, corporation or organization shall be entitled to recover damages in an amount not in excess of five thousand dollars (\$5,000) in a court of competent jurisdiction from the parents of any minor under the age of eighteen (18), living with the parents, who shall maliciously or willfully destroy, damage or deface real, personal or mixed property, belonging to the State or any such county, city, town, or school district, or any person, corporation or organization

### **LOITERING ON OR NEAR SCHOOL GROUNDS**

"Hereafter, any person who shall loiter upon or near the school grounds of any public or private school during the school hours, or at any school sponsored activity after regular school hours, without any lawful business or purpose shall be guilty of a misdemeanor and upon conviction thereof, shall be subject to a fine of not less than fifty dollars (\$50) or more than two hundred and fifty dollars (\$250).

Provided, however, that nothing in this Act shall be construed to prohibit any person who has a legitimate reason to visit any school from so doing. If a person wishes to visit on the school grounds or in the school building, such person shall present himself to the office of the school and receive both permission to visit and a pass to indicate that proper permission has been granted. Failure to request and receive such permission as herein provided shall be considered a violation of this Act. As used in this Act, the word "loiter" shall mean the hanging around or lingering upon the grounds of any public school of this State, unless any such person is on his property, or such person is walking or driving to some destination other than the school grounds, or unless such person is transacting some lawful business at an establishment located near the school grounds, or unless such person has meaningful business to transact at such school." (Section 1, Act 75 of 1971, The School Laws of Arkansas).



## **SECTION 5**

# **STUDENT HEALTH AND MEDICATION**

## **STUDENT ILLNESS/ACCIDENT** *(Board Policy 4.36)*

If an accident/injury requires more than basic first aid, the school nurse will evaluate the student. The nurse will determine if any additional action/treatment is necessary and will proceed accordingly. The nurse along with the witness will complete an accident report if deemed necessary. If an accident/injury report form is completed, copies will be placed on file in the offices of the school nurse, the principal and the superintendent. Only first aid treatment is administered at school. The parent/guardian will be notified if the injury is severe enough to require more than first aid treatment. If life-saving measures are indicated and the parent/guardian cannot be reached, the student will be taken to the emergency room of the hospital. In cases of illness, the parent/guardian will be notified and requested to come to school and take the student home. If the student has a car on campus, he/she may be allowed to drive home with permission from his/her parent/guardian. Stuttgart Public Schools assume no responsibility or financial obligations for any treatment involving accidents or illness.

## **STUDENT SERVICES**

Each building has a Guidance Advisory Committee which functions with the counselor for programming purposes. Counseling services are provided to students within each building. Students are assisted through counseling (individual and group), placement (educational and occupational), and individual and group assessment, social, informational data and follow-up. Career Education will be a component of the counseling services.

## **HEALTH SERVICES** *(Board Policy 4.41)*

The Stuttgart School District provides a health services program under the direction of a licensed nurse. The program includes screening, referral and follow-up procedures for all students. Facilities, equipment, and materials necessary for the operation of the program are available. Current health appraisal records for all students are maintained in accordance with guidelines provided by the DESE. Each school has personnel trained in CPR and first aid.

Questions concerning health services should be directed to the Building Principal or School Nurse at 673-3561.

Pre-referral interventions and screenings allow school personnel to address specific concerns related to any student and their progress in school. The district conducts routine health screenings such as hearing, vision, BMI, and scoliosis due to the importance these health factors play in the ability of a student to succeed in school. The intent of the exams or screenings is to detect defects in hearing, vision, or other elements of health that would adversely affect the student's ability to achieve to his/her full potential.

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

Comprehensive psycho-educational evaluations are provided for students who are referred for consideration for special services. These services include special education services and gifted and talented programs. In addition, 504 identification and accommodations are provided to individual students as needed.



Conflict resolution training is addressed by counselors who choose from a variety of methods and curriculum including, but not limited to, individual sessions, small group sessions, consultation, behavior management plans and classroom visitations.

Crisis plans have been developed in each school and are based on proper planning and preparation. This planning extends to cover both natural and man-made disasters.

### **GUIDANCE COUNSELING**

Stuttgart School District provides a developmentally appropriate guidance program to aid students in educational, personal, social, and career development. Citizenship and the development of character are important components of any public school curriculum.

Stuttgart School District recognizes the importance of good attendance and staying in school. Students who exhibit an inclination for leaving school early will be tracked by the counselor's office and a conference will be held with the student and parents, if possible.

### **MEDICATION PROCEDURES** *(Board Policy 4.35)*

It is the intent of Stuttgart School District that a procedure is established to provide a safe and effective method for allowing students to take medication that **MUST** be taken during school hours. Medication that can be taken at other times will not be administered during school hours.

Only medication prescribed by the student's physician (that requires a dosage for school) or over-the-counter medication purchased by the parent will be given to a student. The school nurse or other designated trained school employee will supervise this medication procedure.

**State law requires that a Medication Authorization and Release form be signed and filed in the school office before medication is dispensed at school. These forms are available in the school office.**

### **STUDENT MEDICATIONS**

Administering medications by school personnel is a Board approved procedure instituted to meet the health requirements of individual students so that they can attend school. Medications can only be administered by the school nurse or a designee that has been trained in medication administration by the school nurse. Each medication must be reviewed by the school nurse before initial medication administration. In addition, prior to the administration of any medication to any student under the age of eighteen (18), written parental consent is required. The consent form shall include authorization to administer the medication and relieve the Board and its employees of civil liability for damages or injuries resulting from the administration of medication to students in accordance with this policy. Unless authorized to self-administer, students are not allowed to carry any medications while at school. The only medications that will be authorized for self-administration are asthma inhalers or auto-injectable epinephrine.

The school shall not keep outdated medications or any medications past the end of the school year. Parents shall be notified ten (10) days in advance of the school's intention to dispose of any medication. Medications not picked up by the parents or legal guardians within the ten (10) day period shall be taken to a state approved medication take back site by the School Resource Officer (SRO).

## **PRESCRIPTION MEDICATIONS**

The parent or legal guardian shall bring the student's medication to the nurse, or in the absence of the nurse, to the school's main office. The student may bring the medication if accompanied by a completed Medication Administration Consent Form. **All medications must be in the original container and be properly labeled with the student's name, the prescribing physician's name, the name of the medication, the dosage, frequency, and instructions for the administration of the medications (including times).** Additional information accompanying the medication shall state the purpose for the medication, the possible side effects, and any other pertinent instructions (such as special storage requirements) or warnings.

Students who have written permission from their parent or guardian and a licensed health care practitioner on file with the District may:

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

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

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

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

**SELF MEDICATION CONSENT FORMS ARE AVAILABLE IN THE SCHOOL OFFICE.**

### **OVER THE COUNTER MEDICATIONS (including cough drops)**

Non-prescription medications may be given to students upon the decision of the principal or nurse or other designee(s). The medication must be supplied by the parent/guardian and be in the original container labeled with the student's name, and there must be a current Medication Administration Consent Form completed and signed by the parent or guardian.

The student may bring the medication to the nurse or to the school's main office if accompanied by a completed Medication Administration consent that has been signed by a parent/guardian.

Non-FDA approved medication(s) and homeopathic treatment(s) cannot be administered by students or school staff. (essential oils, trial medications, etc.) Revised 2017

## GLUCAGON ADMINISTRATION

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

1. an Individualized Healthcare Plan (IHP) that provides for the administration of Glucagon, insulin, or both in emergency situations; and
2. a current, valid consent form on file from their parent or guardian. **FORMS ARE AVAILABLE IN THE SCHOOL OFFICE**

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

## ILLNESS

If a student becomes too ill to remain in class and/or could be contagious to other students, the school will attempt to notify the student's parent or legal guardian. The student will remain in the school's health room or a place where he/she can be supervised until the parent/legal guardian can check the student out of school. Students who are eighteen (18) years of age or older are considered to be legal adults, and as such have the right to check themselves out of school.

If a student becomes seriously ill or is injured while at school and the parent/legal guardian cannot be contacted, the failure to make contact shall not unreasonably delay the school's expeditious transport of the student to an appropriate medical facility. The school assumes no responsibility for treatment of the student. **When available, current and applicable, the student's emergency contact numbers and medical information will be utilized. Parents are strongly encouraged to keep this information up to date.**

The Stuttgart School District follows the 24-Hour Rule for treatment of infectious disease. Students who have fever, vomiting or diarrhea should be free of these symptoms for 24 hours without the aid of fever reducing or stomach medication before returning to school. Fever is considered to be a temperature of 100.4 degrees or higher. If antibiotics are prescribed for an infection, the student must have taken a full day dose before returning to school.

## HEAD LICE POLICY (Board Policy 4.34)

Policy, Guidelines, and Procedure for Pediculosis (Head Lice) Management at School

The Stuttgart School District believes that the management of pediculosis should not disrupt the education process, and should minimize the emotional impact that may accompany a pediculosis outbreak. Head lice, while a significant social problem, do not transmit disease to humans. Lice are a common occurrence in schools. When a child gets lice, it does not indicate neglect on the part of the parent and does not indicate that the child, or the environment, has not been kept clean. Transmission occurs by head-to-head contact with an infested person, or occasionally from infested hats, combs, pillows, jackets, etc.

In keeping with the current guidelines from the American Academy of Pediatrics and in light of current research, the Stuttgart School District adheres to a no-lice policy that includes the following procedural components:

- Early detection of, and response to, head lice infestations
- When a student is initially identified as having live head lice, the student is to be referred to the parent immediately for treatment.
- Any siblings of infested student who also attend Stuttgart School District schools will also be checked for live lice by designated school personnel.
- Parents of students in classroom(s) with at least 2 confirmed cases of lice will be provided written notification within 24 hours of possible lice outbreak.
- Distribution of educational material to parents on head lice, nit combing and treatment.
- Notification letters for both parents of student(s) with lice and parents of students in the same classroom will contain educational materials for detection, treatment and environmental control.
- Procedure for readmission to school after treatment.
- Parent provides proof of treatment.
- Student is reexamined by a designated school employee before entering the classroom.
- If live lice are found the student will return home for further treatment.
- If there are no live lice the student may return to class.
- Designated school staff will check the student in 7-10 days after initial treatment for possible reinfestation.
- Students with repeated cases of pediculosis
- Students who are frequently referred with live lice more than 3 occurrences in a 30 day period) may be excluded from school at the discretion of administration until all live lice and nits are removed.

Revised: 05/2015

## **SECTION 6 FORMS**

**Use this section as a reference only.  
(DO NOT DUPLICATE)**

## RECEIPT OF STUDENT HANDBOOK

Dear Student and Parent:

This handbook has been prepared to provide you with information that you need so that you are familiar with the policies, procedures and expectations of Stuttgart Public School District. This handbook is in compliance with current laws governing Arkansas public schools and the adopted board policies of the Stuttgart Public School District. In the event that there is a conflict between the local school parent/student handbook and the district board policy, the one with the more recently adopted language will be considered binding and controlling on the matter.

This handbook has been prepared for the purpose of outlining for you the expectations of Stuttgart Public School District in regard to student conduct, and providing you with information concerning the operation of the total school program.

**Beginning the 2015/2016 school year, the Stuttgart School District will provide electronic handbooks. Handbooks will be available online at [www.stuttgartschools.org](http://www.stuttgartschools.org). Parents/guardians who do not have electronic devices to access the online handbook or who wish to receive a paper copy may do so by requesting one from your student's building.**

Students who lose their paper copy handbook may purchase additional handbooks for \$5.00 a copy.

Please make sure you receive a packet of information documents to sign and return to school. We must have all of these documents on file for each student in our district.

The signatures below reflect the individuals acknowledge they have received a Stuttgart School District Parent/Student handbook (either electronic or paper) with the following policies:

1. Homework
2. Discipline Policy/Student Behavior
3. Weapons and Firearms
4. Attendance and Absences
5. Retention
6. Bus Policy
7. Bullying
8. Title I Parent/Community Involvement
9. Parent Compact
10. Objection to Media of Directory Material
11. Internet Use
12. Photo Display
13. Participation of Surveys
14. Medication
15. Grading

We have received a Stuttgart Public School District Handbook (either electronically or paper), and a packet of required information documents to sign and return to school.

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

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

Date: \_\_\_\_\_

**STUTTGART PUBLIC SCHOOLS**  
2501 S. Main Street, Stuttgart, AR 72160

Dear Parent/Guardian:

Your child's vision and hearing may be screened by a school nurse this school year. With parental consent, Stuttgart Public Schools can seek federal Medicaid/ARKids First reimbursement for the cost of health services provided for students who have Medicaid/ARKids First.

If your child is covered by Medicaid/ARKids, please complete the form below and return it to the school by October 1, 2019.

Your cooperation is greatly appreciated.

In compliance with the Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 123g; 34 CFR Part 99)

I, \_\_\_\_\_, give permission for my child, \_\_\_\_\_'s,  
(Parent/Guardian Name) (First and Last Name)

personally identifiable information/student education records to be disclosed to a Third Party Billing Agent for the purpose of billing Medicaid and/or private insurance.

\_\_\_\_\_  
Printed Name of Parent/Guardian

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

\_\_\_\_\_  
Date Signed

## Local Education Agency

### **Parental Notice to Access Public Insurance**

This notice is to inform you of your rights and protections under Part B of the Individuals with Disabilities Education Act (IDEA), as a parent of a child with a disability, so that you can make an informed decision about whether you should give consent to allow the school district to access your or your child's public benefits or insurance, such as Medicaid, to help pay for health services provided by the school district. This notice must be provided before the school district obtains your consent for the first time and annually thereafter. These rights include:

**1. Your Child's Confidential Information Cannot be Disclosed Without Your Consent-** under the Family Educational Rights and Privacy Act (FERPA) and the IDEA, parental consent must be obtained before the school district discloses your child's personally identifiable information to the Department of Human Services, Division of Medical Services, Arkansas Medicaid, or Medicaid billing agencies, for the purpose of billing for Medicaid reimbursement. The personally identifiable information that may be disclosed could include: student's name, date of birth, social security number, Medicaid ID, disability, IEP and evaluations, type of service(s), times and dates services were delivered, and progress notes.

**2. Your Child Has a Right to Special Education and Related Services at No Cost to You -** this means that, with regard to services required to provide a Free Appropriate Public Education (FAPE) to an eligible child under IDEA, the school district:

- May not require parents to sign up for, or enroll in, public benefits or insurance programs in order for their child to receive FAPE;
- May not require parents to incur an out-of-pocket expense such as the payment of a deductible or co-pay amount incurred in filing a claim for services provided, but may pay the cost that the parents otherwise would be required to pay;
- May not use a child's benefits under a public benefits or insurance program if that use would:
  - Decrease available lifetime coverage or any other insured benefit;
  - Result in the family paying for services that would otherwise be covered by the public benefits or insurance program and that are required for the child outside of the time the child is in school;
  - Increase premiums or lead to the discontinuance of benefits or insurance; or
  - Risk loss of eligibility for home and community-based waivers, based on total health-related expenditures.

**3. You May Withdraw Consent at Any Time** – once you have given consent for disclosure of confidential information about your child to the Department of Human Services, Division of Medical Services, Arkansas Medicaid, or Medicaid billing agencies, you have a legal right under the FERPA and IDEA regulations to withdraw that consent at any time.

**4. If You Refuse Consent, or Withdraw Consent, the School District Must Still Provide Required Services at No Cost to You** -if you refuse to provide consent for the disclosure of personally identifiable information for the purpose of billing Medicaid, or, if you give consent but then later withdraw consent, that does not relieve the school district of its responsibility to ensure that all required services under IDEA are provided at no cost to the parents.



**4.13F—OBJECTION TO PUBLICATION OF DIRECTORY INFORMATION  
(Not to be filed if the parent/student has no objection)**

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

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

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

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

Deny disclosure to military recruiters \_\_\_\_\_

Deny disclosure to Institutions of postsecondary education \_\_\_\_\_

Deny disclosure to Potential employers \_\_\_\_\_

Deny disclosure to all public and school sources \_\_\_\_\_

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

Deny disclosure to all public sources \_\_\_\_\_

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

\_\_\_\_\_  
Name of student (Printed)

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

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

## 4.29F—STUDENT INTERNET USE AGREEMENT

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

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

The Stuttgart School District agrees to allow the student identified above ("Student") to use the district's technology to access the Internet under the following terms and conditions which apply whether the access is through a District or student owned technology device:

1. Conditional Privilege: The Student's use of the district's access to the Internet is a privilege conditioned on the Student's abiding to this agreement. No student may use the district's access to the Internet, whether through a District or student owned technology device, unless the Student and his/her parent or guardian have read and signed this agreement.
2. Acceptable Use: The Student agrees that he/she will use the District's Internet access for educational purposes only. In using the Internet, the Student agrees to obey all federal and state laws and regulations. The Student also agrees to abide by any Internet use rules instituted at the Student's school or class, whether those rules are written or oral.
3. Penalties for Improper Use: If the Student violates this agreement and misuses the Internet, the Student shall be subject to disciplinary action.
4. "Misuse of the District's access to the Internet" includes, but is not limited to, the following:
  - a. using the Internet for other than educational purposes;
  - b. gaining intentional access or maintaining access to materials which are "harmful to minors" as defined by Arkansas law;
  - c. using the Internet for any illegal activity, including computer hacking and copyright or intellectual property law violations;
  - d. making unauthorized copies of computer software;
  - e. accessing "chat lines" unless authorized by the instructor for a class activity directly supervised by a staff member;
  - f. using abusive or profane language in private messages on the system; or using the system to harass, insult, or verbally attack others;
  - g. posting anonymous messages on the system;
  - h. using encryption software;
  - i. wasteful use of limited resources provided by the school including paper;
  - j. causing congestion of the network through lengthy downloads of files;
  - k. vandalizing data of another user;
  - l. obtaining or sending information which could be used to make destructive devices such as guns, weapons, bombs, explosives, or fireworks;
  - m. gaining or attempting to gain unauthorized access to resources or files;
  - n. identifying oneself with another person's name or password or using an account or password of another user without proper authorization;
  - o. invading the privacy of individuals;
  - p. divulging personally identifying information about himself/herself or anyone else either on the Internet or in an email. Personally identifying information includes full names, address, and phone number.
  - q. using the network for financial or commercial gain without district permission;
  - r. theft or vandalism of data, equipment, or intellectual property;
  - s. attempting to gain access or gaining access to student records, grades, or files;
  - t. introducing a virus to, or otherwise improperly tampering with the system;

- u. degrading or disrupting equipment or system performance;
- v. creating a web page or associating a web page with the school or school district without proper authorization;
- w. providing access to the District's Internet Access to unauthorized individuals;
- x. failing to obey school or classroom Internet use rules; or
- y. taking part in any activity related to Internet use which creates a clear and present danger of the substantial disruption of the orderly operation of the district or any of its schools.
- z. Installing or downloading software on district computers without prior approval of technology director of his/her designee.

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

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

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

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

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

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

Date Adopted: 06/24/03

Last Revised: 06/29/04

## **5.20 F1—PERMISSION TO DISPLAY PHOTO OF STUDENT ON WEB SITE**

I hereby grant permission to the Stuttgart School District to display the photograph or video clip of me/my student (if student is under the age of eighteen {18}) on the District's web site, including any page on the site, or in other District publications without further notice. I also grant the Stuttgart School District the right to edit the photograph or video clip at its discretion.

The student's first name and first initial of his/her last name may be used in conjunction with the photograph or video clip. The home address of the student, telephone number, or parent's names will not be displayed on any Stuttgart School District web page. It is understood, however, that once the photograph or video clip is displayed on a web site, the District has no control over how the photograph or video clip is used or misused by persons with computers accessing the District's web site.

I (we) agree to defend and hold harmless the members of the Stuttgart School Board, the Stuttgart School District, its officers, employees, agents, successors and assignees from and against any and all claims and liabilities resulting from displaying my/my student's photograph or video clip.

**YES, I Give Permission**

**NO, I Do Not Give Permission**

**5.24F1—PERMISSION TO PARTICIPATE IN A SURVEY, ANALYSIS, OR EVALUATION**

PLEASE CHOOSE ONE

I, the undersigned, being a parent or guardian of a student, or a student eighteen (18) years of age or older, hereby grant my permission for the student named below to participate in the following survey, analysis, or evaluation.

YES, I Give Permission

NO, I Do Not Give Permission

\_\_\_\_\_  
Name of student (Printed)

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

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

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