

***Pine Haven
Elementary***
Bauxite School District



2019-2020
Student Handbook
Principal-Becky Reynolds
Assistant Principal-Tyler Broyles

MISSION STATEMENT

Pine Haven Elementary believes in the importance of family, community and in the education of every child. Our mission is to partner with parents to provide a safe and orderly environment with high expectations for learning, achievement and character development for all students.

VISION STATEMENT

Learning Styles

The voice of every child is heard as teachers strive to nurture each one based on the individual needs and unique abilities of the student.

Learning Community

Bauxite's small town pride is made evident in the commitment between school, parents, students and the community to bring resources together for the benefit of all.

Lifelong Learners

Teachers lay the stepping-stones that encourage learning and a lifelong quest for knowledge.

Achievement

Through problem solving and standards based learning, students will progress from year to year through a selection of relevant high performance standards that will prepare them to reach their academic and career goals.

Safety

A 'safe-haven' is provided for students to learn and grow in a rigorous academic environment that supports the mental and physical well-being of all students.

Citizenship

Ethical and social growth is emphasized in a school-wide effort to develop character through compassion, honesty, attitude, responsibility, acceptance, courage, trust and encouragement, and respect.

Bauxite School History and Timeline

The development of schools in Bauxite corresponds directly to the development of the mining industry. The first school was a small two-room building located south of the old ALCOA office. It became a two-year high school in 1911, a three-year high school in 1913, and a four-year high school in 1921. Progress of the school can be traced by noting the increase in teaching staff by addition of buildings, by consolidation, and by advancement in rating. The teaching staff in 1923 was fourteen: it increased to forty-three in 1980.

Consolidation increased the areas of the school district to 87 square miles. Tull, Shaw, Mt. Olive consolidated in March, 1949, but elementary wing-schools were maintained for several years. Slidell School consolidated with Bauxite in July 1949. Rating of the school was improved throughout the years. Bauxite was classified as a B school until 1924; as an A school from 1924 to 1950, received accreditation from the North Central Association of Schools and Colleges on March 24, 1950.

Addition of buildings occurred in the following order:

- o High Administration Building, 1936
- o Pine Haven Elementary School, 1943
- o Woodland School for Negroes, 1943
- o Industrial Arts Building, 1947
- o Rucker Gymnasium, 1949
- o Pine Haven Cafeteria, Auditorium, Classrooms, 1954
- o Band Room and High School Cafeteria 1956
- o Science Building 1968
- o New Pine Haven Elementary School Grades 1-6, 1985
- o High School Home Economics and Library, 1985
- o BHS Auditorium renovations, 1991
- o Pine Haven Classroom Addition, 1991
- o BHS Classroom renovations, 1994 and 1995
- o William R. Browning Cafetorium, Pine Haven Campus, 1996
- o High School Cafeteria and Central Office Complex, 1996
- o High School Classroom Renovations
- o Renovation of high school office and other rooms, 1997
- o Four new classrooms were completed, 1999
- o Baseball and softball fields were constructed in the spring of 1999
- o Fred Dawson Gym was dedicated in December 2000
- o Fire destroyed the High School Building on January 5, 2001
- o Construction began on new high school building in the spring of 2001
- o New High School Building was completed for the fall of 2002.
- o Pine Haven Media Center, 2003
- o Air conditioning was added to the Dawson Gymnasium in the spring of 2004
- o Improvements to the stadium over the summer of 2004 included a new concession stand, more seats on the visitor's side and the addition of a band shell.
- o Completion of the Physical Education Facility-Spring 2006
- o Addition of two classrooms to the 7th grade Building, 2007
- o Addition of 4 new classrooms at Pine Haven, 2007
- o Pine Haven Gymnasium, 2007

- o Renovation of former Home Ec/two story classrooms to become Central Office, 2013
- o Opening of Miner Academy Conversion Charter School, 2013
- o Pine Haven New Elementary Phase I and II, 2015
- o Pine Haven Building B torn down, Dec. 2015
- o Pine Haven New Elementary Phase III and New Parking Lot, 2016
- o Artificial Turf added to “The Pit”, 2016

ENTRANCE REQUIREMENTS

To enroll in a school in the District, the child must be a resident of the District as defined in District policy (4.1—RESIDENCE REQUIREMENTS), meet the criteria outlined in policy 4.40—HOMELESS STUDENTS or in policy 4.52—STUDENTS WHO ARE FOSTER CHILDREN, be accepted as a transfer student under the provisions of policy 4.4, or participate under a school choice option and submit the required paperwork as required by the choice option under Policy 4.5.

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

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

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

Any child who has been enrolled in the first grade in a state-accredited or state-approved elementary school in another state for a period of at least sixty (60)

days, who will become age six (6) years during the school year in which he/she is enrolled in grade one (1), and who meets the basic residency requirements for school attendance may be enrolled in the first grade.

Students who move into the District from an accredited school shall be assigned to the same grade as they were attending in their previous school (mid-year transfers) or as they would have been assigned in their previous school. Private school students shall be evaluated by the District to determine their appropriate grade placement. Home school students enrolling or re-enrolling as a public school student shall be placed in accordance with policy 4.6—HOME SCHOOLING.

The district shall make no attempt to ascertain the immigration status, legal or illegal, of any student or his/her parent or legal guardian presenting for enrollment.¹

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

1. The parent, legal guardian, person having lawful control of the student, or person standing in loco parentis shall furnish the child's social security number, or if they request, the district will assign the child a nine (9) digit number designated by the Division of Elementary and Secondary education.
2. The parent, legal guardian, person having lawful control of the student, or person standing in loco parentis shall provide the district with one (1) of the following documents indicating the child's age:
 - a. A birth certificate;
 - b. A statement by the local registrar or a county recorder certifying the child's date of birth;
 - c. An attested baptismal certificate;
 - d. A passport;
 - e. An affidavit of the date and place of birth by the child's parent, legal guardian, person having lawful control of the student, or person standing in loco parentis;
 - f. United States military identification; or
 - g. Previous school records.
3. The parent, legal guardian, person having lawful control of the student, or person 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.³
4. In accordance with Policy 4.57—IMMUNIZATIONS, the child shall be age appropriately immunized or have an exemption issued by the Arkansas Department of Health.
5. Proof of Residence

- a. If you presently have children enrolled in Bauxite School, you have already met this requirement.
 - b. If this is the first time for you to have children enrolled in school, one of the following is required
 - Current rent receipt or utility bill
 - Statement signed by owner that you have rented a dwelling
 - A statement from the tax assessor that you own a home or mobile home
6. The second requirement is a real estate tax receipt for the current year. Act 663 of 1999 states that any person who knowingly gives a false residential address for purpose of public school enrollment is guilty of a misdemeanor and subject to a fine not to exceed five hundred dollars (\$500).
 7. Proof of residence is not required if the child is accepted as a transfer student under the provisions of school board policy 4.1-4.4, participates under a school choice option and submits the required paperwork as required by the choice option.

A student that was 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.

Physical Assessment - Beginning with the 1994-95 school year all enrolling kindergarten students shall be evaluated with the Early, Periodic, Screening, Diagnosis and Treatment (EPSDT) or its equivalent. Any pupil may be excused from the examination on presentation of a physical assessment form from a physician. Physical assessment forms may be obtained from the school office or the school nurse. (AR Code Ann. 6-18-701)

Related Health Information - All pertinent information concerning the child's health record should be furnished to school authorities such as immediate teacher, principal, or school nurse. This includes the health information given at registration, records furnished by the family physician and information provided on emergency call cards.

Uniformed Services Member's Children

For the purposes of this policy:

“Activated reserve components” means members of the reserve component of the uniformed services who have received a notice of intent to deploy or mobilize under Title 10 of the United States Code, Title 32 of the United States Code, or state mobilization to active duty.

“Active duty” means full-time duty status in the active, uniformed services of the United States, including without limitation members of The National Guard and Reserve on active duty orders under 10 U.S.C. §§ 1209 and 1210.

“Deployment” means a period of time extending from six (6) months before a member of the uniformed services' departure from their home station on military orders through six (6) months after return to his or her home station.

“Active duty⁴ members of the uniformed services” includes members of the National Guard and Reserve on active duty orders pursuant to 10 U.S.C. Section 1209 and 1211;

“Eligible child” means the children of:

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

“Uniformed services”⁴ means the United States Army, United States Navy, United States Air Force, United States Marine Corps, United States Coast Guard, the National Oceanic and Atmospheric Administration Commissioned Officer Corps, the United States Commissioned Corps of the Public Health Services, and the state and federal reserve components of each of these bodies.

“Veteran” means an individual who served in the uniformed services and who was discharged or released from the uniformed services under conditions other than dishonorable.

The superintendent shall designate an individual as the District’s military education coordinator, who shall serve as the primary point of contact for an eligible child and for the eligible child’s parent, legal guardian, person having lawful control of the eligible child, or person standing in loco parentis. The individual the superintendent designates as the District’s military education coordinator shall have specialized knowledge regarding the educational needs of children of military families and the obstacles that children of military families face in obtaining an education.⁵

An eligible child as defined in this policy shall:

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

In the event that official copies of an eligible child's education records are not available at the time the eligible child is transferring, then the District shall:

- Pre-register and place an eligible child based on the eligible child's unofficial education records pending receipt of the eligible child's official records; and
- Request the eligible child's official education records from the sending district.

COMPULSORY ATTENDANCE

The public schools of any school district in this state shall be open and free through completion of the secondary program to all persons in this state between the ages of five (5) and twenty-one (21) years whose parents, legal guardians, or other persons having lawful control of the person under and order of court reside within the school district and to all persons between those ages who have been legally transferred to the district for education purposes.

Every parent, legal guardian, person having lawful control of the child, or person standing in loco parentis of any child age five (5) through seventeen (17) years on or before August 1 of that year who resides, as defined by policy (RESIDENCE REQUIREMENTS), within the District shall enroll and send the child to a District school with the following exceptions:

1. The child is enrolled in private or parochial school.
2. The child is being home-schooled and the conditions of policy (HOME SCHOOLING) have been met.
3. The child will not be age six (6) on or before August 1 of that particular school year and the parent, legal guardian, person having lawful control of the child, or person standing in loco parentis of the child elects not to have him/her attend kindergarten. A kindergarten waiver form prescribed by regulation of the Division of Elementary and Secondary Education must be signed and on file with the District administrative office and the child evaluated by the District for grade placement. A.C.A. § 6-18-201 (f).
4. The child has received a high school diploma or its equivalent as determined by the State Board of Education.
5. The child is age sixteen (16) or above and is enrolled in a post-secondary vocational/technical institution, a community college, or a two-year or four-year institution of higher education.
6. The child is age sixteen (16) or seventeen (17) and has met the requirements to enroll in an adult education program
7. Any student is allowed to be in attendance until the age of twenty-one (21) as defined by A.C.A. § 6-18-201 (b).

School Hours – 7:55 A.M. to 3:15 P.M.

Children are allowed in the cafeteria at 7:20 A.M.

Children are allowed in the buildings/classrooms at 7:35 A.M.

CHILDREN SHOULD NOT ARRIVE BEFORE 7:20 A.M. THERE IS NO ADULT SUPERVISION UNTIL 7:20 A.M.

Tardy bell rings at 7:55 A.M.

TARDINESS

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

INSTRUCTIONAL TIME AND TARDIES

Valuable information and instruction begins immediately after the tardy bell rings.

IT IS IMPERATIVE THAT STUDENTS BE AT SCHOOL ON TIME

1. A student must be present six (6) hours of instructional time to be counted present all day.
2. A student must be present three (3) hours of instructional time to be counted present a half day.
3. A student arriving one hour or more late or checking out one hour or more early will be counted present one-half day.
4. Students considered for good attendance awards shall receive no more than two (2) tardies per nine-week grading period.
5. After a 4th unexcused tardy, parents will be contacted to help remedy the problem.
6. DHS or Truancy Officer will be notified when absences or tardies become excessive.

10 ABSENCES AND 12 TARDIES ALLOWED PER SEMESTER

A student who is not in his/her assigned classroom when the tardy bell rings each morning is counted tardy. A student who is checked out during the day is counted partially absent.

CHECK IN AND OUT PROCEDURES:

1. Students arriving late **MUST BE ACCOMPANIED BY A PARENT** to check in through the office.
2. A late notice will be issued to the students for teachers to admit them to class.
3. Parents/designee may pick up students by checking them out through the office. If there is any question concerning the legal custody of the student, the parent shall present documentation to the principal establishing the parent's custody of the student or legal right of visitation. It shall be the responsibility of the custodial parent to make any visitation restrictions regarding the non-custodial parent known to the principal by presenting a copy of a file-marked court order.
4. Teachers will require a notice from the office before allowing a student to leave. A note giving permission for a student to be picked up by another adult needs to be sent to the homeroom teacher by the parent or the legal guardian. Adults checking children out early may be required to show personnel an item of

identification.

5. In emergency situations, a parent may call the school to give permission for another adult to pick up a student or to change transportation plans.
6. A parent may also contact the school office and designate adults that may pick up the student.
7. IF YOU HAVE EMERGENCY TRANSPORTATION CHANGES:
 - a. NOTIFY THE SCHOOL BEFORE 2:00 P.M.
 - b. Please do not email the teacher; call the school office at 501-557-5361.
 - c. Otherwise, your child will follow his/her regular transportation procedure.

ABSENCES

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

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

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

Excused Absences

Excused absences are those where the student was on official school business or when the absence was due to one of the following reasons and the student brings a written statement to the principal or designee upon his/her 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.¹
2. Death or serious illness in their immediate family;²
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;
7. Participation in an FFA, FHA, or 4-H sanctioned activity;
8. Participation in the election poll workers program for high school students.
9. Absences granted to allow a student to visit his/her parent or legal guardian who is a member of the military and been called to active duty, is on leave from active duty, or has returned from deployment to a combat zone or combat support posting. The number of additional excused absences shall be at the discretion of the 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).
11. Absences for students excluded from school by the Arkansas Department of Health during a disease outbreak because the student has an immunization waiver or whose immunizations are not up to date.³

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; person having lawful control of the student; or person standing in loco parentis, presented in the timeline required by this policy, shall be considered as unexcused absences. Students with 10 unexcused absences in a course in a semester may not receive credit for that course. At the discretion of the principal after consultation with persons having knowledge of the circumstances of the unexcused absences, the student may be denied promotion or graduation. Excessive absences shall not be a reason for expulsion or dismissal of a student.

When a student has 5 unexcused absences, his/her parents, legal guardians, persons with lawful control of the student, or persons standing 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 10 unexcused absences in a semester, the District shall notify the prosecuting authority and the parent, legal guardian, person having lawful control of the student, or persons standing 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, legal guardian, person with lawful control of

the student, or person standing 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,; legal guardian,; person having lawful control of the student; or person standing in loco parentis, and the school or district administrator or designee.

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

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

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

ACADEMICS

REPORT CARDS

Report cards are issued each nine-week period. Interim reports are sent at four and one-half weeks. Grades may also be viewed on the Home Access Center (HAC) in eSchool, located on the Pine Haven Elementary webpage. Questions concerning HAC should be directed to the Pine Haven Elementary School Office.

GRADES K-3

Pine Haven report cards for K-3 are STANDARDS BASED. A standards-based card lists the most important content and skills students should learn in each subject area at a particular grade level. These lists are based on Arkansas and National Common Core Curriculum Standards, and they document student proficiency by applying grade level skills. Instead of letter grades, students receive numerals from 1 to 4. These numbers show how well students have mastered content and skills in each curriculum area. This indicates whether students *exceed* grade level standard, *meet* grade level, or *do not meet* the standard.

- 4 - Advanced, Exceeds the Standards
- 3 - Proficient, Meets the Standard
- 2 - Basic, Approaches the Standard
- 1 - Below Basic, Does Not Yet Meet the Standard

GRADES 4 & 5

Grades assigned to students for performance in a course shall reflect only the extent to which a student has achieved the expressed academic objectives of the course. Grades that are aligned with and reflect other educational objectives such as the

student learning expectations contained in the curriculum frameworks may also be given.

GRADING SCALE	A	Excellent	90-100
	B	Above Average	80-89
	C	Average	70-79
	D	Below Average	60-69
	F	Unsatisfactory	Below 60

HOMEWORK POLICY

Homework is an extension of the regular school day. Whenever homework is assigned, it should supplement, complement, and reinforce classroom teaching and learning. Homework will be checked, but a grade may not always be taken. Homework may not be a daily requirement in every class, but when assigned, the following guidelines will be followed:

- Students may have to spend more time and effort on some types of homework assignments than on others. Students are advised not to wait until the last minute to begin working on an assignment. If the teacher gives a reading assignment from a textbook or from a piece of literature it **is** homework and the appropriate amount of time should be allotted.
- It is the responsibility of the student to write down the correct homework assignment.
- It is the responsibility of the parent to provide at least 1½ hours of quiet time for the student.

MAKE-UP WORK

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

1. Students are responsible for asking the teachers of the classes they missed what assignments they need to make up. Teachers are responsible for providing the missed assignments when asked by a returning student.
2. Students are required to ask for their assignments on their first day back at school or their first class day after their return.
3. 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.
4. Students shall have one class day to make up their work for each class day they are absent.
5. Make up work that is not turned in within the makeup schedule for that assignment shall receive a zero.
6. Students are responsible for turning in their makeup work without the teacher having to ask for it.
7. Students who are absent on the day their makeup work is due must turn in their work the day they return to school whether or not the class for which the work is

due meets the day of their return.

As required/permitted by the student's Individual Education Program or 504 Plan work may not be made up for credit for absences in excess of the number of allowable absences in a semester unless the absences are part of a signed agreement as permitted by policy 4.7—Absences.

- #1-7 will be based on the age of the student.
- K-2 students need teacher assistance/guidance.
- 3rd/4th/5th grade students are able to follow the set guidelines for homework.

Parent-Teacher Communication/Parent Teacher Conferences

The district recognizes the importance of communication between teachers and parents/legal guardians. To help promote positive communication, parent/teacher conferences shall be held once each semester. Parent-teacher conferences are encouraged and may be requested by parents or guardians when they feel they need to discuss their child's progress with his/her teacher.

Teachers are required to communicate during the school year with the parent(s), legal guardian(s), or care-giving adult or adults in a student's home to discuss the student's academic progress unless the student has been placed in the custody of the Department of Human Services and the school has received a court order prohibiting parent or legal guardian participation in parent/teacher conferences. More frequent communication is required with the parent(s) or legal guardian(s) of students who are performing below grade level.

All parent/teacher conferences shall be scheduled at a time and place to best accommodate those participating in the conference. Each teacher shall document the participation or non-participation of parent(s)/legal guardian(s) for each scheduled conference.

If a student is to be retained at any grade level or denied course credit, notice of, and the reasons for retention shall be communicated promptly in a personal conference.

Teachers are required to communicate during the school year with the parents or legal guardians of each of their students to discuss their academic progress. More frequent communication is required with the parents or legal guardians of students who are performing below grade level. Two days are set in the school calendar for parent/teacher conferences. Please contact your child's teacher if you feel additional conferences are needed. These conferences need to be scheduled in advance during the teacher's conference time in order to minimize class disruption.

REMEDIATION

All students who do not score exceeding or ready on ACT Aspire (3rd - 5th grades) or Tier 1 or 2 on iStation (Kindergarten - 2nd grades) must participate in remediation.

Beginning with the 2005-2006 school year, students who do not participate in the remediation program will be retained.

RETENTION

Retention or the possibility of retention will be conveyed to parents/guardians in a personal conference prior to the end of the school year. If a student averages two failing grades at the end of the school year, they are subject to being retained; 4th and 5th grades need to be passing 3 core subjects in order to be a candidate for promotion to the next grade level. Attendance can play a component in possible retentions.

TEXTBOOKS/BOOKS

Books from the media center will require book price list from the media specialist.

Many classrooms have libraries. Students are responsible for items checked out from the teacher. (See teacher for prices) Parents are responsible for the replacement cost of any lost or damaged textbook or library book.

SMART CORE CURRICULUM AND GRADUATION REQUIREMENTS FOR THE CLASS OF 2020

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, a Smart Core Information Sheet, and a Smart Core Waiver Form will be sent home with students prior to their enrolling in seventh (7th) grade, or when a seventh (7th) through twelfth (12th) grade student enrolls in the district for the first time and there is not a signed waiver form in the student's permanent record. This policy is to be included in student handbooks for grades six (6) through – twelve (12) and both students and parents must sign an acknowledgement they have received the policy. Those students not participating in the Smart Core curriculum will be required to fulfill the Core curriculum or the requirements of their IEP (when applicable) to be eligible for graduation. Counseling by trained personnel shall be available to students and their parents or legal guardians prior to the deadline for them to sign and return the waiver form.

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.² Students wishing to change their choice of curriculums must consult with their counselor to determine the feasibility of changing paths.

This policy, the Smart Core curriculum, and the courses necessary for graduation shall be reviewed by staff, students, and parents as part of the annual school district support

plan development process to determine if changes need to be made to better serve the needs of the district's students. The superintendent, or his/her designee, shall select the composition of the review panel.

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

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

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

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

GRADUATION REQUIREMENTS

The number of units students must earn to be eligible for high school graduation is to be earned from the categories listed below. A minimum of twenty-two (22) units is required for graduation for a student participating in either the Smart Core or Core curriculum. In addition to the twenty-two (22) units required for graduation by the Arkansas Department of Education (ADE), the district requires an additional 3 units to graduate for a total of 25 units. The additional required units may be taken from any electives offered by the district.⁶ There are some distinctions made between Smart Core units and Graduation units. Not all units earned toward graduation necessarily apply to Smart Core requirements.

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

Digital Learning Courses

The District shall offer one or more digital learning course(s) through one or more District approved provider(s) as either a primary or supplementary method of instruction.

The courses may be in a blended learning, online-based, or other technology-based format.⁷ In addition to the other graduation requirements contained in this policy, students are required to take at least one (1) digital learning course for credit while in high school.

SMART CORE: Sixteen (16) units

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

Oral Communications: one-half ($\frac{1}{2}$) unit

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

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

- Algebra II; and

The fourth unit may be either:

- A math unit approved by ADE beyond Algebra II; or
- A computer science flex credit may be taken in the place of a fourth math credit.

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

One unit of Biology; and either:

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

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

Social Studies: three (3) units

- Civics one-half ($\frac{1}{2}$) unit
- World History - one unit
- American History - one unit
- Other social studies – one-half ($\frac{1}{2}$) Unit

Physical Education: one-half ($\frac{1}{2}$) unit

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

Health and Safety: one-half ($\frac{1}{2}$) unit

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

Fine Arts: one-half ($\frac{1}{2}$) unit

CAREER FOCUS: - Six (6) units

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

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

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

CORE: Sixteen (16) units

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

Oral Communications: one-half ($\frac{1}{2}$) unit

Mathematics: four (4) units

- Algebra or its equivalent* - 1 unit
- Geometry or its equivalent* - 1 unit
- All math units must build on the base of algebra and geometry knowledge and skills.
- (Comparable concurrent credit college courses may be substituted where applicable)

A computer science flex credit may be taken in the place of a math credit beyond Algebra I and Geometry

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

Science: three (3) units

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

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

Social Studies: three (3) units

- Civics one-half ($\frac{1}{2}$) unit
- World history, one (1) unit
- American History, one (1) unit
- Other social studies – one-half ($\frac{1}{2}$) unit

Physical Education: one-half ($\frac{1}{2}$) unit

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

Health and Safety: one-half ($\frac{1}{2}$) unit

Economics – one half ($\frac{1}{2}$) unit – dependent upon the licensure of the teacher teaching the course, this can count toward the required three (3) social studies credits or the six (6) required Career Focus elective credits.⁸

Fine Arts: one-half ($\frac{1}{2}$) unit

CAREER FOCUS: - Six (6) units

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

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

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

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

All students are required to participate in the Smart Core curriculum unless their parents or guardians, or the students if they are eighteen (18) years of age or older, sign a *Smart Core Waiver Form* to not participate. While Smart Core is the default option, a *Smart Core Information Sheet* and a *Smart Core Waiver Form* will be sent home with students prior to their enrolling in seventh (7th) grade, or when a seventh (7th) through twelfth (12th) grade student enrolls in the district for the first time and there is not a signed waiver form in the student's permanent record. This policy is to be included in student handbooks for grades six (6) through twelve (12) and both students and parents must sign an acknowledgement they have received the policy. Those students not participating in the Smart Core curriculum will be required to fulfill the Core curriculum or the 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 deadline for them to sign and return the waiver form.

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.² Students wishing to change their choice of curriculums must consult with their counselor to determine the feasibility of changing paths.

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

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

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

Administrators, or their designees, shall train newly hired employees, required to be

licensed as a condition of their employment, regarding this policy. The district's annual professional development shall include the training required by this paragraph.

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

GRADUATION REQUIREMENTS

The number of units students must earn to be eligible for high school graduation is to be earned from the categories listed below. A minimum of twenty-two (22) units is required for graduation for a student participating in either the Smart Core or Core curriculum. In addition to the twenty-two (22) units required for graduation by the Division of Elementary and Secondary Education (DESE), the district requires an additional 3 units to graduate for a total of 25 units. The additional required units may be taken from any electives offered by the district. There are some distinctions made between Smart Core units and Graduation units. Not all units earned toward graduation necessarily apply to Smart Core requirements.

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

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.⁷ In addition to the other graduation requirements contained in this policy, students are required to take at least one (1) digital learning course for credit while in high school.

Personal and Family Finance

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

SMART CORE: Sixteen (16) units

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

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.)

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

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

- Algebra II; and

The fourth unit may be either:

- A math unit approved by ADE beyond Algebra II; or
- A computer science flex credit may be taken in the place of a fourth math credit.

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 ($\frac{1}{2}$) unit
- World History - one unit
- American History - one unit
- Other social studies – one-half ($\frac{1}{2}$) Unit

Physical Education: one-half ($\frac{1}{2}$) unit

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

Health and Safety: one-half ($\frac{1}{2}$) unit

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

Fine Arts: one-half ($\frac{1}{2}$) unit

CAREER FOCUS: - Six (6) units

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

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

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

CORE: Sixteen (16) units

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

Oral Communications: one-half ($\frac{1}{2}$) unit

Mathematics: four (4) units

- Algebra or its equivalent* - 1 unit
- Geometry or its equivalent* - 1 unit
- All math units must build on the base of algebra and geometry knowledge and skills.
- (Comparable concurrent credit college courses may be substituted where applicable)

A computer science flex credit may be taken in the place of a math credit beyond Algebra I and Geometry

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

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 ($\frac{1}{2}$) unit
- World history, one (1) unit
- American History, one (1) unit
- Other social studies – one-half ($\frac{1}{2}$) 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.⁸

Fine Arts: one-half (½) unit

CAREER FOCUS: - Six (6) units

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

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

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

CONDUCT, DISCIPLINE & CONSEQUENCES

STUDENT CONDUCT

All students are expected to conduct themselves at all times in a manner that will contribute to the best interest of the school and not infringe on the rights of others. The school staff has the authority and the responsibility to take customary and reasonable measures to maintain proper control and discipline among students placed under their care and supervision.

GENERAL STATEMENT & RULES

All students are entitled to enjoy the basic rights of citizenship recognized and protected by law for persons of their age and maturity. Pine Haven shall foster a climate of mutual respect for the rights of others. Each student is expected to respect the rights and privileges of other students, teachers and school staff.

Students shall exercise their rights responsibly, in compliance with rules

established for the orderly conduct of the schools educational mission. The school's rules of conduct and discipline are established to achieve and maintain order in the school. Students who violate the rights of others or who violate school rules shall be subject to disciplinary measures designed to correct the misconduct and to promote adherence by all students to the responsibilities of citizens in the school community.

Students are expected to follow these rules when attending school related events on the property of the Bauxite School District, a field trip sponsored by the school district, or representing the school district at an organized event.

The District's administrators may also take disciplinary action against a student for off-campus conduct occurring at any time that would have a detrimental impact on school discipline, the educational environment, or the welfare of the students and/or staff.

A student who has committed a criminal act while off campus and whose presence on campus could cause a substantial disruption to school or endanger the welfare of other students or staff is subject to disciplinary action up to and including expulsion. Such acts could include, but are not limited to a felony or an act that would be considered a felony if committed by an adult, an assault or battery, drug law violations, or sexual misconduct of a serious nature. Any disciplinary action pursued by the District shall be in accordance with the student's appropriate due process rights.

Pine Haven Elementary School-Wide Rules

We will provide a safe and orderly environment for learning.

We will cooperate with others.

We will each be responsible for our own behavior.

We will respect the rights, feelings and property of others.

Specific rules and procedures regarding the classrooms, playgrounds, hallways, and lunchroom will be explained to the students at the beginning of the year and repeated throughout the year.

Responsibilities of Students:

- Attend all classes daily and on time. Excuses for absences or tardiness must be in writing by a parent/ guardian or physician.
- Be prepared for each class with appropriate materials and assignments.
- Be appropriately dressed and groomed. (See Appearance and Dress Code.)
- Exhibit respect toward others.
- Exhibit respect for private, public and school property.
- Conduct yourself in a responsible manner.
- Pay required fees and fines, unless they are waived.
- Follow all school rules, including safety rules.
- Pursue mastery of the curriculum of study prescribed by the district and state.

- Cooperate with staff in the investigation of disciplinary cases and volunteer information when the student has knowledge relating to a serious offense.

Responsibilities of Parents:

- Make every effort to provide for the physical needs of the child.
- Teach the child to listen to school personnel and obey school rules.
- Be sure the child attends school daily. Report absences to the school promptly and provide written explanations for absences and tardies.
- Encourage and lead the child to develop proper study habits at home.
- Participate in meaningful parent-teacher conferences to discuss the child's school progress and welfare.
- Teach the child respect for the law, for the authority of the school, and for the rights and property of others.
- Keep informed about school policies and the academic requirements of school programs.
- Participate in school-related organizations.
- Be sure the child is in compliance with the student dress code at all school and school-related activities.
- Discuss the report cards and school assignments with the child.
- Bring to the attention of school authorities any learning problem or condition that may relate to the child's education.
- Maintain up-to-date home, work and emergency telephone numbers and other pertinent information at the school.
- Cooperate with school staff.

Responsibilities of Teachers:

- Guide learning activities so students learn to think and reason, assume responsibility for their actions and respect the rights of others.
- Be fair, firm and consistent in enforcing school rules on school property and at all school functions.
- Demonstrate, by word and personal example, respect for law and order and self-discipline.
- Inform parents regarding student achievement and behavior, and consult with parents whenever needed.
- Comply with district and school policies, rules, regulations and directives.
- Use and strive to perfect discipline management techniques developed in the student handbook.
- Maintain an orderly classroom atmosphere conducive to learning.
- Plan and conduct a program of instruction that is of optimum benefit to each student.
- Provide recognition of each student's success and achievement.
- Ensure good student discipline by being in regular attendance and on time.
- Be prepared to perform teaching duties with appropriate preparation, assignments and resource materials.
- Meet the standards of teaching performance established by the district.

- Establish rapport and an effective working relationship with parents, students and other staff members.
- Teach students to develop and practice self-discipline.
- Serve as appropriate role models for students, in accordance with the standards of the teaching profession.

Responsibilities of Administrators:

- Implement policies, rules and regulations that facilitate an atmosphere conducive to good behavior and learning.
- Provide the necessary trained and dedicated leadership, personnel, equipment and materials to assure a quality education for every student.
- Encourage regular parent communication with the school, including participation in required parent-teacher conferences.
- Provide for the safety of the students and the staff.
- Organize school schedules and teaching assignments and require effective classroom management and instruction.
- Be fair, firm and consistent in all decisions affecting students, parents and staff.
- Maintain open lines of communication between school and home.
- Seek positive parent and community involvement in the operation of the school and in the education of the children.
- Respond to discipline problems referred to them by teachers.
- Promote effective staff training and discipline of all students.
- Assume responsibility and instructional leadership for discipline.
- Provide appropriate assistance to students in learning self-discipline.
- Serve as appropriate role models for the students on their campus in accordance with the standards of the profession.

GENERAL GUIDELINES FOR ASSESSING DISCIPLINE PENALTIES

When imposing discipline, school personnel shall adhere to the following general guidelines:

1. Discipline shall be administered when necessary to protect students, school employees or property and maintain essential order and discipline.
2. The minimum consequence for misconduct will be a verbal warning and/or reprimand. The maximum consequence is expulsion.
3. Students shall be treated fairly and equitably. Discipline shall be based on a careful assessment of the circumstances of each case. Factors to consider shall include:
 - The seriousness of the offense.
 - The student's age.
 - The frequency of misconduct.
 - The student's attitude.
 - The potential effect of the misconduct on the school environment.

The school district reserves the right to provide consequences for behavior, which is not conducive to good order and discipline in the schools, even though such behavior is not specified in the rules.

Management of discipline infractions includes provisions for prevention, intervention and conflict resolution. These provisions shall include but are not limited to the following educational and social programs which help student develop skills enabling them to resolve differences and conflicts between groups and programs designed to promote understanding positive communication and a greater utilization of a race relations specialist or human relations specialist to assist in the development inter-group skills. Services may include classroom guidance lessons, small groups and individual counseling. THE MINIMUM CONSEQUENCES SHALL BE A REPRIMAND AND THE MAXIMUM SHALL BE AN EXPULSION.

PROHIBITED BEHAVIOR

1. Disrespect for school employees and failing to comply with their reasonable directions or otherwise demonstrating insubordination;
2. Disruptive behavior that interferes with orderly school operations;
3. Willfully and intentionally assaulting or threatening to assault or physically abusing any student or school employee;
4. Possession of any weapon that can reasonably be considered capable of causing bodily harm to another individual;
5. Possession or use of tobacco in any form (including ecigs and vapes) on any property owned or leased by any public school;
6. Willfully or intentionally damaging, destroying, or stealing school property;
7. Possession of any paging device, beeper, or similar electronic communication devices, cell phones or watches with communication/social media capabilities, cameras, MP 3 players, Ipods, and other portable music devices on school campus during normal school hours (unless in silent mode in student's locker or backpack) unless specifically exempted by the administration for health or other compelling reasons;
8. Possession, selling, distributing, or being under the influence of an alcoholic beverage, any illegal drug, unauthorized inhalants, or the inappropriate use or sharing of prescription or over the counter drugs, or other intoxicants, or anything represented to be a drug;
9. Sharing, diverting, transferring, applying to others (such as needles or lancets), or in any way misusing medication or any medical supplies in their possession;
10. Inappropriate public display of affection;
11. Cheating, copying, or claiming another person's work to be his/her own;
12. Gambling;
13. Inappropriate student dress;
14. Use of vulgar, profane, or obscene language or gestures;
15. Truancy;
16. Excessive tardiness;
17. Engaging in behavior designed to taunt, degrade, or ridicule another person on

the basis of race, ethnicity, national origin, sex, sexual orientation, gender identity, or disability;

18. Possess, view, distribute or electronically transmit sexually explicit or vulgar images or representations, whether electronically, on a data storage device, or in hard copy form;
19. Hazing, or aiding in the hazing of another student;
20. Gangs or gang-related activities, including belonging to secret societies of any kind, are forbidden on school property. Gang insignias, clothing, "throwing signs" or other gestures associated with gangs are prohibited;
21. Sexual harassment;
22. Bullying;
23. Operating a vehicle on school grounds while using a wireless communication device; and
24. Theft of another individual's personal property.

The Board directs each school in the District to develop implementation regulations for prohibited student conduct consistent with applicable Board policy, State and Federal laws, and judicial decisions.

STUDENT DISCIPLINE

The Bauxite 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; and
- Going to and from school or a school activity.

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

The District's personnel policy committees shall annually review the district's student discipline policies, including State and District student discipline data, and may

recommend changes in the policies to the Bauxite School Board. The Board shall approve changes to student discipline policies. The District's student discipline policies shall be distributed to each student during the first week of school each year and to new students upon their enrollment. Each student's parent, legal guardian, , person having lawful control of the student, or person standing in loco parentis shall sign and return to the school an acknowledgement form documenting that they have received the policies.

The District shall develop and provide programs, measures, or alternative means and methods for continued student engagement and educational access during periods of suspension or expulsion.

The superintendent is authorized to modify the penalties set forth in the District's student discipline policies on a case-by-case basis.

It is required by law that the principal or the person in charge report to the police any incidents the person has personal knowledge of or received information leading to a reasonable belief that a person has committed or threatened to commit an act of violence or any crime involving a deadly weapon on school property or while under school supervision. If the person making the report is not the Superintendent, that person shall also inform the Superintendent of the incident. Additionally, the principal shall inform any school employee or other person who initially reported the incident that a report has been made to the appropriate law enforcement agency. The Superintendent or designee shall inform the Board of Directors of any such report made to law enforcement.

The superintendent shall make a report annually to the Board of Directors on student discipline data, which shall include, without limitation: the number of incidents of bullying reported and the actions taken regarding the reported incidents of bullying.

DRESS CODE & APPEARANCE

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

- Students should dress in appropriate attire. General appearance shall be neat and clean and conducive to learning. **Any clothing or hair coloring, which could cause harm to the student's health or prove to be unsafe or cause interference with work in school activities will be prohibited.**
- Conventional shoes or sandals must be worn at all times (**no cleats or house-shoes**). **No shoes with wheels are allowed at school at any time.**

NOTE:

DURING P.E. ONLY TENNIS SHOES ARE ALLOWED ON THE GYM FLOOR. NO SANDALS OR OPEN-TOED SHOES WILL BE ALLOWED DURING P.E. DRESS APPROPRIATELY FOR PHYSICAL ACTIVITY.

- Students may not wear any clothing that displays inappropriate messages or obscenities, promotes the use of alcohol, drugs or tobacco, shows disrespect for others, presents double messages, or promotes violence.
- Spandex or short shorts, half shirts or tops that do not cover the midriff or jeans with holes above the thigh may not be worn on campus.
- Tank tops should have straps that ARE AT LEAST TWO INCHES WIDE.
- Shorts and dresses should be an appropriate length. (A good rule for determining whether the length of shorts or skirts is appropriate or not - Take a dollar bill and place long ways at the hemline of the shorts or skirts, the dollar bill should hit at the top of the knee in order for the shorts or skirts to be of appropriate length.)
- A student shall not wear or display emblems, insignia, badges, or other symbols if the message is intended to mock, ridicule, or otherwise demean or provoke others because of race, religion, national origin, or individual views. Hoods are not allowed worn on the head at any time in the building.
- No caps, hats, visors, or bandanas may be worn in the building. Winter apparel such as toboggans and earmuffs may be worn at the appropriate time but not inside the building.
- No hair paint may be worn at school.

If it is evident the student's wearing apparel is not acceptable, the student will have to change as soon as possible.

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

BULLYING

"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;

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

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

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

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

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

1. Building a fake profile or website of the employee;
2. Posting or encouraging others to post on the Internet private, personal, or sexual information pertaining to a school employee;
3. Posting an original or edited image of the school employee on the Internet;

4. 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;
5. Making repeated, continuing, or sustained electronic communications, including electronic mail or transmission, to a school employee;
6. 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;
7. Signing up a school employee for a pornographic Internet site; or
8. 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.

“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.

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.

Students are encouraged to report behavior they consider to be bullying, including a

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

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

A building principal, or designee, who receives a credible report or complaint of bullying shall:

1. As soon as reasonably practicable, but by no later than the end of the school day following the receipt of the credible report of bullying;
2. Report to a parent, legal guardian, person having lawful control of a student, or person standing in loco parentis of a student that their student is the victim in a credible report of bullying; and
3. Prepare a written report of the alleged incident of bullying;
4. Promptly investigate the credible report or complaint of bullying, which shall be completed by no later than the fifth (5th) school day following the completion of the written report.
5. Notify within five (5) days following the completion of the investigation the parent, legal guardian, person having lawful control of a student, or person standing in loco parentis of a student who was the alleged victim in a credible report of bullying whether the investigation found the credible report or complaint of bullying to be true and the availability of counseling and other intervention services.
6. Notify within five (5) days following the completion of the investigation the parent, legal guardian, person having lawful control of the student, or person acting in loco parentis of the student who is alleged to have been the perpetrator of the incident of bullying:
 - a. That a credible report or complaint of bullying against their student exists;
 - b. Whether the investigation found the credible report or complaint of bullying to be true;
 - c. Whether action was taken against their student upon the conclusion of the investigation of the alleged incident of bullying; and
 - d. Information regarding the reporting of another alleged incident of bullying, including potential consequences of continued incidents of bullying;
7. Make a written record of the investigation, which shall include:
 - a. A detailed description of the alleged incident of bullying, including without limitation a detailed summary of the statements from all material witnesses to the alleged incident of bullying;
 - b. Any action taken as a result of the investigation; and

8. Discuss, as appropriate, the availability of counseling and other intervention services with students involved in the incident of bullying.

Students found to be in violation of this policy shall be subject to disciplinary action up to and including expulsion. In determining the appropriate disciplinary action, consideration may be given to other violations of the student handbook which may have simultaneously occurred.¹ In addition to any disciplinary actions, the District shall take appropriate steps to remedy the effects resulting from bullying.

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.² Parents, legal guardians, person having lawful control of a student, persons standing in loco parentis, students, school volunteers, and employees shall be given copies of the notice annually.³

The superintendent shall make a report annually to the Board of Directors on student discipline data, which shall include, without limitation, the number of incidents of bullying reported and the actions taken regarding the reported incidents of bullying.

POSSESSION AND USE OF CELL PHONES AND OTHER ELECTRONIC DEVICES

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 unless specifically permitted by a student's Individualized Education Program (IEP) or individual health plan,(1), this means that when a student is taking an AESSA 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 record audio or video or to take photographs in areas where a general expectation of personal exists, including but not limited to locker rooms and bathrooms;
5. Creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction of oneself or another person.

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

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

A parent shall obtain approval from the student's building principal before operating a student-tracking safety device at school or at a school-sponsored event if the device has recording or listen-in capability. The District requires the device's recording and listen-in technology to be disabled while the device is on the campus or at the school-sponsored event because of student privacy concerns. The District prohibits unauthorized audio or visual recordings or transmission of audio or images of other students. The student's parent shall agree in writing to the requirement for the device's recording and listening-in technology to be disabled and that the District may prohibit future use of the device on campus or at a school sponsored activity if it is determined that the device's recording or listening-in capabilities were used in violation of this policy before the student safety tracking device may be on campus or at a school sponsored event.

The student and/or the student's parents or guardians expressly assume any risk associated with students owning or possessing electronic devices. Students misusing electronic devices shall have them confiscated. Confiscated devices may be picked up at the school's administration office by the student's parents or guardians. Students have no right of privacy as to the content contained on any electronic devices that have been confiscated.^{(2) 3} A search of a confiscated device shall meet the reasonable individualized suspicion requirements of Policy 4.32—SEARCH, SEIZURE, AND INTERROGATIONS.

Students who use 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 communications 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(5).

DISRUPTION OF SCHOOL

No student shall by the use of violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or any other conduct, intentionally cause the disruption of any lawful mission, process, or function of the school, or engage in any such conduct for the purpose of causing disruption or obstruction of any lawful mission, process, or function. Nor shall any student encourage any other student to engage in such activities.

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

DRUGS AND ALCOHOL

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 Bauxite School District shall possess, attempt to possess, consume, use, distribute, sell, attempt to sell, 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 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.

The sale, distribution, or attempted sale or distribution of over-the-counter (OTC) medications, dietary supplement or other perceived health remedy not regulated by the US Food and Drug Administration, or prescription drugs is prohibited. The possession or use of OTC medications, dietary supplement or other perceived health remedy not regulated by the US Food and Drug Administration, or prescription drugs is prohibited

except as permitted under Policy 4.35—STUDENT MEDICATIONS

GANGS AND GANG ACTIVITY

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

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

- Wearing or possessing any clothing, bandanas, jewelry, symbol, or other sign
- Engaging in any verbal or nonverbal act such as throwing signs, gestures, or handshakes representative of membership in any gang;
- Recruiting, soliciting, or encouraging any person through duress or intimidation to become or remain a member of any gang; and/or
- Extorting payment from any individual in return for protection from harm from any gang.
- Students found to be in violation of this policy shall be subject to disciplinary action up to and including expulsion.

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

STUDENT ASSAULT OR BATTERY

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

Furthermore, it is unlawful, during regular school hours, and in a place where a public school employee is required to be in the course of his or her duties, for any person to address a public school employee using language which, in its common acceptance, is calculated to:

1. Cause a breach of the peace;
2. Materially and substantially interfere with the operation of the school; or
3. Arouse the person to whom it is addressed to anger, to the extent likely to cause imminent retaliation.

Students guilty of such an offense may be subject to legal proceedings in addition to any student disciplinary measures.

TOBACCO AND TOBACCO PRODUCTS

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

WEAPONS AND DANGEROUS INSTRUMENTS

“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 on the student’s body or in an area under the student’s control.

“Weapon” means any:

- Firearm;
- Knife;
- Razor;
- Ice pick;
- Dirk;
- Box cutter;
- Nunchucks;
- Pepper spray, mace, or other noxious spray;
- Explosive;
- Taser or other instrument that uses electrical current to cause neuromuscular incapacitation; or
- Any other instrument or substance capable of causing bodily harm.

No student, except for Military personnel (such as ROTC cadets) acting in the course of their official duties or as otherwise expressly permitted by this policy, shall possess a weapon, display what appears to be a weapon, or threaten to use a weapon before or after school while:

- In a school building;
- On or about school property;
- At any school sponsored activity or event;
- On route to or from school or any school sponsored activity; or
- Off the school grounds at any school bus stop.

If a student discovers prior to any questioning or search by any school personnel that he/she has accidentally brought a weapon, other than a firearm, to school on his/her person, in a book bag/purse, or in his/her vehicle on school grounds, and the student informs the principal or a staff person immediately, the student will not be considered to

be in possession of a weapon unless it is a firearm. The weapon shall be confiscated and held in the office until such time as the student's parent/legal guardian shall pick up the weapon from the school's office. Repeated offenses are unacceptable and shall be grounds for disciplinary action against the student as otherwise provided for in this policy.

Except as permitted in this policy, students found to be in possession on the school campus of a firearm shall be recommended for expulsion for a period of one (1) year. The superintendent shall have the discretion to modify such expulsion recommendation for a student on a case-by-case basis.¹

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.² Parents or legal guardians shall sign a statement acknowledging that they have read and understand said laws prior to readmitting the student. Parents or legal guardians of a student enrolling from another school after the expiration of an expulsion period for a firearm policy violation shall also be given a copy of the current laws regarding the possibility of parental responsibility for allowing a child to possess a firearm on school property. The parents or legal guardians shall sign a statement acknowledging that they have read and understand said laws prior to the student being enrolled in school.

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

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

LAWS RELATING TO STUDENT DISCIPLINE AND CONDUCT

Act 888 of 1995 – Violent Acts on School Property

Whenever the principal, or other person in charge of a public school has direct knowledge, or has received information leading to a reasonable belief that a student enrolled in the public school has committed a felony on school property, or while under school supervision, or has committed any other violent criminal act against a teacher, school employee or student, the principal, or the person in charge, shall immediately report the incident to the appropriate local law enforcement agency for investigation and to the appropriate school district for resolution.

Act 125 of 1979 – Abusing or Insulting Public School Teachers

Any person who shall abuse or insult a public school teacher while such teacher is performing normal and regular or assigned school responsibilities shall be guilty of a misdemeanor and, upon conviction, shall be liable to a fine of not less than one hundred dollars (\$100.00) nor more than one thousand five hundred dollars (\$1,500.00).

Act 1408 – Possession of Hand-held Laser Pointers by Minors

It is unlawful for a person under eighteen years of age to possess a hand-held laser pointer without the supervision of a parent, guardian or teacher. The hand-held laser pointer shall be seized by the law enforcement officer as contraband.

Act 570 of 1999

Every parent, guardian, or other person residing within the State of Arkansas having custody or charge of any child or children age five (5) through seventeen (17) years on August 1st of that year, both inclusive, shall enroll and send the child or children to a public, private, or parochial school or provide home school for the child or children as described in 6-15-501 et. seq. Any parent, guardian, or other person residing within the State and having custody or charge of any child or children may elect for the child or children not to attend kindergarten if the child or children will not be age six (6) on September 1st of that particular school year. If such an election is made, the parent, guardian, or other person having custody or charge of the child must file a signed kindergarten waiver form with the local district administrative office. Such form shall be prescribed by regulation of the State Department of Education. On filing the kindergarten waiver form, the child or children shall not be required to attend kindergarten in that school year.

Act 876 of 1991

The Board of Directors of each school district in the State shall adopt a student attendance activity free time and a suitable place for the student to do written homework.

Individual grade levels will develop homework policies that are age appropriate. Parents will sign a copy of their child's homework policy at the beginning of the school

If a student fails to turn in two or more homework assignments, then a phone call will be made to the parent either at home or at work. The purpose is to increase the communication between the parents and the school and make sure that the parent is aware of what the child should be doing.

Whenever homework is given, it should be based on one or more of the following purposes:

1. Reinforce the concepts taught in class and/or lesson preparation.
2. Manage learning time away from the school setting.
3. Involve other adults in helping students learn.

4. Inform the parents of the learning activities provided during the school day.
5. Develop independent study habits, skills and responsibilities.

Act 1108 of 1997 – Sexual Harassment

Students that sexually harass other students, teachers, or other staff personnel will be sent to the principal's office for disciplinary action.

Act 567 of 1995 – Gun Free School

Whenever a school official discovers any gun or other firearm in any school owned property assigned to the use of an identifiable student, that student shall be expelled for a period of not less than one (1) year. However, the superintendent shall have the discretion to modify such expulsion requirements for a student on a case-by-case basis. In the event that prosecution by local authorities is pursued, the gun or other firearm shall be released to the local prosecution authorities to be used as evidence in court and shall be legally admissible in any court in this state.

Act 1149 of 1999- Parent Knowledge of Student Having an Illegal Firearm

When a parent of a minor knows that the minor is in illegal possession of a firearm in or upon the premises of a public or private school, in or on the school's athletic stadium or other facility or building where school sponsored events are conducted, or public park, playground or civic center, and the parent or guardian fails to prevent the possession or fails to report the possession to the appropriate school or law enforcement officials, the parent shall be guilty of a Class B misdemeanor.

Act 1150 of 1999 – Parental Acknowledgement of Student Access to Firearms

Parents, guardians, or other persons in loco parentis of an expelled student must sign a statement acknowledging that the parents have read and understand current laws regarding the possibility of parental responsibility for allowing a child to possess a weapon on school property. The statement shall be signed by the parents, guardians or other persons in loco parentis prior to readmitting a student or enrolling a student in any public school immediately after the expiration of an expulsion period.

Act 681 of 2003 – Bullying, Hazing, Continued Teasing or Taunting of another Student

Hazing is defined as (1) abusive or humiliating tricks and ridicule, or (2) to harass with unnecessary or disagreeable tasks. A bully is a blustering, browbeating person, one who is habitually cruel to others who are weaker. This action against others will not be tolerated. Bullying is prohibited while on school property, at school-sponsored activities and on school buses and at bus stops. Provoking someone by goading or pushing him or her to do something that violates school policy is prohibited. Students who are subjected to or who witness hazing or bullying should report the incident to a teacher or the principal. Additional copies of this policy are available upon request.

Act 706 of 1997 – Assaulting or Threatening to Assault Others

Willfully and intentionally assaulting or threatening to assault or abuse any student or

teacher, principal, superintendent, or other employee of a school system will result in disciplinary action.

Act 1520 of 1999—Responsibility of Principal to Report Threats and Acts of Violence

The principal must report (to law enforcement) all threats of violence or acts of violence on school property.

Act 1281 of 1999 – Class Removal of Student

Note and advisement: This policy is adopted by the Board of Directors in order to bring the District into compliance with ADE the Division of Elementary and Secondary Education rules concerning student discipline, and to incorporate the provisions of A.C.A. § 6-18-511. However, teachers should be aware that federal law governing a student's Individual Education Program (IEP) or 504 plan, or status as an individual with a disability will supersede Arkansas law. In many cases, removing a student from a classroom due to behavioral problems, will violate a student's IEP, violate a student's 504 plan, or constitute discrimination against the student due to a disability that affects the student's ability to conform his or her behavior. Teachers have been successfully sued for IEP and 504 plan violations in other jurisdictions, and teachers need to understand that violating a student's rights is outside of the scope of his or her employment, and no insurance is available or provided by the school district for either legal defense or to pay a money judgment. Teachers who rely on this law and this policy to exclude a student with special needs or a disability are assuming a grave personal risk.

A teacher may remove a student from class whose behavior the teacher has documented to be repeatedly interfering with the teacher's ability to teach the students in the class or whose behavior is so unruly, disruptive or abusive that it interferes with the ability of the student's other classmates to learn. Students who have been removed from their classroom by a teacher shall be sent to the principal's or principal's designee's office for appropriate discipline.

The teacher's principal or the principal's designee may:

1. Place the student into another appropriate classroom;
2. Place the student into in-school suspension;
3. Place the student into the District's alternative learning environment in accordance with Policy 5.26—ALTERNATIVE LEARNING ENVIRONMENTS;
4. Return the student to the class; or
5. Take other appropriate action consistent with the District's student discipline policies and state and federal law.

If a teacher removes a student from class two (2) times during any nine-week grading period, the principal or the principal's designee may not return the student to the teacher's class unless a conference has been held for the purpose of determining the cause of the problem and possible solutions. The conference is to be held with the

following individuals present:

1. The principal or the principal's designee;
2. The teacher;
3. The school counselor;
4. The parents, legal guardians, persons having lawful control of the student, or persons standing in loco parentis; and
5. The student, if appropriate.

However, the failure of the parents, legal guardians, persons having lawful control of the student, or persons standing in loco parentis to attend the conference does not prevent any action from being taken as a result of the conference.

LASER POINTERS

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

VIDEO SURVEILLANCE

The board has a responsibility to maintain discipline, protect the safety, security, and welfare of its students, staff, and visitors while at the same time safeguarding district facilities, vehicles, and equipment. As part of fulfilling this responsibility, the board authorizes the use of video/audio surveillance cameras. The placement of video/audio surveillance cameras shall be based on the presumption and belief that students, staff and visitors have no reasonable expectation of privacy anywhere on or near school property, facilities, vehicles, or equipment, with the exception of places such as restrooms or dressing areas where an expectation of privacy is reasonable and customary.

Signs shall be posted on 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 that 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.

INAPPROPRIATE CAFETERIA CONDUCT

Students are expected to conduct themselves in the cafeteria as outlined on page 19, Student Conduct, Discipline and Consequences.

Students are expected to do the following during lunch in the cafeteria.

- Enter the cafeteria quietly and follow cafeteria procedures
- Walk at all times
- Keep hands, feet & objects to self
- Students bringing lunch – walk to your table
- Students buying lunch – stand in line quietly
- Keep silent in serving zone and wait your turn
- Give your attention to lunch line personnel
- Focus on eating first and eat your own food
- Use table manners and speak in a soft voice
- Talk only to those across and next to you
- Respond to aide’s signal for quiet or silence
- Respect others’ personal space
- Clean up after yourself
- Raise hand for permission to be excused
- Walk directly to the tray return area
- Pick up any dropped food and place in the trash can carefully
- Line up/walk in single file out of the cafeteria

CAFETERIA PROCEDURES

Green cup: soft voice talking

Yellow cup: whisper talk

Red cup: no talking

Each class will begin lunch with a green cup on the table indicating students may talk softly. If the noise level increases at a table, a staff member will place a yellow cup on the table at each end of that table to indicate that students are “too loud.” Students at that table must use a whisper voice only. After 5 minutes of whisper talk, the green cup is returned and students may talk softly. If noise level increases again, a red cup is placed on the table to indicate no talking. After 5 minutes of no talking, the yellow cup is put on the table and students may whisper talk. If noise level at that table increases beyond whisper talk, the red cup is returned to the table and there is no talking at that table for the remainder of lunch.

INAPPROPRIATE BEHAVIOR	CONSEQUENCE
1 st offense	Warning
2 nd offense	15 minutes reduced Physical Activity Time

If behavior continues	Loss of Physical Activity Time; removal to separate table
If behavior continues	Detention Hall the following day
If behavior continues	Referral to Principal's Office

Students who do not follow procedures will receive a warning before a consequence is given. Loss of Physical Activity Time will be taken in 15-minute increments for students who do not follow procedures. Individual students not following cafeteria procedures will be removed to a separate table for the remainder of the lunch period. When Physical Activity Time is lost students will spend that time in an alternative form of activity. If behavior continues, detention hall will be assigned to serve the following day. Continued inappropriate behavior will result in referral to the principal's office.

LEVEL 1 OFFENSES

Level 1 offenses include those that would not normally involve decisions regarding assignment to an alternative education program or expulsion. The offenses may include but are not limited to:

- Any disruptive conduct including running, sleeping or talking in class
- Cafeteria disturbance
- Causing excessive, loud or unnecessary noise
- Cheating or copying off of another student's work
- Chewing gum
- Class cutting
- Disturbing class
- Dress code violations
- Eating or drinking during class
- Exhibiting disrespect or directing profanity, vulgar language or obscene gestures toward other students or school personnel
- Failure to bring appropriate materials to class
- Inappropriate physical contact disruptive to other students or the school environment including pushing, shoving or scuffling with another student
- Littering
- Minor property damage under twenty dollars
- Possession of radios, CDs, CD players, tape players, toys, or video games during school hours; includes spinners, fidget devices, trading cards, pokemon cards, etc)
- Refusal to participate in classroom activities
- Throwing food
- Throwing objects (i.e. spitballs, paper or other items)
- Verbal abuse (name calling, ethnic or racial slurs or derogatory statements addressed to others, that precipitate substantial disruption of the school program or incite violence)
- Violations of classroom or safety rules
- Engaging in any conduct that disrupts the school environment or educational process

Level 1 Disciplinary Consequences

Minimum

- Verbal correction/reprimand
- Administrator/teacher/student/parent conference
- Behavior contracts
- Cooling off
- Classroom “time out”
- Detention
- Grade of zero (for copying/cheating)
- Parent contact
- Restitution/restoration
- Special assignments/work detail that emphasize the need for following rules and regulations
- Student/counselor conference
- Withdrawal of privileges (classroom, co-curricular, extracurricular)
- Corporal punishment
- In-school suspension

Maximum - Saturday School

LEVEL 2 OFFENSES

Level 2 offenses include but are not limited to:

- Abusive language
- Aggressive, disruptive action or group demonstration that substantially disrupts or materially interferes with school activities
- Criminal mischief under twenty dollars
- Fighting
- Harassment of students or school personnel
- Insubordination towards school personnel
- Leaving school without permission
- Possession of laser lights or paging device
- Possession/usage of cell phone or watch with communication/social media capabilities
- Possession or use of any tobacco products
- Posting or distributing unauthorized material
- Theft under twenty dollars
- Threats towards other students or school personnel
- Truancy
- Vandalism of school property, of other student’s property or property belonging to school personnel

Level 2 Disciplinary Consequences

Minimum

- Verbal correction/reprimand
- Administrator/parent/student conference
- Alternative education program
- Confiscation of prohibited items
- Cooling off period
- Corporal punishment
- Detention
- Exclusion from extracurricular and co-curricular activities
- In-school suspension
- Parent/student/counselor conference
- Referral to local law enforcement
- Restitution/restoration
- Saturday School
- Suspension
- Teacher/parent/student conference
- Teacher/student conference
- Work detail

Maximum - Expulsion

LEVEL 3 OFFENSES

Level 3 offenses include but are not limited to:

- Assaults on students or school personnel
- Bullying
- Bomb threats
- Drug and Alcohol violations
- Extortion, coercion or blackmail of other students or school personnel
- False alarms
- False reports to a peace officer
- Gang related activity
- Immoral or indecent conduct toward other students or school personnel
- Joining of or solicitation into any gangs, fraternities, sororities or secret societies
- Sexual Harassment
- Threats (verbal and non-verbal)
- Making play weapons, pretend weapons or gesture shootings
- Weapons
- Fireworks, throw poppers, pull string poppers

Level 3 Disciplinary Consequences

Minimum

- Contact parents
- Alternative education program
- Contact law enforcement agency
- Contact parents
- Corporal punishment

- Detention
- Disciplinary reassignment
- In-school suspension
- Removal from extracurricular/co-curricular activities
- Restitution/restoration
- Suspension
- Work detail

Maximum – Expulsion

Drug and Alcohol Policy

Drug and alcohol violations (** Police notified, parents contacted)

Use, sale, or possession of alcohol**

- In school suspension – 5 days
- Out of school suspension – 5 days/10 days
- Expulsion

Use, sale, or providing illegal drugs**

- Out of school suspension – 10 days
- Expulsion

Possession of drug paraphernalia**

- Parent contact
- In school suspension – up to 3 days
- Suspension – 5 to 10 days

Possession of personal prescription drugs

- Parent contact
- In school suspension – up to 3 days

Providing over the counter or prescription drugs to others

- Out of school suspension – 3 to 10 days
- Expulsion

Weapon Policy – Police and/or parents will be contacted

Minimum consequence for weapon violations - Suspension

Handguns

- Expulsion

Other weapons

- Up to 10 day suspension
- Expulsion

Pocket knife possession (blade less than 3 ½ inches & used as a weapon)

- In school suspension – 1 to 3 days
- Out of school suspension – 3 to 5 days
- Expulsion

Use of legitimate tools or other articles as a weapon (pens, pencils, forks, etc.)

- Out of school suspension – 3 to 10 days
- Expulsion

Maximum consequence for weapon violations - Expulsion

DUE PROCESS

A student will be informed of the offense, given an opportunity to explain the behavior, evidence against him/her presented (if denied) and given an opportunity to tell his/her side before disciplinary action is taken. If the discipline imposed is suspension lasting more than 10 days or if the superintendent recommends that the student be expelled from school, the student has the additional due process right to a hearing before the school board. The student or his parent may also choose to be represented by an attorney or another person.

Students and staff require a safe and orderly learning environment that is conducive to high student achievement. Certain student behaviors are unacceptable in such an environment and are hereby prohibited by the Board.

SEARCH, SEIZURE, AND INTERROGATIONS

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.¹ School authorities may seize evidence found in the search and disciplinary action may be taken. Evidence found which appears to be in violation of the law shall be reported to the appropriate authority.

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

student and the nature of the infraction.

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

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

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

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

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

EXCLUSION

Exclusion is prohibition of an identified Special Education student from entering the school or school grounds (except for a prearranged conference or homebound instruction with a Special Education teacher) until the end of the semester or the end of the current school year depending on the severity of the offense. This action shall be taken by the Board of Education only.

In case of an identified Special Education student, the same due process procedures used for expulsion would be used for the exclusion of the student with the following additional steps:

- The principal will notify the Special Education supervisor at the same time that the superintendent is notified.
- The supervisor must then convene a programming committee conference. This committee must review the student's placement in light of the offense. The committee will then recommend the appropriate educational placement for the School Board to consider at the board meeting.

CORPORAL PUNISHMENT

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

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

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

Corporal punishment shall not be used as a form of discipline for a student who is intellectually disabled, non-ambulatory, non-verbal, or autistic.

DETENTION

Disruptive students may be assigned time in detention during recess. Detention room is staffed with teachers. If a student talks or disrupts in any manner in the detention room, he or she will be assigned an extra detention or a more severe consequence. After the 6th DH each nine weeks, the student will be assigned ISS for the next offense.

IN-SCHOOL SUSPENSION CLASSROOM

The in-school suspension classroom is a structured group setting that may be used before suspension. The student will complete his or her regular academic work while in this class. A student may receive 2 days of suspension to the ISS room during a nine-week period. If a student receives a third suspension, it may be an OUT OF SCHOOL suspension. The parent or guardian will be notified as soon as possible when a student attends ISS.

- Student does academic work in silence.
- Student does not participate in recess or lunch (i.e. Eats alone and is escorted to bathroom).
- If student disrupts in ISS he/she earns more severe consequences.
- ISS students may be assigned one hour to pick up trash or clean campus. The ISS supervisor monitors the activity.

SUSPENSION FROM SCHOOL

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

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

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

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

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

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

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

1. The student shall be given written notice or advised orally of the charges against him/her;
2. If the student denies the charges, he/she shall be given an explanation of the evidence against him/her and be allowed to present his/her version of the facts; and
3. If the principal finds the student guilty of misconduct, he/she may be suspended.

When possible, notice of the suspension, its duration, and any stipulations for the student's re-admittance to class will be given to the parent(s), legal guardian(s), person(s) with lawful control of the student, person(s) standing in loco parentis, or to the student if age 18 or older prior to the suspension. Such notice shall be handed to the parent(s), legal guardian(s), person(s) having lawful control of the student, person(s) standing in loco parentis, or to the student if age 18 or older or mailed to the last address reflected in the records of the school district. Generally, notice and hearing should precede the student's removal from school, but if prior notice and hearing are not feasible, as where the student's presence endangers persons or property or threatens disruption of the academic process, thus justifying immediate removal from school, the necessary notice and hearing should follow as soon as practicable.

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

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

The District shall keep a log of contacts attempted and made to the parent, legal guardian, person having lawful control of the student, or person standing in loco parentis.

The District shall establish programs, measures, or alternative means and methods to continue student engagement and access to education during a student's period of OSS.

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

During the period of their suspension, students serving in-school suspension shall not attend or participate in any school-sponsored activities during the imposed suspensions.³

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.

EXPULSION

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

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

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

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

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

The hearing shall be conducted not later than ten (10) school days following the date of the notice, except that representatives of the Board and student may agree in writing to a date not conforming to this limitation. The President of the Board, Board attorney, or other designated Board member shall preside at the hearing. The student may choose to be represented by legal counsel. Legal counsel also may represent both the district administration and School Board. The hearing shall be conducted in open session of the Board unless the parent, legal guardian, person having lawful control of the student, person standing in loco parentis, or student if age eighteen (18) or older, requests that the hearing be conducted in executive session. Any action taken by the Board shall be in open session. During the hearing, the Superintendent, or designee, or representative will present evidence, including the calling of witnesses that gave rise to the recommendation of expulsion. The student, or his/her representative, may then present evidence including statements from persons with personal knowledge of the events or circumstances relevant to the charges against the student. Formal cross-examination

will not be permitted. However, any member of the Board, the Superintendent, or designee, the student, or his/her representative may question anyone making a statement and/or the student. The presiding officer shall decide questions concerning the appropriateness or relevance of any questions asked during the hearing. Except as permitted by policy 4.22, the Superintendent shall recommend the expulsion of any student for a period of 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, legal guardians, persons having lawful control of a student, or persons standing in loco parentis 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, legal guardians, persons having lawful control of a student, or persons standing in loco parentis 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.

The District shall establish programs, measures, or alternative means and methods to continue student engagement and access to education during a student's period of expulsion. The District's program shall include offering an expelled student an opportunity for enrollment in digital learning courses or other alternative educational courses that result in the receipt of academic credit that is at least equal to credit the expelled student may have received from the District if the student had not been expelled.

HEALTH ISSUES

Hearing/vision screenings are conducted on all Kindergarten, 1st, 2nd, and 4th grade students under the direction of the school nurse. Parent/guardian will be notified of any suspected problems. Students in other grades may be referred by parent or teacher for screening if it is needed.

Arkansas School Infectious Disease Guidelines furnished by the Arkansas Department of Education will be utilized in the management of infectious diseases to reduce the risk of spreading diseases. Some common communicable diseases requiring exclusion from school until the period of communicability has passed or treatment has been established to render student non-communicable are: chickenpox, head lice, influenza, scabies, and streptococcal sore throat.

Students known to have chronic infectious diseases must be individually evaluated to determine if their behavior and/or physical condition pose a risk of spread of disease.

(Review team should consist of school nurse, attending physician, or local health authority and principal.) The student's right to privacy will be respected at all times.

IMMUNIZATION REGULATIONS

All student immunizations are to be in compliance with the State of Arkansas and Arkansas Board of Education requirements. Please contact the school nurse if you have questions. **Any student will be excluded from school if they have not complied with this immunization law within thirty (30) days of enrollment.** An exemption is possible on an annual basis for religious reasons from the Arkansas Department of Health.

Annually by December 1, the District shall create, maintain, and post to the District's website a report that includes the following for each disease requiring an immunization under this policy:

- The number of students in the District that were granted an exemption by the Department of Health from an immunization;
- The percentage of students in the District that were granted an exemption by the Department of Health from an immunization; and
- The percentage of a population that must receive an immunization for herd immunity to exist.

INJURED STUDENTS

- If, at any time, either in the school building or on the school campus a student is injured, the principal and/or other school personnel are directed to do what is expedient and safe for the injured student.
- If deemed necessary the school nurse will be notified.
- An accident report shall be filed providing details of the nature of the accident.
- The school assumes no financial responsibility for treatment.

STUDENT COMMUNICABLE DISEASES AND PARASITES

Students with communicable diseases or with human host parasites that are transmittable in a school environment shall demonstrate respect for other students by not attending school while they are capable of transmitting their condition to others. Students whom the school nurse determines are unwell or unfit for school attendance or who are believed to have a communicable disease or condition will be required to be picked up by their parent or guardian. Specific examples include, but are not limited to: Varicella (chicken pox), measles, scabies (From end of school day until first treatment), conjunctivitis (Pink Eye; bacterial or viral), impetigo, MRSA (Methicillin-resistant Staphylococcus aureus; can return back to school 24 hours after treatment), streptococcal and staphylococcal infections (strep throat, can return back to school 24 hours after treatment and fever free), ringworm,, mononucleosis, Hepatitis A, B, or C, mumps, vomiting (can return back to school 24 hours after vomiting stops), diarrhea,

and fever (100.4 F when taken orally; can return back to school 24 hours fever free without OTC medications)).¹ A student who has been sent home by the school nurse will be subsequently readmitted, at the discretion of the school nurse, when the student is no longer a transmission risk. In some instances, a letter from a health care provider may be required prior to the student being readmitted to the school.

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

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

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

This policy is adopted by the Bauxite Board of Education to promote a healthier environment and to decrease student absenteeism for all students in the Bauxite School System.

HEAD LICE POLICY

Attention to personal hygiene and cleanliness will eliminate or greatly reduce the occurrence of head lice in our schools. If a student in the Bauxite School System is found to have head lice, the following steps will be taken:

1. The student will be excused from school and parents will be contacted to check their child out of school.
2. Proof of treatment will be required (empty bottle and/or box or doctor's note are examples) for each separate incident of head lice and parent(s) must accompany the child upon their return to school.
3. The child's hair will be examined by the school nurse or designee upon their return to school. All nits must be removed from the hair before the student can be re-admitted to school.
4. All students in a classroom where head lice have been detected will be examined by the school nurse or designee. All siblings of a child who has contracted head lice will also be examined.

5. Parents of all students in affected classrooms will be notified and will be provided information on how to examine their children for head lice. A list of suggested treatment products will also be provided to assist parents.
6. One day excused absence will be allowed for treatment of head lice and one additional day may be granted by the principal/nurse if circumstances warrant an additional day's absence.
7. Repeated occurrences of head lice may result in a report to the Department of Human Services for suspected neglect or may become a truancy issue.

Upon returning to school, please accompany your child to the nurse's office. No student will be allowed to ride the bus until the headlice condition is resolved. Proof of treatment must be brought to the nurse's office. If nits are found $\frac{1}{4}$ " to scalp, your child will need to return back home and the absence will be unexcused.

Each school may conduct screenings of students for head lice as needed. The screenings shall be conducted in a manner that respects the confidentiality of each student. Emphasis will be placed on examinations for head lice at the beginning of the school year, before the Christmas holidays and before the spring holidays. Additional staff will be employed for these periods to insure that the school system is providing sufficient personnel to deal with this problem. Priority will be given to elementary students (grades K-5) but middle and high school students will not be excluded.

STUDENT ILLNESS/ACCIDENT

If a student becomes too ill to remain in class and/or could be contagious to other students, the principal or designee 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 end of the school day or until the parent/legal guardian can check the student 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 such contact shall not unreasonably delay the school's expeditious transport of the student to an appropriate medical care 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.

STUDENT MEDICATIONS

Prior to the administration of any medication, including any dietary supplement or other perceived health remedy not regulated by the US Food and Drug Administration, to any student under the age of eighteen (18), written parental consent is required. The consent form shall include authorization to administer the medication and relieve the Board and its employees of civil liability for damages or injuries resulting from the

administration of medication to students in accordance with this policy. All signed medication consent forms are to be maintained by the school nurse.

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

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

Students with an individualized health plan (IHP) may be given OTC medications to the extent giving such medications are included in the student's IHP.

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

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 disposed of by the school nurse in accordance with current law and rules.¹

Schedule II Medications

Option 1: The only Schedule II medications that shall be allowed to be brought to the school are methylphenidate (e.g. Ritalin or closely related medications as determined by the school nurse), dextroamphetamine (Dexedrine), and amphetamine sulfate (e.g. Adderall or closely related medications as determined by the school nurse).

For the student's safety, no student will be allowed to attend school if the student is currently taking any other Schedule II medication than permitted by this policy.³ Students who are taking Schedule II medications which are not allowed to be brought to school shall be eligible for homebound instruction if provided for in their IEP or 504 plans.

Option 2: Students taking Schedule II medications methylphenidate (e.g. Ritalin or closely related medications as determined by the school nurse), dextroamphetamine (Dexedrine), and amphetamine sulfate (e.g. Adderall or closely related medications as determined by the school nurse) shall be allowed to attend school.

Students taking Schedule II medications not included in the previous sentence¹³ shall be allowed to bring them to school under the provisions of this policy and shall be permitted to attend and participate in classes **only** to the extent the student's doctor has specifically authorized such attendance and participation.²⁵ A doctor's prescription for a student's Schedule II medication is **not** an authorization. Attendance authorization shall specifically state the degree and potential danger of physical exertion the student is permitted to undertake in the student's classes and extracurricular activities. Without a doctor's written authorization, a student taking Schedule II medications, other than those specifically authorized in this policy, shall **not** be eligible to attend classes, but shall be eligible for homebound instruction if provided for in their IEP or 504 plans.³⁴

Self-Administration of Medication

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.

Students may possess and use a topical sunscreen that is approved by the United States Food and Drug Administration for OTC use to avoid overexposure to the sun without written authorization from a parent, legal guardian, or healthcare professional while the student is on school property or at a school-related event or activity. The parent or guardian of a student may provide written documentation authorizing specifically named District employee(s), in addition to the school nurse, to assist a student in the application of sunscreen. The District employee(s) named in the parent or legal guardian's written authorization shall not be required to assist the student in the application of sunscreen.

Emergency Administration of Glucagon and Insulin

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

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

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

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

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

Emergency Administration of Epinephrine

The school nurse or other school employees designated by the school nurse as a care provider who have been trained¹⁶ and certified by a licensed physician may administer

an epinephrine auto-injector in emergency situations to students who have an IHP that provides for the administration of an epinephrine auto-injector in emergency situations.

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

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

The school nurse for each District school shall keep epinephrine auto-injectors on hand that are suitable for the students the school serves. The school nurse or other school employee designated by the school nurse as a care provider who has been trained¹⁶ and certified by a licensed physician may administer auto-injector epinephrine to those students who the school nurse, or other school employee certified to administer auto-injector epinephrine, in good faith professionally believes is having a life-threatening anaphylactic reaction.

Emergency Administration of Albuterol

The school nurse or other school employees designated by the school nurse as a care provider who have been trained and certified by a licensed physician, advanced practice registered nurse, or physician assistant may administer albuterol in emergency situations to students who have an IHP that provides for the administration of albuterol in emergency situations.

The parent of a student who has an authorizing IHP, or the student if over the age of eighteen (18), shall annually complete and sign a written consent form provided by the student's school nurse authorizing the nurse or other school employee(s) certified to administer albuterol to administer albuterol to the student when the employee believes the student is in perceived respiratory distress.

The school nurse for each District school shall keep albuterol on hand. The school nurse or other school employee designated by the school nurse as a care provider who has been trained and certified by a licensed physician, advanced practice registered nurse, or physician assistant may administer albuterol to those students

who the school nurse, or other school employee certified to administer albuterol, in good faith professionally believes is in perceived respiratory distress.

Emergency Administration of Anti-opioid

The school nurse for each District school shall keep anti-opioid injectors on hand. The school nurse, other school employee, volunteer, or student may administer anti-opioid in accordance with the District's procedures to a student who the school nurse, or other observer, in good faith believes is having an opioid overdose.

Nonprescription medications may be given to students upon the decision of the principal or the nurse or their designee(s). Such medications must be in the original container, clearly labeled and accompanied by a written authorization form signed by the parents or legal guardians that includes the student's name, the name of the medication, the dosage, and instructions for the administration of the medication (including times).

The following procedure is established to provide a safe and effective method for allowing students to take medications that must be taken during the school hours.

- All medication will be kept in a designated locked area, unless the student has completed the requirements for eligibility for self-administration for asthma inhalers and/or auto-injectable epinephrine (Act 2199 of 2005). Forms for self-medication eligibility may be obtained from the school nurse.
- Do not bring medication to school which needs to be given once daily or two/three times a day unless the physician specifically states a time during the school day for the medication to be given. Medication that can be taken at another time will not be administered during school hours.
- No medication will be given (OTC or prescription) prior to 9 a.m. or after 2 p.m. unless specified by a physician.
- The principal and/or school nurse will determine who will be responsible for administering the medication during the absence of the nurse.
- Parent must bring all medication to the nurse's office. Students are not allowed to transport any medications.
- A Medication Administration and Release Form **MUST** be completed and returned prior to the second day's administration at school. This form may be secured from the school nurse.
- Prescription medication **MUST** be in a current prescription bottle with the pharmacy label before the medication will be administered. Please let your pharmacists know that you need separate bottles for home and for school.
- Non-prescription medications **MUST** be in the original container that it was purchased in, labeled with the child's name on it, and directions for taking medication. If a child is to continue a non-prescription medication for more than 3 days, a doctor's statement on the necessity of the medication must be sent to school. Therefore, we ask you to only send enough medication for three (3)

days. Mixing of medications or dosages in anything other than original labeled container cannot be accepted or given.

- It will be the responsibility of the parent/guardian to inform the school of any changes in pertinent data.
- New medications will not be given unless a new form is completed.
- No sharing of prescription medications between siblings. Each student must have their own prescription bottle.
- **NO LOOSE PILLS IN BAGGIES OR ENVELOPES WILL BE ADMINISTERED**

IF YOUR CHILD IS MEDICAID ELIGIBLE THEN REIMBURSEMENT MAY BE SUBMITTED FOR VISION/HEARING SCREENING AND VARIOUS OTHER SCREENING CONDUCTED THROUGHOUT THE YEAR THAT IS MANDATED BY THE STATE. IF YOU OBJECT TO THESE REIMBURSEMENTS BEING MADE, YOU NEED TO CONTACT THE SCHOOL NURSE VIA WRITTEN FORM OR BY CALLING 501-557-5361 AND REQUEST TO SPEAK TO THE SCHOOL NURSE.

REPORTING CHILD ABUSE

It is the policy of the Bauxite School District to comply with the state's child abuse and neglect reporting laws and with the mandatory reporting section of those laws.

Any school official or employee who knows or has reasonable cause to suspect that a child has been subjected to abuse or neglect, or observes reasonable results of abuse or neglect, as defined by law shall immediately report or cause a report to be made to the Department of Human Services as required by law.

TRANSPORTATION

The District's Student Code of conduct applies to students while traveling to and from school or to and from a school activity to the same extent as if the students were on school grounds. Appropriate disciplinary actions may be taken against commuting students who violate the District's Student Code of Conduct.

The preceding paragraph also applies to student conduct while on school buses. Students shall be instructed in safe riding practices. The driver of a school bus shall not operate the school bus until every passenger is seated. In addition to other disciplinary measures provided for violations of the District's Student Code of Conduct, the student's bus transportation privileges may be suspended or terminated for violations of the Student Code of Conduct related to bus behavior.

Students are eligible to receive district bus transportation if they meet the following requirements.² 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.

CHANGE IN TRANSPORTATION

Notes are to be written and sent to your child's teacher if he/she is not to ride his/her assigned bus home. Email is not an acceptable method for making transportation changes. Please call the school office before 2:00 p.m. with any transportation changes.

IF YOU HAVE EMERGENCY TRANSPORTATION CHANGES, NOTIFY THE SCHOOL BY 2:00; otherwise, your child will follow his/her regular transportation procedure.

CAR RIDER PICK-UP

IMPORTANT SECURITY MEASURE FOR AFTERNOON CAR RIDERS

Today, more than ever, we are concerned with the safety of our students. In our continuing effort to keep your children safe, we have developed a security measure for afternoon car riders. Please help us in our efforts to keep your children safe.

You will receive two (2) ID strips from the office with your child's name and grade on them. In order to ensure the safety of your child, **we REQUIRE that you show these ID strips when picking up your children after school.**

When you are driving up to pick up your child, display the ID strip on the dashboard (we can read them through the windshield) on the passenger side of your vehicle.

Parents/Guardians are also responsible for retrieving these ID strips if issues warrant changes in who may pick up your child (custody changes, etc.)

If you are picking your child up from the building/porch, please have your ID strip to show the school official.

- Give the ID strips only to the persons that you allow to pick up your child after school.
- Keep these ID strips in your vehicles.
- You may request more ID strips by calling our office (557-5361).
- If you send someone to pick up your child who does NOT have an ID strip, this person will need to show ID / drivers' license and we will check with the office to see if they are allowed to pick up your child. Drivers will be asked to park and go to the office if there is any question.

Please understand that this is only for afternoon car riders. This does not affect check-out procedures during school hours. We appreciate your cooperation in this matter. Our concern is the same as yours...keeping all of our children safe. Feel free to call our office to request additional ID strips.

SCHOOL BUSES

School buses will be used only for school business, and are not to be rented out or used by any other organization. No effort should be made to stop at everyone's house; safety takes placement over convenience in selecting school bus stops. The responsibility for transportation of any nonresident student admitted to a school in this District shall be borne by the student or the student's parents. The District and the resident may enter into a written agreement with the student or student's parents to provide transportation to or from the District, or both.

Meeting the Bus:

1. Be at the bus stop before the bus is scheduled to arrive.
2. Before crossing the street to enter the bus, wait until the bus has come to a complete stop and the driver has given you directions
3. Respect the property rights of others while waiting for the bus. Don't litter or make unnecessary noise. Don't gather under carports, on porches, or on lawns without permission.
4. Stand back at least ten feet from the bus stop and do not approach the bus until it has come to a complete stop and the door is opened.

Entering or Leaving the Bus:

1. Enter and leave the bus quickly and in an orderly manner.
2. Do not enter or leave the school bus by the back door except in the case of an emergency or unless directed to do so by the driver.
3. If you must cross the street after leaving the bus in the afternoon, go to a point on the shoulder of the street ten feet in front of the bus and wait until the driver or student patrol has signaled you to cross.
4. If you drop any object (book, paper, pencil) while leaving the bus, do not attempt to retrieve the object until the bus has left the scene and the street is clear of other vehicles.
5. Get on and off the bus only at your stop.

Riding the Bus:

- Ride **ONLY** the bus to which you are assigned. Visitors **are not** allowed to ride buses unless permission is first obtained from the proper authorities.
- **Obey the instructions and directions of the driver. Students are under his/her supervision. The driver will submit a written report of all violations to the student's principal.**
- Do not distract the driver's attention or disturb other riders on the bus. This means students must remain reasonably quiet while on the bus.
- Remain seated while the bus is in motion or stopped except as the driver directs. (Act 1744)
- Legs and feet should not be in the aisle.
- Keep all books, lunches, coats, etc. **OUT** of the aisle of the bus.

- Knives, firearms, sharp objects, clubs, pets, or other animals are **NEVER** allowed on a school bus.
- Dress code for the bus is the same as the school dress code.
- When a student is suspended from the bus, he/she is not to ride any other school bus. Doing so will result in double the suspension.
- All students will be assigned a seat on the bus and will be responsible for that seat.
- **Floral arrangements and balloons cannot be taken on the bus. These items pose a safety hazard.**

Important Bus Regulations

Students riding buses other than the bus to which they are assigned by residence have caused overcrowding on some of our buses. Students will be allowed to ride **only the bus they are assigned by residence**. We will try to accommodate single family baby-sitting by friends not on the bus route to which the student is assigned, provided the student rides the same bus both morning and afternoon.

Activities NOT Permitted on the Bus

1. Eating, drinking, gum chewing
2. Use of any form of tobacco (prohibited by A.C.A. 20-27-703)
3. Scuffling, fighting
4. Standing while the bus is moving (Act 1744)
5. Yelling or cursing at anyone on the bus or outside the bus
6. Throwing paper or any other object on the floor of the bus or outside the windows
7. Putting hands, arms, or heads out of the windows
8. Tampering with any of the bus safety devices
9. Defacing any part of a bus by such action as writing or damaging seats. Damage to any bus equipment; such as seats, windows, etc., will be paid by the offender.
10. No radios, iPods, MP3 players, computers, telephones, cameras or other electronic devices are permitted on the bus.

Bus Disruptions

Because of safety concerns, bus driver directions must be followed without hesitation or argument. The driver may:

- Reprimand
- Warn
- Re-assign seat

Bus disruptions may result in an office referral: (A referral to the office will be done after driver has exhausted these measures). An office Referral may result in:

- Reprimand
- ISS, DH, corporal punishment
- Bus suspension
- Extended bus suspension
- Permanent removal from the bus

Transporting students to and from school who have lost their bus transportation privileges shall become the responsibility of the student's parent or legal guardian.

Alternative Learning Environment

The district shall have an alternative learning environment (ALE) which shall be part of an intervention program designed to provide guidance, counseling, and academic support to students who are experiencing emotional, social, or academic problems.

The superintendent or his/her designee shall appoint an Alternative Education Placement Team which shall have the responsibility of determining student placement in the ALE. The team should consist of at least a school counselor, the ALE director or principal, a parent or legal guardian, and a regular classroom teacher.

Students who are placed in the ALE shall exhibit at least two of the following characteristics:

- Disruptive behavior
- Drop out from school
- Personal or family problems or situations
- Recurring absenteeism
- Transition to or from residential programs

For the purposes of the ALE, personal or family problems or situations are conditions that negatively affect the student's academic and social progress. These may include, but are not limited to:

- Ongoing, persistent lack of attaining proficiency levels in literacy and mathematics
- Abuse: physical, mental, or sexual
- Frequent relocation of residency
- Homelessness
- Inadequate emotional support
- Mental/physical health problem
- Pregnancy
- Single parenting

The teachers and administrator of the ALE shall determine exit criteria for students assigned to the district's ALE on which to base the student's return to the regular school program of instruction.

The district's ALE program shall follow class size, staffing, curriculum, and expenditure requirements identified in the ADE Rules Governing the Distribution of Student Special Needs Funding and the Determination of Allowable Expenditure of These Funds.

ALE DRESS CODE

Due to the structure of the ALE program, students are required to wear uniform clothing that consists of:

- Shirt/t-shirt (provided by the school).
- Students' pants or shorts (provided by the student) must follow the guidelines of the Bauxite School District dress code.
- Sagging pants or excessively loose clothing will not be allowed.
- If a student's clothing does not meet the requirements as outlined by the ALE dress code and the Bauxite School District dress code, parents will be notified and asked to make the appropriate clothing changes.
- Students who are not in compliance with the Bauxite School District dress code will not earn behavior points for the day.
- All clothing issued by the school must be returned to the school prior to transitioning back into the regular classroom.
- Students who fail to return the uniform will be issued a fee that must be paid prior to returning to the regular classroom.

Bad Weather Policy & Closing Announcements

There will be no announcement if schools are open on a regular schedule. Unscheduled closings due to equipment failure or weather may also occur during the school day. Early school closing announcements will be made over the radio and television stations listed below along with the time of dismissal. Each child should know where to go if any emergency arises and school is dismissed early.

At times it has not been safe for our buses to run. If any day we feel we cannot safely run our buses, we will ask television and radio stations to announce that we are not having school. All days missed will be made up or assigned as an AMI day. School closings will be announced on local television and radio stations

Civil Rights & Regulations

P.L. 94-142

In disciplining the disabled, it is necessary that due process procedures mandated by P.L. 94-142 and Arkansas Laws be followed by the Individualized Education Plan Team. (IEP)

Title VI, Section 601, of the Civil Rights Act of 1964

No person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.

Title IX, Section 901, of the Education Amendment of 1972

No person in the United States shall on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education

program or activity receiving federal financial assistance.

Section 504 of the Rehabilitation Act of 1973

No otherwise qualified disabled individual in the United States...shall, solely, by reason of disability, be excluded from the participation in, be denied the benefit of, or subject to discrimination under any program or activity receiving federal financial assistance.

Cafeteria & Lunch Money

Meal Prices

- Student Breakfast - \$1.50 paid (reduced \$0.30)
- Student Lunch - \$2.50 paid (reduced \$0.50)
- Adult Breakfast - \$2.15
- Adult Lunch - \$3.65
- Extra Milk \$.50

We will take lunch money on Monday or Tuesday. We encourage you to send your child's lunch money on Monday, but if the student forgets his/her lunch money he/she can bring it on Tuesday. The computer system allows us to have family accounts, so if you have more than one child in elementary you can send only one check and all the children can eat off the same money. If you would like to set up a family account, please call the school cafeteria.

The Bauxite School District does not offer credit for food items purchased in the school cafeteria; payment for such items is due at the time the food items are received. Parents, who choose to do so, may pay weekly or monthly in advance for students' meals. Your child can only charge two (2) lunches for a total of \$4.80. When a student reaches this amount, he/she must pay the debt in full or will be offered an alternative lunch. Students are encouraged to apply for free or reduced meals served in the cafeteria. Forms may be obtained in the principals' office or in the cafeteria.

SCHOOL MEAL MODIFICATIONS

The district only provides modified meal components on menus to accommodate students with a disability. A parent/guardian wishing to request dietary accommodations for their student with disability must submit to the district's Director of Child Nutrition¹ a medical statement completed by a State licensed healthcare professional, which includes:

Physicians, including those licensed by:

- o The Arkansas State Medical Board;
- o The Arkansas State Board of Chiropractic Examiners (Chiropractors);
- o 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.

A 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. Foods to avoid or restrict;
 - b. Foods 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 Nutrition¹ 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 Coordinator³ 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.

FOOD SHARING AND ITS REMOVAL FROM FOOD SERVICE AREA

The District has no food sharing system for food items other milk and juice. Students who do not intend to drink milk or juice received as part of a meal may place the milk/juice in a designated ice-filled cooler located at the end of the service line where another student may retrieve it at no charge. Milk and juice may not be taken by another student unless the carton is unopened and was completely covered by ice while in the cooler. A student may not return to the cool to place for sharing or retrieve an item after the student has left the service line.

At all times, the cooler will be under the supervision of the food service staff. Remaining items should be discarded at the end of the meal period, and no item is to remain in the cooler for longer than four (4) hours.

Removing Food Items From the Food Service Area

No student shall remove school provided food items from the food service area at the end of the meal period, especially milk, juice, and other items requiring temperature controlled environments.

Except for food service workers as required by their job duties, District employees may remove school provided food items from the food service area when required by a 504 plan or student's IEP.

If you bring or send food for your child to consume at lunch, it may NOT be shared with other children.

Closed Campus

All schools in the District shall operate closed campuses. Students are required to stay on campus from their arrival until dismissal at the end of the regular school day unless given permission to leave the campus by a school official. Students must sign out in the office upon their departure.

Computer Use Policy

The Bauxite School District makes computers and/or computer Internet access available to students, to permit students to perform research and to allow students to learn how to use computer technology. Use of district computers 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. For the purposes of this policy "harmful to minors" is defined as any picture, image, graphic image file, or other visual depiction that:

- Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion.
- Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or lewd exhibition of the genitals.
- Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

No student will be granted Internet access until and unless a computer-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 computer use agreement is incorporated by reference into board policy and is considered part of the student handbook.

Student use of computers 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 computer use, including email, and that monitoring of student computer 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 computers or Internet access in any way, including using computers to violate any other policy or contrary to the computer use agreement, or using the computers to access or create sexually explicit or pornographic text or graphics, will face disciplinary action, as specified in the student handbook and/or computer 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.

Contact With Students While At School

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

Arkansas law provides that, In order to avoid continuing child custody controversies from involving school personnel and to avoid disruption to the educational atmosphere in the District's schools, the transfer of a child between his/her custodial parent and non-custodial parent, when both parents are present, shall not take place on the school's property on normal school days during normal hours of school operation. The custodial or non-custodial parent may send to/drop off the student at school to be sent to/picked up by the other parent on predetermined days in accordance with any court order provided by the custodial parent or by a signed agreement between both the custodial and non-custodial parents that was witnessed by the student's building principal.¹ Unless a valid no-contact order has been filed with the student's principal or

the principal's designee, district employees shall not become involved in disputes concerning whether or not that parent was supposed to pick up the student on any given day.

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

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

If the District makes a report to any law enforcement agency concerning student misconduct or if access to a student is granted to a law enforcement agency due to a court order, the principal or the principal's designee shall make a good faith effort to contact the student's parent, legal guardian, or other person having lawful control by court order, or person acting in loco parentis identified on student enrollment forms. The principal or the principal's designee shall not attempt to make such contact if presented documentation by the investigator that notification is prohibited because a parent, legal guardian, person having lawful control of the student, or person standing in loco parentis is named as an alleged offender of the suspected child maltreatment.

This exception applies only to interview requests made by a law enforcement officer, an investigator of the Crimes Against Children Division of the Division of Arkansas State Police, or an investigator or employee of the Department of Human Services.

In instances other than those related to cases of suspected child abuse, principals must release a student to either a police officer who presents a subpoena for the student, or a warrant for arrest, or to an agent of state social services or an agent of a court with jurisdiction over a child with a court order signed by a judge. Upon release of the student, the principal, or designee shall give the student's parent, legal guardian, person having lawful control of the student, or person standing 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, or leave both a day and an after-hours telephone number.

Student or School Visitors

The board strongly believes that the purpose of school is for learning. Social visitors, generally, disrupt the classroom and interfere with learning that should be taking place.

Therefore, visiting with students at school is strongly discouraged, unless approved by the principal and scheduled in advance. This includes visits made by former students, friends, and/or relatives of teachers or students.

Any visitation to the classroom shall be allowed only with the permission of the school principal. ALL visitors must first register at the office.

In order to insure proper utilization of class time, we must prohibit students from bringing friends or relatives to attend classes with them. This not only contributes to crowded conditions in the classroom, but also places the teacher and school in an awkward position of being responsible for someone who does not attend our school. Any visitation to the classroom shall be allowed only with the permission of the school principal and all visitors must first register at the office.

A.C.A. 6-21-607 makes it a misdemeanor for any person to loiter on or near public or private school grounds without lawful business or purpose.

Each visitor will receive a visitor's pass. If a visitor goes to a classroom without a pass, he or she will be asked to return to the main office to sign-in.

Distribution of Non-school Literature, Publications, and Materials

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

Material may also be barred from distribution if there is evidence that reasonably supports a forecast that a substantial disruption of the orderly operation of the school or educational environment will likely result from the distribution. Concerns related to any denial of distribution by the principal shall be heard by the superintendent, whose decision shall be final. The school principal or designee shall establish reasonable regulations governing the time, place, and manner of student distribution of non-school materials. The regulations shall:

- Be narrowly drawn to promote orderly administration of school activities by preventing disruption and may not be designed to stifle expression;
- Be uniformly applied to all forms of non-school materials;
- Allow no interference with classes or school activities;
- Specify times, places, and manner where distribution may and may not occur; and
- Not inhibit a person's right to accept or reject any literature distributed in

accordance with the regulations.

Students shall be responsible for the removal of excess literature that is left at the distribution point for more than 5 days. The Superintendent, along with the student publications advisors, shall develop administrative regulations for the implementation of this policy. The regulations shall include definitions of terms and timelines for the review of materials.

Emergency Drills

All schools in the District shall conduct fire drills at least monthly. Tornado drills shall also be conducted not fewer than three (3) times per year with at least one each in the months of September, January, and February. Students who ride school buses, shall also participate in emergency evacuation drills at least twice each school year.

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

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

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

Notes: Students who only ride buses occasionally, such as to go to and/or from a field trip will also have to participate in the evacuation drills.

A.C.A. § 6-15-1302 requires that the district's Panic Button Alert System meet the following requirements:

- a) Connect the caller with 911 while simultaneously notifying designated on-site personnel;
- b) Directly integrate into the existing statewide Smart911 system.
- c) Be available for use as a smartphone application and have a mechanism for panic notifications to be triggered by non-smartphone wireless callers and landline callers; and
- d) Be limited to users designated, approved, and confirmed by school administrators.

Smart911 is required to provide a way for schools to geo-fence the school campus and provide and manage floor plans and other documents to asset emergency responders when they automatically display during a 911 call. Districts are responsible for keeping

the floor plans and pertinent emergency contact information for the statewide Smart911 system.

The purpose of the training is to allow participants to:

- Discuss simulated emergency situations in a low-stress environment;
- Clarify the roles and responsibilities of individuals and the logistics of handling an emergency on the school campus; and
- Identify areas in which the school safety plan should be modified.

Equal Educational Opportunity

No student in the Bauxite School District shall, on the grounds of race, color, and 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 limited open forum granting equal access to the Boys Scouts of America and other youth groups.¹

Inquiries on non-discrimination may be directed to the Director of Academic Affairs 2, who may be reached at 501-557-5453.

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.

Field Trips & Extracurricular Activities

Definitions

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

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

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

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

Extracurricular Eligibility

The Board believes in providing opportunities for students to participate in extracurricular activities that can help enrich the students' educational experience. At the same time, the Board believes that a student's participation in extracurricular activities cannot come at the expense of his/her classroom academic achievement. Interruptions of instructional time in the classroom are to be minimal and absences from class to participate in extracurricular activities shall not exceed one per week per extracurricular activity¹ (tournaments or other similar events expected with approval of the principal)². All students are eligible for extracurricular activities unless specifically denied eligibility on the basis or criteria outlined in this policy.

A student may lose his/her 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 his/her 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.

Any student who refuses to sit for a Statewide assessment or attempts to boycott a Statewide assessment by failing to put forth a good faith effort on the assessment as determined by the assessment administrator/proctor, or whose parents do not send their student to school on the dates the assessments are administered or scheduled as make up days shall not be permitted to participate in any non-curriculum related extracurricular activity. The student shall remain ineligible to participate until the student takes the same or following statewide assessment, as applicable. The superintendent or designee may waive this paragraph's provisions when the student's failure was due to exceptional or extraordinary circumstances.⁴ Students falling under the provisions of this paragraph shall be permitted to attend curriculum related field trips occurring during the school day.

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

No student shall be required to pay for individual or group instruction in order to participate in an extracurricular activity.

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

Field Trips

- All school rules apply to field trips.

- A field trip is considered a privilege. The privilege may be revoked due to inappropriate behavior.
- Parent or guardian signature is required on a permission slip for a student to attend field trips.
- Field trips are school functions. All students will ride the bus to and from field trips. Students cannot be checked out while on field trips.
- Only students in the specific group or grade level may attend the field trip.
- Some field trips require a limited number of chaperones due to space or other restrictions. Chaperones may have assigned duties to supervise students. Teacher(s) will clarify duties with chaperones. The number of chaperones allowed on the field trip may be determined by the hosting business/organization.
- If space permits, parents who wish to attend the field trip can follow buses or meet the group at their destination.

Siblings are not allowed to attend field trips or ride the bus.

EXTRACURRICULAR ACTIVITY ELIGIBILITY FOR HOME SCHOOLED STUDENTS

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

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

Home-schooled students whose parents or guardians are legal residents of the school district will be permitted to pursue participation in an interscholastic activity in the student's resident school zone² as permitted by this policy.

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

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

No student shall be required to pay for individual or group instruction in order to participate in an interscholastic activity.

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

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

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

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

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

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

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

1. Immediately upon being approved for participation for all interscholastic activities other than athletic activities; and
2. One (1) calendar year after being approved to participate in interscholastic activities that are athletic activities unless the approval is prior to July 1 of the school year the student would have been enrolled in seventh (7th) grade if the student were enrolled in public school.

A home-schooled student who is not a resident of the District and is prohibited under this policy from participating in an interscholastic activity that is an athletic activity for one (1) calendar year may immediately participate in rehearsals, tryouts, practices, auditions, classes, or other endeavors associated with the interscholastic activity.

Students who participate in extracurricular or athletic activities under this policy will be transported to and from the interscholastic activities on the same basis as other students are transported.

A student who withdraws from an Arkansas Activities Association member school to be home-schooled shall not participate in an interscholastic activity in the resident school district for a minimum of three hundred sixty-five days after the student withdraws from the member school.

ACADEMIC COURSE ATTENDANCE BY PRIVATE SCHOOL AND HOME SCHOOLED STUDENTS

The District allows private school and home schooled students whose parents, legal guardians, or other responsible adult with whom the student resides are residents of the District to attend academic courses offered By the District. The District will place a list of courses that a private school or home schooled student may request to attend on its website by:

1. June 1 for courses to be offered during the Fall semester; and
2. November 1 for courses to be offered during the Spring semester.

A private school or home schooled student who desires to attend one or more of the available academic courses shall submit a written request to attend the academic course(s) to the superintendent, or designee, no later than:

1. August 1 for Fall semester courses; or
2. December 1 for Spring semester courses.

The superintendent, or designee, is authorized to waive the application deadline on a case by case basis.

The District permits a private school or home schooled student to attend a maximum of six (6) courses per semester.

The District may reject a private school or home schooled student's request for attendance if the District's acceptance would:

- Require the addition of staff or classrooms;
- Exceed the capacity of a program, class, grade level, or school building;
- Cost the District more for the student to attend the academic course than the District receives for the student's attendance;

- Cause the District to provide educational services the District does not currently provide at a financial burden to the District; or
- Cause the District to be out of compliance with applicable laws and regulations regarding desegregation.

Requests to attend an academic course will be granted in the order the requests are received. Upon the receipt of a private or home schooled student's request to attend academic course(s), the District will date and time stamp the request for attendance. If a private school or home schooled student is denied attendance based on a lack of capacity and an opening in the requested course occurs prior to the start of the course, the District will use the date and time stamp on the request for attendance to determine the private school or home schooled student who will be notified of an opening in the requested course.

As part of the request to attend academic courses in the District, a private school or home schooled student shall:

- Indicate the course(s) the private school or home schooled student is interested in attending;
- If the course(s) the private school or home schooled student is interested in attending is being offered by the District in both a physical and a digital format, whether the private school or home schooled student intends to attend the physical course or the digital course;
- Submit, along with the student's application, a copy of the student's transcript indicating that the student has received credit for the course(s), or equivalent course(s), that are a prerequisite to the course(s) the student desires to attend at the District;
- Agree to follow the District's discipline policies; and
- Submit immunization documentation required by Policy 4.57—IMMUNIZATIONS

A private school or home schooled student who fails to attend an academic course by the eleventh (11) day of class or who is absent without excuse for eleven (11) consecutive days during the semester shall be dropped from the course.; however, a private school or home schooled student shall not be considered truant for unexcused absences from the course(s) the student is attending at the District.

Private school or home schooled students shall receive a final grade and transcript for each academic course the student completes.

The responsibility for transportation of any private school or home schooled student attending academic courses in the District shall be borne by the student or the student's parents.

The opportunity provided to home schooled students under this policy is in addition to the opportunity provided in Policy 4.56.2—EXTRACURRICULAR ACTIVITY ELIGIBILITY FOR HOME SCHOOLED STUDENTS.

Floral Deliveries

Bauxite Public Schools recognizes that special occasions are traditionally marked with gifts or other items. However, in order to maximize the use of instructional time, students are not allowed to receive gifts, balloons, or floral deliveries at school.

Fundraisers

Bauxite Public Schools conduct organized fundraisers throughout the school year. All fund raising events must be approved through the principals' office. All funds raised by the PTO are returned to students and teachers at the discretion of the PTO officers and members. Other organizations are not allowed to conduct fundraisers within the school.

Homeless Students

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

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

To the extent possible, the LEA liaison and the building principal shall work together to ensure no homeless child or youth is harmed due to conflicts with District policies solely

because of the homeless child or youth's living situation; this is especially true for District policies governing fees, fines, and absences.

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

For the purposes of this policy "school of origin" means:

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

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

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

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

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

If the District determines that it is not in the child's or youth's best interest to attend the school of origin or the school requested by the parent or guardian, or (in the case of an unaccompanied youth) the youth, the District shall provide the child's or youth's parent or guardian or the unaccompanied youth with a written explanation of the reasons for its determination, in a manner and form understandable to such parent, guardian, or

unaccompanied youth, including information regarding the right to appeal. For an unaccompanied youth, the District shall ensure that the LEA liaison assists in placement or enrollment decisions, gives priority to the views of such unaccompanied youth, and provides notice to such youth of the right to appeal.

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

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

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

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

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

Home Schooling

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

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

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

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

The notice shall include:

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

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

Enrollment or Re-enrollment in Public School

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

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

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

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

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

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

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

Parental Involvement Plan

The mission of Bauxite School District is to partner with the parents and community to provide a safe and nurturing environment that provides all students an opportunity to learn and to achieve to their fullest potential.

The Bauxite School District Parental Involvement Plan is a comprehensive plan (per Act 603 of 2003 and Act 307 of 2007) that will help develop a purposeful partnership that meets the needs of the families, school communities involved, and incorporates support that encourages the involvement of the parents.

Each school, in collaboration with parents, shall establish a parental involvement plan, including programs and practices that enhance parental involvement and reflect the specific needs of students and families. The parental involvement program in each

school shall involve parents of students at all grade levels in a variety of roles, recognize that communication between home and school should be regular, two-way, and meaningful and encourage communication with parents.

Parties, Birthdays and Classroom Treats

Classroom Treats

In accordance with ACT 1220 of 2003, students may be given Foods of Minimal Nutritional Value during the school day for up to nine different days/events of the school year as determined by school officials as part of school policy. These items may not be given during mealtime in the areas where school meals are being served or consumed. This policy does not restrict what parents may provide for their own child's lunch and snack consumption, but they may not provide restricted items to other children at school. Tentative scheduled dates for Foods of Minimal Nutritional Value:

- Oct 31 Fall/Halloween
- Nov 17 Thanksgiving
- Dec 20 Winter/Christmas
- Jan 23 100th day of School
- Feb 14 Valentines
- Mar 29 Spring
- Apr 27 Testing Reward
- May 11 Testing Reward
- May 18 End of Year/Picnic Day

Classroom treats for the Foods of Minimal Nutritional Value Days need to be store bought. No homemade foods are allowed.

Invitations

Birthday invitations given to students for parties held outside the school day should include the entire class. Individual invitations will not be passed out at school.

Parties

- Birthday parties are not allowed in the classrooms during the school day.
- Classroom treats of minimal nutritional value will have to fall on the specified tentative dates listed above.
- Any classroom treat brought for the dates above must be store bought.
- Birthday cupcakes or other birthday related treats are not allowed due to the restricted days that ACT 1220 allows students to have these type of foods.
- If grade levels schedule classroom snacks throughout the regular school day, parents need to send these snacks with their children.

Permanent Records

Permanent school records, as required by the Arkansas Department of Education, shall

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

Placement Of Multiple Birth Siblings

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

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

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

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

Pledge Of Allegiance

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

Privacy Of Student Records/ Directory Information

Except when a court order regarding a student has been presented to the District to the contrary, all students' educational records are available for inspection and copying by the parents of his/her student who is under the age of eighteen (18). At the age of eighteen (18), the right to inspect and copy a student's records transfers to the student. The district forwards education records, including disciplinary records, to schools that have requested them and in which the student seeks or intends to enroll, or is already enrolled so long as the disclosure is for purposes related to the student's enrollment or transfer.

The District shall maintain a record of request by such agencies or individual for access to, and each disclosure of personally identifiable information (hereinafter "PII) from the education records of each student. Disclosure of education records is authorized by law to school officials with legitimate educational interests. A personal record kept by a school staff member is not considered an education record if it meets the following test: it is in the sole possession of the individual who made it and it is used only as a personal memory aid. And information contained in it has never been revealed or made available to any other person, except the maker's temporary substitute.

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

For the purpose of this policy a school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility, contracted duty, or duty or elected office. The District PII from an education record to appropriate parties, including parents, connection with an emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals. The superintendent or designees shall determine who will have access to and the responsibility for disclosing information in emergency situations.

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

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

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

A parent or guardian does not have the right to remove any material from a student's records, but such parent or guardian may challenge the accuracy of a record. The right to challenge the accuracy of a record does not include the right to dispute a grade, which must be done only through the appropriate teacher and/or administrator, the decision of whom is final. A challenge to the accuracy of material contained in a student file must be initiated with the building principal, with an appeal available to the Superintendent or his designee. Any appeal above that level will be subject to the procedure set out in federal; law and/or regulation.

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, classes in which he/she is enrolled, his/her placement on the honor roll (or the receipt of other types of honors), as well as his/her participation in school clubs and extracurricular activities, among others. If the student participates in inherently public activities (for example, basketball, football, or other interscholastic activities), the publication of such information will be beyond the control of the District. "Directory Information" also includes a student identification (ID) number, user ID, or other unique personal identifier used by a student for purposes of accessing or communicating in electronic systems and a student ID number or other unique personal identifier that is displayed on a student's ID badge, provided the ID cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a personal identification number (PIN), password or other factor known or possessed only by the authorized user.

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

over the age of 18. The form for objecting to making directory information available is located in the back of the student handbook and must be completed and signed by the parent or age-eligible student and filed with the building principal's office no later than ten (10) school days after the beginning of each school year or the date the student is enrolled for school. Failure to file an objection by that time is considered a specific grant of permission. The District is required to continue to honor any signed opt-out from for any student no longer in attendance at the District. The right to opt out of the disclosure of directory information under FERPA does not prevent the District from disclosing or requiring a student to disclose the student's name, identifier, or institutional email address in a class in which the student is enrolled. Parents and students over the age of 18 who believe the district has failed to comply with the requirements for the lawful release of student s records may file a complaint with the US Department of Education at: US family Policy Compliance Office, US Department of Education, 400 Maryland Avenue, SW, Washington DC, 20202.

The Arkansas Supreme Court, Arkansas Department of Education, and ASBA collaborated in the creation of a form in an effort to aid juvenile intake and probation officers in acquiring necessary information for the officer to make more knowledgeable decisions/recommendations on a course of action for each juvenile's case. The Form allows for parents to authorize the officer to access certain portions of the student's education records and the parent's ESchool PLUS Home Access Center. The form, when completed by the parent and probation officer, will be sent to the district by the officer. A copy of the form, along with a background letter, may be found at <http://arsba.org/policy-resources>.

Parent and Teacher Organization (PTO)

The Pine Haven Parent Teacher Organization (PTO) is designed to promote a parent and teacher(s) relationship that benefits students. The PTO encourages any family member to participate. To inquire more information about the PTO, please call the Pine Haven office at 557-5361.

School Choice

Standard School Choice

Exemption

The District is under an enforceable desegregation court order/court approved desegregation plan 1 that explicitly limits the transfer of students between school districts and has submitted the appropriate documentation to the Division of Elementary and Secondary Education (DESE).² As a result of the desegregation order/desegregation plan¹, the District is exempt from the provisions of the Public School Choice Act of 2015 (Standard School Choice) and the Arkansas Opportunity Public School Choice Act (Opportunity School Choice). The District shall notify the superintendents of each of its geographically contiguous school districts of its

exemptions.³ The exemption prohibits the District from accepting any school choice applications from students wishing to transfer into or out of the District through standard School Choice or Opportunity School Choice.⁴

Definition

"Sibling" means each of two (2) or more children having a 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; and include contact information for the primary point of contact at the District for school choice questions. 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 ADE 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 preceding 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 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 fails to initially enroll under the timelines and provisions provided in this policy; chooses to return to his/her resident district; or enrolls in a home school or private school voids the transfer and must reapply if, in the future, the student seeks another school choice transfer. A subsequent transfer application will be subject to the capacity standards applicable to the year in which the application is considered by the District.

A present or future sibling of a student who continues enrollment in this District may enroll in the District by submitting a Standard School Choice application. Applications of

siblings of presently enrolled choice students are subject to the provisions of this policy including the capacity standards applicable to the year in which the sibling's application is considered by the District. A sibling who enrolls in the District through Standard School choice is eligible to remain in the District until completing his/her secondary education.

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

Rejected Applications

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

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

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 1 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 for the purpose of determining the three percent (3%) cap if the student transfers:

- 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;
- Due to the district’s identification of Facilities Distress under A.C.A. § 6-21-812 or
- Through the 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 facilities 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.

Special Education

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

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

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

The Board directs the superintendent to ensure procedures are in place for the implementation of special education services and that programs are developed to conform to the requirements of state and federal legislation. The superintendent is responsible for appointing a district coordinator for overseeing district fulfillment of its responsibilities regarding students with disabilities.¹ Among the coordinator's responsibilities shall be ensuring district enforcement of the due process rights of students with disabilities and their parents.

Student Acceleration

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

Generally, acceleration can occur through one of two broad categories: content based and grade based. Grade based acceleration shortens the number of years a student would otherwise spend in K-12 education, while content based acceleration occurs within the normal K-12 time span. Either form of acceleration can be triggered by either a parent/guardian, student, or community member's request or by the referral of school personnel. In either case, the process of determining the appropriateness of the request shall be under the direction of the district/school¹ Gifted and Talented Program Coordinator who shall convene the individuals necessary to make an informed decision which shall include the student's parents or guardians.

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

The District's Gifted and Talented Program Coordinator¹ will create a written format to govern the referral and determination process which shall be made available to any parent or staff member upon request.

The parents/guardians of any student whose request for acceleration has been denied may appeal the decision, in writing, to the District's GT Coordinator. The District's GT Coordinator¹ and the Acceleration Placement Committee will again thoroughly review the case study that was completed on the student. Upon completion of the review, the Committee will either request additional new testing be conducted to help the Committee make its determination or it will uphold the initial decision. The Committee's decision may not be further appealed.

Student Promotion And Retention

A disservice is done to students through social promotion and is prohibited by state law. The District shall, at a minimum, evaluate each student annually in an effort to help each student who is not performing at grade level. Parents, legal guardians, persons having lawful control of the student, or persons acting in loco parentis 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, legal guardians, persons having lawful control of the student, or persons acting in loco parentis, and teacher(s) of a student in kindergarten through eighth (8th) 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.¹ If there is doubt concerning the promotion or retention of a student or his/her required retaking of a course, a conference shall be held before a final decision is made that includes the following individuals:

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

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

Each student² shall have a student success plan (SSP) developed by school personnel in collaboration with the student's parents and the student that is reviewed and updated annually. A student's SSP shall use multiple academic measures to personalize learning in order for students to achieve their grade-level expectations and individual growth. The SSP will identify if the student is in need of additional support or acceleration. Academic measures to be used in creating and updating a student's SSP shall include, but are not limited to:

- Statewide student assessment results;
- Subject grades;
- Student work samples; and
- Local assessment scores.

By the end of grade eight (8), the student's SSP shall:

- Guide the student along pathways to graduation;
- Address accelerated learning opportunities;
- Address academic deficits and interventions; and
- Include college and career planning components.

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

- The student's SSP will be updated in order to assist the student with college and career readiness skills, course selection in high school, and improved academic achievement; and
- Provide a basis for counseling concerning postsecondary preparatory programs.

An SSP shall be created:

- By no later than the end of the school year for a student in grade eight (8) or below² who enrolls in the District during the school year; or
- As soon as reasonably possible for a student in grade nine (9) or above who enrolls in the District at the beginning or during the school year.

A student's individualized education program (IEP) may act in the place of the student's SSP if the IEP addresses academic deficits and interventions for the student's failure to meet standards-based academic goals at an expected rate or level and includes a transition plan that addresses college and career planning components. Promotion/retention or graduation of students with an IEP shall be based on their successful attainment of the goals set forth in their IEP or completion of the Alternate Pathway to Graduation when applicable.

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

Student Handbook

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

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

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

Student Media

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,; or 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 media displayed on school web pages shall follow the same guidelines as listed above; and shall also:

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

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

- Advertising may be accepted for publications that does not condone or promote products that are inappropriate for the age and maturity of the audience or that endorses such things as tobacco, alcohol, or drugs.
- Publications may be regulated to prohibit writings that are, in the opinion of the appropriate teacher and/or administrator, ungrammatical, poorly written, inadequately researched, biased or prejudiced, vulgar or profane, or unsuitable for immature audiences.
- Publications may be regulated to refuse to publish material which might reasonably be perceived to advocate drug or alcohol use, irresponsible sex, or conduct otherwise inconsistent with the shared values of a civilized social order, or to associate the school with any position other than neutrality on matters of political controversy.

Prohibited publications include:

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

Student publications on school web pages

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

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

Students Designated As Foster Children

The District will afford the same services and educational opportunities to foster children

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

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

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

Upon notification to the District’s foster care liaison by a foster child’s caseworker that a foster child’s school enrollment is being changed to one of the District’s schools, the school receiving the child must immediately enroll him/her. Immediate enrollment is required even if a child lacks the required clothing, academic or medical records, or proof of residency.

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

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

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

Foster Child School Choice

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

students seeks to begin the fall semester at another school in the District or in the district.

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

The District shall only reject a Foster Child School Choice application if: 5

1. The public school or District has reached the maximum student-to-teacher ratio allowed under federal law, state law, rules for standards of accreditation, or other applicable rule or regulation; or
2. Approving the transfer would conflict with a provision of an enforceable desegregation court order or a public school district's court-approved desegregation plan regarding the effects of past racial segregation in student assignment.

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

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

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

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

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

If a foster child application is denied due to the district's enforceable desegregation court order or court-approved desegregation plan, the law requires that the district immediately submit proof from a federal court to ADE that the public school district has a genuine conflict under an active desegregation order or active court-approved desegregation plan with the provisions of A.C.A § 6-18-233

Student Transfers

The Bauxite District shall review and accept or reject requests for transfers, both into and out of the district, on a case-by-case basis at the July and December regularly scheduled board meetings.

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

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

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

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.³

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



The Bauxite School District buildings contain some asbestos materials, however the district has a Management Plan to safely control the asbestos. This plan can be viewed at the administration office during normal business hours.

This is an annual update of our compliance with the Asbestos Hazard Emergency Response Act (ADERA). This Act requires that all school districts, public and private, K to 12 inspect each of their school buildings for asbestos containing building material.

Management plans are then developed which outline how any asbestos containing material will be handled in each building.

The Bauxite District is committed to remaining a safe and healthy environment for all children, employees and guests in our schools. We will continue, as we have in the past, to monitor, inspect, and repair any asbestos containing material. Copies of our Management Plan and inspection reports are available upon request for review at the Superintendent's Office.

The Bauxite School District has had all asbestos containing building material under operations and maintenance removed or encapsulated. If you would like more information regarding the AHERA Program, you may call me at (501) 557-5453.

Matt Donaghy

Superintendent of School

Pine Haven Elementary *Miner* Creed

*I am a Pine Haven Miner.
I have great expectations for myself.
I accept the challenge to become
the best that I can be.*

*Yesterday's failures are behind me.
Today's successes are now before me.
I will make today the very best day of all,
for this day begins the rest of my life.*

*I accept the responsibility for my behavior and its results.
I do not have the right to interfere with the learning and well being of others.*

*With my family and teachers,
I will determine what I will become,
for the education I receive today
will make me a leader of tomorrow.*



Pine Haven Alma Mater

***“Neath the pines our Alma Mater
Stands so tried and true.
We’ll remember all you’ve taught us
and keep these memories, too.
We will always love and cherish
what you stand for here.
Pine Haven School, we love you dearly,
we’ll remember you.***

Lyrics: Beverly Harp
Music: Jane B. Wilmoth
Edited by: Carol Schedler