

Jacksonville North Pulaski SCHOOL DISTRICT



Parent and Student Handbook
2019-2020

JACKSONVILLE NORTH PULASKI SCHOOL DISTRICT VISION, MISSION, AND COMMITMENTS

Vision

The Jacksonville North Pulaski School District will be the model district where every learner is valued and empowered to become a successful, contributing member of society.

Mission

The Jacksonville North Pulaski School District will foster a culture of ownership and accountability through partnerships that create multiple pathways for success.

Commitments

1. JNPSD will commit to hiring effective educators in order to place the right person in the right position.
2. JNPSD will commit to the process of continuous school improvement with emphasis on having a growth mindset of endless possibilities for JNPSD.
3. JNPSD will commit to sharing its unique story to attract families to JNPSD.
4. JNPSD will commit to using effective educational programs that will have a positive impact on all learners.

**JACKSONVILLE NORTH PULASKI SCHOOL DISTRICT
PARENT-STUDENT
STATEMENT OF RESPONSIBILITY**

STUDENT NAME

GRADE

The Jacksonville North Pulaski School District has made available the Parent/Student Handbook online for your viewing and downloading. The Handbook is available on our website at www.jnpsd.org. Once on our website, click on the **Families** section, find the **Getting Started** section, and click on the **Parent/Student Handbook**.

I acknowledge that I have been informed that the Jacksonville North Pulaski School District Handbook is located online and available to me for viewing and downloading. I have also been informed of my right to request a hard copy of the Parent/Student Handbook.

We have received the information on the JNPSD Parent/Student Handbook Including Conduct and Discipline, and although we may not agree with all the regulations, we understand that the student must adhere to them while she/he is at school, on the bus, at the bus stop, or in attendance at school-sponsored activities. In the event that we are not entirely certain of some aspect of school policy, we will contact the principal for clarification within one (1) week after receipt of that policy.

Your signatures below certify that you and your student received information in regard to accessing the **Parent/Student Handbook** from the school he/she attends. Please sign and return to the student's home-room teacher within one (1) week after the student receives it.

I would like to receive a hard copy of the Parent and Student Handbook

STUDENT SIGNATURE

DATE

PARENT SIGNATURE

DATE

DETACH ALONG PERFORATED LINE

JACKSONVILLE NORTH PULASKI SCHOOL DISTRICT OBJECTION TO PUBLICATION OF DIRECTORY INFORMATION

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

I, the undersigned, being a parent of a student, or a student eighteen (18) years of age or older, hereby note my objection to the disclosure or publication by the Jacksonville North Pulaski School District of directory information, as defined in Policy No. 4.10 (Privacy of Students' Records), concerning the student named below. The District is required to continue to honor any signed opt-out form for any student no longer in attendance at the District.

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

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

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

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

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

- Deny disclosure to all public sources

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

Name of student (Printed)

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

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

DETACH ALONG PERFORATED LINE



Jacksonville | North Pulaski SCHOOL DISTRICT

Photo/Video Opt-Out Form for Minors (if under 18)

Only submit this form if you do not wish for your child's image to be published.

The Jacksonville North Pulaski School District DOES NOT have my permission to use my child's photograph publically to promote the school district. **By submitting this form**, I understand that the images and video may **NOT** be used in print publications, online publications, presentations, websites and social media. No royalty, fee or other compensation shall become payable to **the student or guardian** by reason of such use.

Child's Name: _____

Phone Number: _____

Parent/Guardian's Signature

Date

The Jacksonville North Pulaski School District tries to be as inclusive as possible while respecting the individual confidentiality of students and their parent(s)/guardian(s). JNPSD collects, retains and uses your child's likeness and personal information in a variety of ways in accordance with the Family Educational Rights and Privacy Act (FERPA)

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

For current Arkansas Graduation Requirements, please visit <http://bit.ly/ARGradReq>

Name of Student: _____
Name of Parent/Guardian: _____
Name of District: _____
Name of School: _____

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

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

STATE MINIMUM GRADUATION REQUIREMENTS

English – 4 credits

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

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

- Algebra I (or Algebra I-Part A & Algebra I-Part B - *each may be counted as one credit of the 4-credit requirement*)
- Geometry (or Geometry-Part A & Geometry-Part B - *each may be counted as one credit of the 4-credit requirement*)

(All math credits must build on the base of algebra and geometry knowledge and skills.)

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

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

Social Studies – 3 credits

- Civics* - ½ credit
- World History* - 1 credit
- American History* - 1 credit
- other social studies* - ½ credit

Oral Communications – ½ credit

Physical Education – ½ credit

Health and Safety – ½ credit

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

Fine Arts – ½ credit

Career Focus – 6 credits

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

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

****Computer Science – (optional)** A flex credit of an approved Computer Science (any course starting with 465 or 565) may replace the 4th math requirement or the 3rd science requirement. Two distinct credits of the approved computer science courses may replace the 4th math requirement and the 3rd science requirement. Once the 4th math requirement and the 3rd science requirements have been met, any additional computer science credits will be recognized as career focus credits.

Each high school student shall be required to take at least one digital learning course for credit to graduate.

BY SIGNING THIS FORM, I ACKNOWLEDGE THAT I HAVE BEEN INFORMED OF THE REQUIREMENTS AND IMPLEMENTATION OF THE SMART CORE CURRICULUM AND AM CHOOSING TO WAIVE THE SMART CORE CURRICULUM. I UNDERSTAND THE POTENTIAL NEGATIVE CONSEQUENCES OF THIS ACTION AS OUTLINED ON THIS FORM.

Parent/Guardian Signature

Date

School Official's Signature

Date

DETACH ALONG PERFORATED LINE

ARKANSAS GRADUATION REQUIREMENTS

SMART CORE INFORMATION

For current Arkansas Graduation Requirements, please visit <http://bit.ly/ARGradReq>

English – 4 credits

- 9th Grade English*
- 10th Grade English*
- 11th Grade English*
- 12th Grade English*

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

- Algebra I*
- Geometry*
- Algebra II*
- ADE approved fourth Math credit or Computer Science Flex – 1 credit

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

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

Social Studies – 3 credits

- Civics* - ½ credit
- World History* - 1 credit
- American History* - 1 credit
- other social studies* - ½ credit

Oral Communication* – ½ credit

Physical Education* – ½ credit

Health and Safety* – ½ credit

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

Fine Arts* – ½ credit

Career Focus* – 6 credits

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

*Category course options as listed on the ADE Smart Core Course Code List

****Computer Science – (optional)** A flex credit of an approved Computer Science (any course starting with 465 or 565) may replace the 4th math requirement or the 3rd science requirement. Two distinct credits of the approved computer science courses may replace the 4th math requirement and the 3rd science requirement. Once the 4th math requirement and the 3rd science requirements have been met, any additional computer science credits will be recognized as career focus credits.

Each high school student shall be required to take at least one digital learning course for credit to graduate.

Smart Core is the default graduation requirements for all students; therefore, signatures are no longer required to participate. Schools should develop Students Success Plans beginning in 8th grade for all students in accordance with Smart Core requirements.

JACKSONVILLE NORTH PULASKI SCHOOL DISTRICT
CONSENT LETTER FOR CORPORAL PUNISHMENT

Please remove this page and return to your child's school so that we may have a record that you have received the booklet.

Dear Parent:

This is to certify that I have received and read the copy of the "Student Handbook, Responsibilities and Rights, Discipline Policy" and have reviewed the handbook with my child.

Parent Signature

Date

Student Signature

Date

CORPORAL PUNISHMENT

I authorize appropriate corporal punishment to be administered by school administration.

A. Corporal Punishment is defined as punishing a student by striking a maximum of three times on the buttocks with a paddle, which is provided by the school system. Such punishment must be administered in a reasonable manner taking into consideration the age, size, emotional conditions, and health of the student.

B. Corporal Punishment shall be administered only by the principal, or assistant principal. Corporal punishment shall be administered in a specific private place designated by the principal, i.e. out of the sight and hearing of other students, shall not be excessive, or administered with malice. It shall be witnessed by a licensed staff member who is cognizant of the reasons for the punishment. Counselors are not included as witnesses because of the student counselor relationship.

C. The student shall be advised of the particular misconduct in question and shall be given an opportunity to provide an explanation of the facts prior to the application of corporal punishment.

D. A record of each incident of corporal punishment shall be kept. This record shall include the student's name, time, date, details of violation, form of discipline administered, the person administering the discipline, and the witness. The principal or assistant principal shall notify the parents of such violation and punishment.

Names of children attending Jacksonville North Pulaski School District, their grade levels, and their assigned schools are as follows:

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

NON CORPORAL PUNISHMENT

I do not authorize corporal punishment to be administered by school personnel.

Names of children attending Jacksonville North Pulaski School District, their grade levels, and the assigned schools are as follows:

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Each school that your children attend should have a copy of your request. If you have any questions, please contact your child's school

DETACH ALONG PERFORATED LINE

JACKSONVILLE NORTH PULASKI SCHOOL DISTRICT
ANTI-BULLYING

Students who bully another person shall be held accountable for their actions whether they occur on school equipment or property; off school property at a school sponsored or approved function, activity, or event; going to or from school or a school activity in a school vehicle or school bus; or at designated school bus stops. "Bullying" means the intentional harassment, intimidation, humiliation, ridicule, defamation, or threat or incitement of violence by a student against another student or public school employee by a written, verbal, electronic, or physical act that may address an attribute of the other student, public school employee, or person with whom the other student or public school employee is associated and that causes or creates actual or reasonably foreseeable: Physical harm to a public school employee or student or damage to the public school employee's or student's property; Substantial interference with a student's education or with a public school employee's role in education; A hostile educational environment for one (1) or more students or public school employees due to the severity, persistence, or pervasiveness of the act; or Substantial disruption of the orderly operation of the school or educational environment.

Examples of "Bullying" may also include but are not limited to a pattern of behavior involving one or more of the following: Sarcastic comments "compliments" about another student's personal appearance or actual or perceived attributes, Pointed questions intended to embarrass or humiliate, Mocking, taunting or belittling, Non-verbal threats and/or intimidation such as "fronting" or "chesting" a person, Demeaning humor relating to a student's race, gender, ethnicity or actual or perceived attributes, Blackmail, extortion, demands for protection money or other involuntary donations or loans, Blocking access to school property or facilities, Deliberate physical contact or injury to person or property, Stealing or hiding books or belongings, Threats of harm to student(s), possessions, or others, Sexual harassment, and/or Teasing or name-calling based on the belief or perception that an individual is not conforming to expected gender roles or conduct or is homosexual, regardless of whether the student self-identifies as homosexual. Electronic acts of bullying are prohibited whether or not the electronic act originated on school property or with school equipment, if the electronic act is directed specifically at students or school personnel and maliciously intended for the purpose of disrupting school, and has a high likelihood of succeeding in that purpose.

The person or persons reporting behavior they consider to be bullying shall not be subject to retaliation or reprisal in any form. Students are encouraged to report behavior they consider to be bullying, including a single action which if allowed to continue would constitute bullying, to their teacher or the building principal. The report may be made anonymously. Parents or legal guardians may submit written reports of incidents they feel constitute bullying, or if allowed to continue would constitute bullying, to the principal. The principal shall be responsible for investigating the incident(s) to determine if disciplinary action is warranted. A school principal or his or her designee who receives a credible report or complaint of bullying shall promptly investigate the complaint or report and make a record of the investigation and any action taken as a result of the investigation.

Students found to be in violation of this policy shall be subject to disciplinary action up to and including expulsion. In determining the appropriate disciplinary action, consideration may be given to other violations of the student handbook, which may have simultaneously occurred. The entire JNPSD Bullying policy can be found at www.jnpsd.org. Signatures below certify that the guardian and student received information in regard to the JNPSD Bullying Policy. Sign and return to the student's school within one (1) week after the student receives it.

DETACH ALONG PERFORATED LINE

STUDENT NAME

STUDENT SIGNATURE

DATE

PARENT/GUARDIAN NAME

PARENT/GUARDIAN SIGNATURE

DATE

Jacksonville North Pulaski School District

District Parent Involvement Policy

The Jacksonville North Pulaski School District and its schools understand the importance of involving parents and the community in promoting higher student achievement and general good will between the District and those it serves. Therefore, the District shall strive to develop and maintain the capacity for meaningful and productive parental and community involvement that will result in partnerships that are mutually beneficial to the school, students, parents, and the community. The District schools shall work to:

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

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

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

ARKids First

ARKids First is a public health insurance program. The chart below details the current income limits for ARKids First benefit packages. If your family income is less than the amount in the ARKids A column for your children's ages, then your children may be eligible for the ARKids A (Medicaid). If your family income is more than the amount in the ARKids A column but less than the amount in the ARKids B column, your children may be eligible for ARKids B. Other factors that may or may not affect your eligibility: 1) your assets will not be considered. 2) ARKids B is available to children who do not have employer-sponsored or group health insurance and have not had insurance for six months.

If you have questions about your eligibility, call the **eligibility hotline at 1-888-474-8275**, go online at www.arkidsfirst.com or go to your local DHHS office. An application for ARKids A and ARKids B can be obtained from your child's school.

Pulaski-Jax

2636 West Main
Jacksonville, AR 72078
Voice 501-371-1200
Fax 501-371-1201
TDD 501-371-1211

JACKSONVILLE NORTH PULASKI SCHOOL DISTRICT PARENT/STUDENT
HANDBOOK
INCLUDING CONDUCT AND DISCIPLINE



Dr. Bryan Duffie
Superintendent

Jacksonville North Pulaski School District 1414 W Main Street
Jacksonville, Arkansas 72076
Telephone (501) 241-2080

FOREWORD

It is wisely said that a journey of a thousand miles begins with a single initial step. In July 2016, the Jacksonville North Pulaski School District took a historical step into the future. After more than three decades, the Jacksonville and North Pulaski communities finally have their own school district.

Kindergartners will begin the school year with all the hopes and dreams of their parents. The seniors will have enthusiasm and vision for the future. Between these bookends, we will have the commitment of a dedicated staff to leave no stones unturned in making these dreams possible. The role of educating the students in these communities is taken very seriously, and we appreciate your trust.

As your Superintendent, my goal is to ensure that high quality instruction is delivered daily, our campuses are secure and well maintained, money is spent wisely and students graduate prepared for success.

Our vision is set and our priorities are clear. Join us in Building Futures—Every Student, Every Day!

Dr. Bryan Duffie, Superintendent of Schools

Board of Education Disclaimer Statement

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

Disciplining Students with IDEA Disabilities Disclaimer

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

For Your Information

Arkansas State Laws referenced in this Handbook are available for review at each JNPSD school.

Excerpt from Plan 2000

Jacksonville North Pulaski School District shall adhere to the policies set forth in the Handbook for Student Conduct and Discipline, as revised after consultation with the Joshua Intervenors and the Certified and Classified Personnel Policies Committees, to provide that students are disciplined in a fair and equitable manner.

Behavior Management Plan Statement

The Behavior Management Plan (BMP) is a specific initiative to address the District's goal of eliminating disparities in school discipline by providing discipline management options that do not involve a disruption of education services.

A MESSAGE TO STUDENTS AND PARENTS:

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

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

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

Dr. Tiffany Bone, Assistant Superintendent
Mr. Gregory Hodges, Assistant
Superintendent

Nondiscrimination Policy

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

Jacksonville North Pulaski School District 1414 W Main Street
Jacksonville, Arkansas 72076
Telephone Number: 501-241-2080

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

No student in the Jacksonville North Pulaski School District shall, on the grounds of race, color, religion, national origin, sex, age, or disability be excluded from participation in, or denied the benefits of, or subjected to discrimination under any educational program or activity sponsored by the District.



“The time is always right to do what is right.”

-Dr. Martin Luther King, Jr

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I. STANDARDS OF CONDUCT

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

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

Corporal punishment may be used as a disciplinary tool for cause, after progressive disciplinary sanctions have been utilized. In the event corporal punishment becomes necessary, the punishment shall be administered as follows:

1. The parents or guardians if so desired may have on file in the school Principal's office a statement to the fact that they do not wish to have their student disciplined by corporal punishment.
2. Corporal punishment will be administered in the presence of at least one other licensed school employee to serve as a witness and be present when the student is advised of the reason for the punishment. The student should be allowed time to respond to the disciplinary infraction charge and then the appropriate action should be taken.
3. Corporal punishment will not be administered in the presence of other students, or in the spirit of malice or anger, nor will it be excessive. Corporal punishment shall be limited to no more than three (3) licks.
4. The assistant principal administering corporal punishment shall prepare a written report to be submitted to the school Principal, stating the reasons for the punishment and the name of the witness.
5. The parents or guardians shall be informed in writing or by a personal telephone call that their child has been disciplined by corporal punishment. They will be informed of the reasons for administering corporal punishment and the name of the certified employee who witnessed the punishment.
6. Refusal to accept corporal punishment will result in suspension.

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

Below each rule is a standardized list of disciplinary actions to be taken. Normally this list will be adhered to in alphabetical order after each occurrence. **However, the administration may exercise more extreme action in severe situations or in situations, which a student has been involved in other rule infractions.** Additionally, school administration may use restorative practices when appropriate to minimize the loss of instruction.

Reporting Requirement: Violations of Level I rules will be reported by the teacher or staff member to the school administrator. Violations of Level II rules will be reported by teachers or staff to the school administrator. The school administrators shall **use their discretion in deciding whether to report the offense to law enforcement officials.** Violations of Level III rules will be reported immediately by teachers or staff to school administrators. The school administrators will report such incidents to law enforcement officials, when necessary. **Violations of Level IV rules will be reported immediately by teachers or staff to school administrators. The school administrators will report such incidents to law enforcement officials.** (Ark. Law 6-17-113) (With exception of Rule 410)

All secondary students are required to wear District issued ID badges that are visible during school and on the bus. See local school handbook for discipline procedures.

PARENT/STUDENT PROCESS FOR COMPLAINTS/APPEALS

The process for appealing an administrative decision is as follows:

1. Contact the building principal.
2. Contact the Director of Student Services

A. LEVELS OF INFRACTIONS

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

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

Response to Intervention (RTI)

After a student has demonstrated a pattern of negative/disruptive behavior, campus administration will implement the response to intervention (RTI) process for the student. RTI is a problem-solving approach that uses a three-tier model of intervention based on an integrated system of assessment and data collection that informs instructional decisions and/or behavioral support at each tier. In an effort to maximize individual student success, the Jacksonville North Pulaski School District has a Response to Intervention (RTI) Committee housed at each local school. The mission of the RTI Committee is to: Identify the learning needs of students who are struggling with their academics and who may be at-risk of school failure; Provide students with academic, behavioral and social support needed to succeed in school by implementing various strategies and interventions within the school setting. The Committee is comprised of administrators, teachers, and other school personnel who are involved with the student's learning.

Alternative Learning Center (ALC) SCREENING COMMITTEE

Exemplary practice 7.1 from the national alternative education association states, —the alternative education program has a screening committee to ensure that the alternative placement is most appropriate for the student's specific academic, behavioral, life skill, service coordination, transitional and vocational needs (individual student, individual placement decision).

All schools should create a screening committee at the beginning of each school year. The responsibility of the screening committee shall be as follows:

- To determine eligibility of students for ALC
- Ensure that interventions are implemented before submitting students to ALC
- Consider the appropriateness of interventions
- Provide option for students unsuccessful in a traditional school setting
- Ensure that behavior contract follows student to ALC
- Meet with student and inform student of consideration for ALC
- Ensure that due process is followed
- Ensure parents are aware of possible placement

The Screening Committee shall be comprised of: Teacher, Parent, Counselor, Administrator, Director of Student Services, and Assistant Superintendent for Curriculum & Instruction or Designee.

* It may be convenient for schools to operate or integrate this committee through established RTI committees located within the school.

B. LEVEL I

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

Rule	101.	Refusal to Follow School and/or Classroom Rules
Rule	102.	Academic Dishonesty
Rule	103.	Profanity and Obscene Gestures
Rule	104.	Sexually Explicit Materials
Rule	105.	Public Display of Affection
Rule	106.	Leaving Campus or Designated Area
Rule	107.	Harassment

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

Students shall comply with reasonable instructions from administrators, teachers, instructional assistants, school bus drivers or any other authorized school District employee. After the teacher has followed the BMP, and the student still does not comply with any school personnel, then Level I consequences will be followed. Each BMP is developed by the staff at the respective campus and reflects the agreed upon positive interventions to address violations of rule 101 in the classroom. No student should be found to be in violation of rule 101 unless the teacher provides campus administration with the completed BMP for the student and supporting documentation. Each student's BMP is reset at semester.

RULE 102. Academic Dishonesty

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

RULE 103. Profanity and Obscene Gestures

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

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

RULE 104. Sexually Explicit Materials

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

RULE 105. Public Display of Affection

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

RULE 106. Leaving Designated Area without Permission

After arrival on the school campus, a student will not leave designated area without permission from school authorities. Students found in violation of this rule the 2nd time will not be allowed to make up major classroom test.

RULE 107. Harassment

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

LEVEL I CONSEQUENCES

KINDERGARTEN – 2nd GRADE CONSEQUENCES

- a. Parent/Administrator Conference
- b. Parent/Administrator Conference
- c. In-School Consequences
- d. In-School Consequences (School Counselor Referral)
- e. In-School Suspension – 1 day (RTI Referral)
- f. In- School Suspension – 2 days
- g. Suspension – 2 days

3rd GRADE – 5th GRADE ELEMENTARY CONSEQUENCES

- a. Parent/Administrator Conference
- b. In-School Consequences
- c. In-School Consequences (School Counselor Referral)
- d. In-School Suspension – 1 day (RTI Referral)
- e. In- School Suspension – 2 days
- f. Suspension – 2 days
- g. Suspension – 4 days and probation

SECONDARY CONSEQUENCES

- a. Parent/Administrator Conference
- b. In-School Consequences
- c. In-School Consequences
- d. Suspension – 1 day
- e. Suspension – 2 days (RTI Referral)
- f. Suspension – 4 days and probation
- g. Recommendation for Expulsion

In- School Consequences include: D-hall, one (1) period of ISS, 1/2 day of ISS, full day of ISS, Counseling, school/bus community service, etc. (see Definitions).

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

C. LEVEL II

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

- Rule 201. Gambling
- Rule 202. Forgery or Falsification of Information or Failure to Provide Identification
- Rule 203. Tobacco and Tobacco Products
- Rule 204. Disruptive Behavior
- Rule 205. Misdemeanor Theft
- Rule 206. Vandalism — Relatively Minor Damage
- Rule 207. Possession of Fireworks
- Rule 208. Insubordination
- Rule 209. Violation of Medication Policy
- Rule 210. Visibility/Use of Paging Devices, Cell Phones, or Other Electronic Communication Devices

RULE 201. Gambling

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

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

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

RULE 203. Tobacco and Tobacco Products

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

RULE 204. Disruptive Behavior

Students shall not engage in behavior that is a disruption or interference with the proper conduct of instruction, classroom, or school activities.

RULE 205. Misdemeanor Theft

Students shall not take or **possess** property that does not belong to them. (A.C.A. 5-36-103; 5-36-106) (Less than \$500). **Parent must make restitution.**

RULE 206. Vandalism — Relatively Minor Damage

No student shall destroy or damage any property of another or that belonging to the school District. The parent/guardian shall be responsible for all damages to property caused by his/her child. (A.C.A. 5-38-203; 5-38-204; 5-71-206; 6-21-604; 6-21-605)

RULE 207. Possession of Fireworks

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

RULE 208. Insubordination

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

RULE 209. Violation of Medication Policy

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

LEVEL II CONSEQUENCES

KINDERGARTEN – 2nd GRADE CONSEQUENCES

- a. Parent/Administrator Conference
- b. In-School Suspension – 2 days or Saturday School 1 Day (RTI Referral)
- c. In-School Suspension – 4 days
- d. Suspension – 2 days
- e. Suspension – 4 days and probation
- f. Recommendation for Expulsion

3rd GRADE – 5th GRADE CONSEQUENCES ELEMENTARY CONSEQUENCES

- a. Parent/Administrator Conference
- b. In-School Suspension – 2 days or Saturday School 1 Day (RTI Referral)
- c. Suspension – 2 days
- d. Suspension – 4 days and probation
- e. Recommendation for Expulsion

SECONDARY CONSEQUENCES

- a. In-School Suspension – 2 days
- b. Suspension – 2 days
- c. Suspension – 4 days and probation (RTI Referral)
- d. Recommendation for Expulsion

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

D. LEVEL III

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

- Rule 301. Loitering by Suspended or Expelled Student
- Rule 302. Possessing or Using Drug Paraphernalia
- Rule 303. False Emergency Alarm/Tampering with Safety Devices
- Rule 304. Reckless Behavior
- Rule 305. Threat of Harm
- Rule 306. Bullying
- Rule 307. Disorderly Conduct
- Rule 308. Battery
- Rule 309. Sexual Contact
- Rule 310. Sexual Harassment
- Rule 311. Indecent Exposure
- Rule 312. Extortion/Bribery
- Rule 313. Gang or Gang Activity
- Rule 314. Computer/Network Violation
- Rule 315. Possession / Use of Inappropriate Item
- Rule 316. Theft — Student Property
- Rule 317. Theft — School Property
- Rule 318. Vandalism - Major Damage
- Rule 319. Profanity and Obscene Gestures Toward Public School Employee
- Rule 320. Video Voyeurism
- Rule 321. Fighting
- Rule 322. Possessing, Purchasing, Using or Being Under the Influence of Alcohol or Illegal Drugs

RULE 301. Loitering by Suspended or Expelled Student

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

RULE 302. Possessing or Using Drug Paraphernalia

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

RULE 303. False Emergency Alarm/Tampering with Safety Devices

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

RULE 304. Reckless Behavior

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

RULE 305. Threat of Harm

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

RULE 306. Bullying

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

RULE 307. Disorderly Conduct

No student shall disrupt the lawful assembly of persons by engaging in inappropriate behavior that substantially interferes with, or is likely to interfere with, any school function, activity, or school program. (A.C.A. 5-71-207, Disorderly Conduct — CIII Misdemeanor)

RULE 308. Battery

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

RULE 309. Sexual Contact

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

RULE 310. Sexual Harassment

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

RULE 311. Indecent Exposure

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

RULE 312. Extortion/Bribery

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

RULE 313. Gang or Gang Activity

The Board is authorized to suspend or expel any student of the District who joins or promises to join or who solicits other persons to join a gang or participate in gang activity or association or to wear or display any insignia of such while in and attending District schools. Gangs which initiate, advocate or promote activities which threaten the safety or well-being of persons or property on school grounds or school-sponsored activity or which disrupt the school environment and/or school activity are harmful to the education process. **The use of hand signals, graffiti, or the presence of any apparel, jewelry, accessory or manner of grooming which, by virtue of its color, arrangement, trademark, symbol or any other attribute, which indicates or implies membership or affiliation with such a group, presents a clear and present danger.** This is contrary to the school environment and educational objectives and creates an atmosphere where unlawful acts or violations of school regulations may occur. (Arkansas Law 6-15-1005, 5-74-201)

RULE 314. Computer/Network Violation

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

RULE 315. Possession/Use of Inappropriate Item

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

RULE 316. Theft — Student Property

Students shall not take the property of another person or be in possession of property belonging to another without that person's permission. If a student steals or is in possession of property belonging to another person worth \$500 or more without permission. **Parent/Guardian will make restitution.** (A.C.A. 5-36-103; 5-36-106)

RULE 317. Theft — School Property

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

RULE 318. Vandalism — Major Damage

No student shall purposely and without legal justification destroy or damage any property of another or that belonging to the school District. **The parent/guardian will be responsible for all damages to property caused by the student.** (Ark. Law 6-21-604) (A.C.A. 5-38-203; 9-27-330; 9-27-331)

RULE 319. Profanity and Obscene Gestures toward Public School Employee

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

RULE 320. Video Voyeurism

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

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

RULE 321. Fighting

Physical blows or contact exchanged between students is considered fighting. **If a student is found to have not initiated the fight, he may or may not be suspended. Alternate punishment may be applied with regard to actual involvement.** (Arkansas Law 5-71-207)

<p>LEVEL III CONSEQUENCES</p> <p>KINDERGARTEN – 2nd GRADE CONSEQUENCES</p> <ul style="list-style-type: none"> a. In-School Suspension – 2 days (RTI Referral) b. In-School Suspension – 4 days c. Suspension – 2 days d. Suspension – 4 days and probation e. Recommendation for Expulsion <p>3rd GRADE – 5th GRADE CONSEQUENCES ELEMENTARY CONSEQUENCES</p> <ul style="list-style-type: none"> a. In-School Suspension – 2 days (RTI Referral) b. Suspension – 2 days c. Suspension – 4 days and probation d. Recommendation for Expulsion <p>SECONDARY CONSEQUENCES</p> <ul style="list-style-type: none"> a. Suspension – 2 days (RTI Referral) b. Suspension – 4 days and probation c. Recommendation for Expulsion
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RULE 322. Possessing, Purchasing, Using, or Being Under the Influence of Alcohol or Illegal Drugs

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

<p>RULE 322 CONSEQUENCES</p> <ul style="list-style-type: none"> a. Parent/Administrator conference and suspension - 10 days and probation with documentation of counseling b. Recommendation for Expulsion

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

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

<p>FAILURE TO COMPLY WITH ANY OF THESE RULES MAY RESULT IN MORE SEVERE DISCIPLINARY CONSEQUENCES.</p>
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E. LEVEL IV

LEVEL IV CONSEQUENCES

Students will be suspended immediately and recommended for expulsion.

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

Rule 401.	Terroristic Threatening—Threats of Serious Physical Injury or Property Damage/Threats to Teachers/Staff
Rule 402.	Bomb/False Bomb, Fire Alarm/Threat
Rule 403.	Assault/Battery with Substantial Risk of Death or Serious Physical Injury (First Degree)
Rule 404.	Assault/Battery on Staff
Rule 405.	Sexual Abuse or Rape
Rule 406.	Robbery
Rule 407.	Selling, Attempting to Sell/Distribute Drugs/Alcohol
Rule 408.	Arson
Rule 409.	Possession or Use of Firearm, Weapon, or Facsimile Weapon
Rule 410.	Behavior Not Covered

RULE 401. Terroristic Threatening — Threats of Serious Physical Injury or Property Damage/Threats to Teachers/Staff
Students shall not, with the purpose of terrorizing another person, threaten to cause death or serious physical injury or substantial property damage to another person or threaten physical injury to teachers or school employees. (A.C.A. 6-17-113, duty to report all threats and acts of violence)

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

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

RULE 403. Assault/Battery with Substantial Risk of Death or Serious Physical Injury (First Degree)

A student commits assault in the first degree if he or she recklessly engages in conduct that creates a substantial risk of death or serious physical injury to another student. (A.C.A. 5-13- 201, Batt. I; 5-13- 202, Batt. II; 5-13-204, Agg. assault; 5-13-205, 1st Deg. Assault; 5-1-102(19))

RULE 404. Assault/Battery on Staff

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

RULE 405. Sexual Abuse or Rape

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

RULE 406. Robbery

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

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

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

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

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

Drug Dog

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

RULE 408. Arson

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

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

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

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

RULE 410. Behavior Not Covered

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

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

F. REFER TO LOCAL SCHOOL PROCEDURE MANUAL

The Local Procedure Manual outlines practices and expectations at the individual campus. The procedure manual also includes the campus behavior matrix and all procedural information. Suspension and expulsion will not be utilized for violations of the procedure manual.

RULE 601. Repeated School and/or Class Tardiness

Students shall not be tardy. A student is tardy if he is not in his classroom or other assigned location by the time the tardy bell stops ringing. (Arkansas Law 6-18-217, 6-18-222)

RULE 602. Student Dress and Grooming

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

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

Exemptions: Parents may apply to building principal for full or partial exemptions or waivers for students due to handicapping condition or religious observation. New students to District schools will be given two weeks to comply with the Uniform Dress Code. Denied exemption requests may be appealed to the Assistant Superintendent for Curriculum and Instruction. All secondary students are required to wear District issued ID badges that are visible during school and on the bus.

RULE 603. Violation of Parking and Driving Regulations

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

RULE 604. Truancy (Skipping School or Class)

A student will not be absent from school without parent or school authorities' prior knowledge and consent. A student absent from his classroom or other assigned learning station without permission from school authorities will be considered as truant. Each truancy will be treated as an absence. Teachers will be notified when students are absent more than ten (10) days. (Arkansas Law 6-18- 217, 6-18-222)

RULE 605. Visibility/Use of Paging Devices, Cell Phones, or Other Electronic Communication Devices

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

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

RULE 605 CONSEQUENCES

ELEMENTARY CONSEQUENCES

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

SECONDARY CONSEQUENCES

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

II. SCHOOL BUS TRANSPORTATION

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

Students and parents have the responsibility for knowing and agreeing to abide by bus riding regulations. Bus drivers have the responsibility for obeying all traffic laws and safety procedures, for supervising the behavior of students assigned to them, and for reporting to the school principal those acts of student conduct which are contrary to law, school regulations, or jeopardize the health and safety of persons riding the bus. Principals have the responsibility for acting promptly when a bus driver reports acts of misconduct and for proper notification to the student, parent and driver of his disposition of the case. Parents have the responsibility for providing student transportation to and from school when suspension of bus privileges becomes necessary.

Transportation to Locations for Childcare

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

A. Procedures and Rules for Students Riding School Buses

101. Students may only use the bus stop nearest their residence, unless written permission is obtained from the Transportation Department.
102. Students who miss their bus are not permitted to hitchhike a ride or walk to or from school.
103. Parents of students who received specialized transportation are to notify the driver when the student will not be riding. Specialized transportation i.e. Special Needs.
104. Students on buses are under the supervision of the driver and are to follow his directions at all times. Failure to follow his directions may result in loss of bus privileges.
105. Unauthorized passengers are not allowed on the bus at any time.
106. Students who have special needs transportation may be picked up at locations other than the home bus stop upon the approval of the Transportation Department.
107. JNPSD students attending state schools or other agencies will not be transported by the Transportation Department when drivers are not under contract. (i.e. Schools for Deaf & Blind, Centers, etc.)
108. Students requiring constant care and supervision will not be left unattended when delivered to their homes in the afternoon. Parents/guardians will be responsible for providing the necessary supervision.
109. Musical instruments will not be permitted to be stored behind the driver's seat or in the front of the bus.
110. If a student does not ride the bus for three consecutive days the parent must contact JNPSD transportation on the fourth day to reinstate bus service.
111. Parents must pick up confiscated possessions such as, but not limited to radios, tape/CD players, pagers, cell phones, or other electronic communication devices by the end of each semester

B. Level I Transportation Rules

501. In order for the bus to remain on schedule, students are to be at the bus stop ten (10) minutes before and after the bus is scheduled to arrive. The driver is not permitted to wait for the student.
502. Students will stand back ten (10) feet from the bus stop and wait until the door is opened before moving closer to the bus. While waiting, students are not to play on the highway/road or engage in dangerous conduct, which could cause bodily harm to themselves or others; or damage to private property. Action by local police may be taken.
503. If arriving at the bus stop just as the bus approaches, students will wait until the bus comes to a complete stop and the driver signals for crossing unless the driver has instructed his riders in a different procedure.
504. When entering or leaving the bus, students should proceed quickly and in an orderly manner.
505. Students are not permitted to carry animals (living or dead) on the bus.
506. Students are not permitted to clutter the bus with paper or other objects.
507. Food and drink are not allowed on the bus for consumption while riding the bus. No eating or drinking allowed at any time, unless otherwise authorized by school administration with medical documentation.
508. Radios, tape/CD Players or computer electronic games will not be carried onto the bus.
509. Students will not be permitted to board or leave the bus at any place other than their regular stop, unless authorized by school administration, with parental permission, for school related activities only.
510. Students who are to cross the road after leaving the bus are to go to a point on the shoulder of the road ten (10) feet in front of the bus. The driver will then signal for students to cross.
511. No athletic playing equipment will be brought on the bus.
512. Students are not permitted to carry any objects too large to be held when seated. (i.e., presentation board, science projects, etc.)
513. Musical instruments may be transported by students on the bus with the following stipulations:
 - a. The following instruments must be held in the student's lap during transport: violin, viola, piccolo, bells, trumpet/coronet/oboe, clarinet (b-flat), alto clarinet, and flute. They cannot be placed on or under the seat and must not interfere with other students sharing their seat.
 - b. The following musical instruments must be placed on the floor between the student's feet: bassoon, bass clarinet, alto saxophone, tenor saxophone, and trombone. They cannot be held in the lap of the students or placed on the seat.
 - c. The following musical instruments are not permitted on the bus during the regular morning and afternoon runs: tuba, all types of drums, baritone horn, string bass, cello and French horn.

TRANSPORTATION LEVEL I CONSEQUENCES

- a. Student/Parent/Administrator Conference
- b. In-School Consequence
- c. Bus Suspension – 2 days
- d. Bus Suspension – 4 days
- e. Bus Suspension – 10 days and probation
- f. Recommendation for Expulsion of bus riding privileges for remainder of school year

C. Level II Transportation Rules

- 514. Students will refrain from distracting the driver, stay reasonably quiet, face the front of the bus, and leave other students alone, which includes inappropriate use of cell phones/electronic devices.
- 515. Students **will sit and remain seated** in assigned seats from the time they board the bus until they reach their destination.
- 516. Students cannot be standing while the bus is in motion.
- 517. Students are not permitted to ride another bus when they are suspended from their assigned route bus. If a student is caught violating this rule, additional punishment will follow?
- 518. Students are not permitted to extend their hand, arms, heads or any body parts out of the bus windows at any time.
- 519. Students are not permitted to sit on the front of rear engine cowling or the dashboard.
- 520. Students will not tamper with any of the safety devices on the bus.
- 521. Students are not permitted to throw items of any kind inside the bus or out of the bus windows. Any student caught throwing items out of a window and damaging a vehicle will be responsible for the cost of repairs.
- 522. Students who refuse to properly identify themselves to the driver or an administrator from the Transportation Department upon request shall be suspended from riding the bus.

TRANSPORTATION LEVEL II CONSEQUENCES

- a. Parent/Administrator Conference
- b. Bus Suspension – 2 days
- c. Bus Suspension – 4 days
- d. Bus Suspension – 10 days and probation
- e. Recommendation for Expulsion of bus riding privileges for remainder of school year

Behavior not covered in Transportation Section refer to Standards of Conduct.

III. PROCEDURES TO IMPLEMENT DISCIPLINARY MEASURES

A. Alternative Programs

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

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

B. In School Suspension

The purpose of the In School Suspension (ISS) is for the assignment of students in lieu of out-of-school suspensions. The District created ISS as a means of assisting schools in reducing the number of out-of-school suspensions.

Guidelines

1. Students may be assigned to ISS in lieu of an out-of-school suspension.
2. Students may not be assigned any more than five (5) days per assignment.
3. Classroom work will be provided by the student's teachers on the first day of assignment to ISS.
4. Supplemental materials for standardized test preparation will be utilized in the ISS classroom.

C. Detention Hall

Detention Hall (D-Hall) may be assigned depending upon the rule violated as determined by the school administration. This is an alternative program offered by the Jacksonville North Pulaski School District to keep students in school. D-Hall is coordinated at the local school level by the building principal.

If the student refuses to attend D-Hall, the student may receive other consequences.

D. Suspension

The principal or his designee may use suspension for the amount of time needed to arrange a meeting of principal, student and parents. Longer suspension, up to ten (10) days, may be used as a disciplinary measure for violation of school rules, including the day upon which the suspension is initially imposed. A student who receives a suspension, whether in-school or out of school, is suspended from regular classes and participation in all extra-curricular activities for the term of the imposed suspension.

Prior to such suspension, the principal or designee shall inform the student of the alleged charges or accusations and the basis of the charges or accusations. If the student denies the charges, the principal shall explain the evidence, which forms a basis of the charges and shall permit the student to present his side of the story. If the principal considers that a suspension is proper, he will send the student home with a suspension notice requesting a student-parent-principal conference. Additionally, the parent will be mailed a copy of the suspension notice, which shall include the reasons for the suspension, the manner in which the student may be readmitted to school, and the procedure in which the suspension can be reviewed. (See Student Complaints, Item 2, page 46.) Such notice will be mailed, on the date the suspension is imposed, to the parent at the address reflected on the school records.

When a student has been notified that he is suspended, he shall remain away from school premises until the principal or designee reinstates him, except that a suspended student may return to the school premises when accompanied by his parent for the student-parent-principal conference.

In the event of an unsatisfactory student-parent-administrator conference, the suspension may be treated procedurally as a recommendation for expulsion, and notice will be sent to the parent as provided under the policy for expulsion.

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

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

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

E. Probation

The Principal, or his/her designee, may place any student who has been involved in an act of Level I, II, or III misconduct on probation in addition to suspension. School personnel must, however perform an investigation of the situation; provide formal notice to the student and parent/guardian(s), and an opportunity for a parent/guardian conference. Probation should be for a definite period during which critical examination and evaluation of the student's progress is to take place.

F. Expulsion

1. When a student is suspended by a principal and recommended for expulsion the parent(s) or guardian will promptly be notified in writing, by a certified letter to the last known address or a letter delivered by a school employee, of the reason(s) therefore, and the procedure to be followed if readmission is sought. When a school employee delivers the letter, the parent or guardian will be required to sign a statement of receipt. The principal must sign the expulsion recommendation.
2. The Hearing Officer will hold a hearing on the recommendation for expulsion, which is the Director of Student Services or his designee, if a request is made in writing within ten (10) calendar days from the date of the aforesaid notice. The Hearing Officer will consider the appeal brought by parents and the position of the administration making the recommendation and then make a decision based upon equitable factors. This hearing will normally be conducted within five (5) days after receiving the request for a hearing; another date may be mutually agreed upon between the two parties. A form and a stamped-addressed envelope, which may be used to request a hearing, will be enclosed with the aforesaid notice.
3. The findings and recommendation of the Hearing Officer will be final unless modified or rejected by the Superintendent and/or Board of Education. The Hearing Officer will furnish to the student or his representative complete instructions on his right to appeal to the Superintendent and/or Board of Education and the procedures to be followed. A form, which may be used for this purpose, will also be furnished if requested or if an appeal is indicated. The appeal must be submitted in writing within two (2) business days of the student services hearing and prior to the next regular Board meeting.
4. No appeal will be heard by the Board unless the student has appeared before the Hearing Officer and presented a written notification of appeal to the Superintendent.
5. If a student is to be represented by legal counsel or other advocate, then the student's representative and the school district's attorney will arrange a hearing date and time that is agreeable to all parties.
6. An appeal hearing before the Board will be conducted as follows:
 - a. General statement concerning the allegation(s) will be made by the School Administration.
 - b. General statement on behalf of the student.
 - c. Presentation of evidence by the administration.
 - d. Presentation of evidence by the student or his representative in defense or mitigation of the allegation(s)
 - e. Rebuttal evidence by the Administration if he so desires
 - f. The Board will then make a finding concerning the validity of the allegation(s). If the Board finds the allegation(s) not to be true this will terminate the hearing and no further action because of this matter will be taken against the student.
 - g. If the Board finds the allegation(s) to be true, the Administration will make a recommendation and may offer additional factor evidence in support thereof. The recommendation need not necessarily be the same as the original recommendation.
 - h. The student or his representative may elect to make a final statement in mitigation of the allegation(s) and recommendation of the administration.
 - i. The Board of Education will take final action on the recommendation of the administration and may approve, modify or reject the recommendation.
 - j. In the absence of a request for a hearing before the Hearing Officer, the Board will act upon the Superintendent's recommendation.
 - k. When, because of the circumstances, time is of the essence the Board and the Superintendent may waive and modify the time and notice provisions of this sub-section when such action would be in the best interest of fairness and the furtherance of justice. (Arkansas Law 6-18-507)

When a student has been notified that he has been recommended for expulsion, he will remain away from the school premises pending resolution of the recommendation.

7. All students who are expelled by the school board will be placed on a board-issued probation and referred to the Alternative Learning Environment upon return. Prior to returning to school, the student and guardian shall meet with campus administration to review the conditions of the student's return. The duration of the probation will align with the term of the expulsion.
 - A student who is expelled for one semester will be placed on one semester of probation upon return to JNPSD.
 - A student who is expelled for two semesters will be placed on probation for two semesters upon return to JNPSD.

- A student who is expelled for one calendar year will be placed on probation for one calendar year upon return to JNPSD.

A secondary student on a board-issued probation will be recommended for expulsion to the student hearing officer for violation of three level I offenses or two level II offenses. Any student found to be in violation of a level III or level IV offense will be suspended immediately and recommended for expulsion.

G. Corporal Punishment

Corporal Punishment is defined as punishing a student by striking a maximum of three times on the buttocks with a paddle, which is provided by the school system. Such punishment must be administered in a reasonable manner taking into consideration the age, size, emotional conditions, and health of the student.

Corporal Punishment shall be administered only by the principal, or assistant principal. Corporal punishment shall be administered in a specific private place designated by the principal, i.e. **out of the sight and hearing of other students, shall not be excessive, or administered with malice.** It shall be witnessed by a licensed staff member who is cognizant of the reasons for the punishment. Counselors are not included as witnesses because of the student counselor relationship.

The student shall be advised of the particular misconduct in question and shall be given an opportunity to provide an explanation of the facts prior to the application of corporal punishment.

A record of each incident of corporal punishment shall be kept. This record shall include the student's name, time, date, details of violation, form of discipline administered, the person administering the discipline, and the witness. The principal or assistant principal shall notify the parents of such violation and punishment.

IV. WHO IS RESPONSIBLE FOR STUDENT CONDUCT?

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

A. Students

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

B. Parents or Guardians

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

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

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

C. Teachers/Staff Members

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

D. School Administrators

An administrator of each school will disseminate and explain to all students at the beginning of the school year, and will disseminate to each new student upon registration, the rules and regulations currently in effect for that school. In developing rules and regulations the administrator is expected to involve representatives of the teaching staff, the student body and the patrons of the school. The administrator of each school is responsible for conducting continued in- service education for all personnel on a regular basis to interpret and implement established policies. Each principal, or the principal's designee, is authorized to assign students to detention, work detail (with parent permission), probation status, and to suspend or recommend the expulsion of students. The principal is expected to inform the parents or guardians of any student whose behavior is in serious conflict with established laws, rules and procedures.

E. Security Personnel

Security personnel are JNPSD employees and will be present to insure a safe, secure, orderly environment.

F. Superintendent

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

G. Board of Education

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

V. INFORMATION ON RIGHTS AND RESPONSIBILITIES

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

A. Nondiscrimination

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

Jacksonville North Pulaski School District
1414 W. Main Street
Jacksonville, Arkansas 72076
Telephone Number: 501-241-2080

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

Any student, or parent, who feels aggrieved under the above policy, may secure information concerning filing grievance procedures from the principal of a District school or from the office of the Assistant Superintendent for Curriculum, Instruction, & Desegregation.

B. Student Procedure for Filing Sexual Harassment Complaints

It is the policy of the District that none of its students will be subjected to sexual harassment by any school employee, including teachers and administrators, any volunteer, visitor, or other students. Sexual harassment is any unwelcome sexual advance, request for sexual favors and other verbal or physical conduct of a sexual nature.

Any student who has a complaint of sexual harassment at school by anyone should bring the problem to the attention of a school employee. If the complaint involves the principal the complaint may be made to the Assistant Superintendent for Curriculum and Instruction.

The complaint will be investigated and the complainant will be advised of what action, if any, has been taken to resolve the complaint.

If the student is not satisfied with the principal's resolution of the complaint, he may appeal to the Assistant Superintendent for Curriculum & Instruction. The appeal must be made in writing within ten (10) days from the decision of the principal.

If the student is not satisfied with the Assistant Superintendent's resolution of the complaint or if the complaint was originally made to the Assistant Superintendent for Curriculum and Instruction, he may appeal to the Superintendent. The appeal must be made in writing within ten (10) working days from the decision of the Assistant Superintendent.

C. 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 and all visitors must first register at the office. All visitors must be issued a visitor's pass.

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

D. Contact with Students While at School

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

Contact by Non-Custodial Parents

If there is any question concerning the legal custody of the student, the custodial parent shall present documentation to the principal or his/her designee establishing the parent's custody of the student. It shall be the responsibility of the custodial parent to make any court ordered —no contact or other restrictions regarding the non-custodial parent known to the principal by presenting a copy of a file- marked court order. Without such a court order on file, the school will release the child to either of his/her parents. Non-custodial parents who file with the principal a date-stamped copy of current court orders granting visitation may eat lunch, volunteer in their child's classroom, or otherwise have contact with their child during school hours and the prior approval of the school's principal. Such contact is subject to the limitations outlined in Policy 4.11 and any other policies that may apply.

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

Contact by Law Enforcement, Socials Services, or by Court Order

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

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

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

Contact by Professional Licensure Standards Board Investigators

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

E. Compulsory Attendance Ages

Every parent, guardian, or other person having custody or charge of any child age five (5) through seventeen (17) years on or before August 1 of that year who resides, as defined by policy, within the District shall enroll and send the child to a District school with the following exceptions.

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

F. Entrance Age Requirements

To enroll in a school in the District, the child must be a resident of the District as defined in District policy and meet the criteria outlined in policy.

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

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

Any child may enter first grade in a District school if the child will attain the age of six (6) years during the school year in

which the child is seeking enrollment and the child has successfully completed a kindergarten program in a public school in Arkansas.

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

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

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

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

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

Uniformed Services Member's Children

For the purposes of this policy:

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

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

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

ELIGIBLE CHILD MEANS THE CHILDREN OF:

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

An eligible child as defined in this policy shall:

1. be allowed to continue his/her enrollment at the grade level commensurate with his/her grade level he/she was in at the time of transition from his/her previous school, regardless of age;
2. be eligible for enrollment in the next highest grade level, regardless of age if the student has satisfactorily completed the prerequisite grade level in his/her previous school;
3. enter the District's school on the validated level from his/her previous accredited school when transferring into the District after the start of the school year;
4. be enrolled in courses and programs the same as or similar to the ones the student was enrolled in his/her previous school to 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.

G. School Admissions

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

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

The District shall reject applications that would cause it to be out of compliance with applicable laws and regulations regarding desegregation.

Students who request admission at a time when they are suspended from another school District will not be admitted until the period of suspension expires. This policy will also apply if a student has been recommended for expulsion, but has been allowed to withdraw from school prior to final action on the recommendation. The Board of Education reserves the right, after a hearing before the Board, not to allow any person who has been expelled from another District to enroll as a student until the time of the person's expulsion has expired.

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

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

The District will comply with the laws of Arkansas and regulations of the State Board of Education in its admission practices. Further, the admission practices will be construed in a manner consistent with the desegregation plan and student assignment plan of the District as approved by the United States District Court for the Eastern District of Arkansas. (Arkansas Laws 6- 18-316, 6-18-510, 6-15-504)

H. Student Attendance

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

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

Excused Absences

Excused absences are those where the student was on official school business or when the absence was due to one of the following reasons 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 school year unless the condition(s) causing such absences is of a chronic or recurring nature, is medically documented, and approved by the principal. **Illness - Excused**
2. Death or serious illness in their immediate family; **Funeral - Excused**
3. Observance of recognized holidays observed by the student's faith; - **Religious - Excused**
4. Attendance at an appointment with a government agency; **Government Agency - Excused**
5. Attendance at a medical appointment; **Doctors Note - Excused**
6. Exceptional circumstances with prior approval of the principal; **Exceptional Circumstances - Excused**
7. Participation in 4-H sanctioned activity; **School Business - Excused**
8. Participation in the election poll workers program for high school students. **School Business - Excused**

9. Absences granted to allow a student to visit his/her parent or legal guardian who is a member of the military and been called to active duty, is on leave from active duty, or has returned from deployment to a combat zone or combat support posting. The number of additional excused absences shall be at the discretion of the superintendent or designee. **Active Duty Visit - Excused**
10. Absences granted, at the Superintendent's discretion, to seventeen (17) year-old students who join the Arkansas National Guard while in eleventh grade to complete basic combat training between grades eleven (11) and (12). **Basic Training - Excused**
11. Absences for students excluded from school by the Arkansas Department of Health during a disease outbreak because the student has an immunization waiver or whose immunizations are not up to date. **Medical - Excused**
12. Students who serve as pages for a member of the General Assembly shall be considered on instructional assignment and shall not be considered absent from school for the day the student is serving as a page. **School Business - Excused**

Unexcused Absences

Absences not defined above or not having an accompanying note from the parent or legal guardian, presented in the timeline required by this policy, shall be considered as unexcused absences. No more than six (6) days per school year can be excused with an approved parent note.

Students with ten (10) unexcused absences in a course in a semester may not receive credit for that course. At the discretion of the principal after consultation with persons having knowledge of the circumstances of the unexcused absences, the student may be denied promotion or graduation. Excessive absences shall not be a reason for expulsion or dismissal of a student.

Students with ten (10) consecutive unexcused absences shall be dropped on the Eleventh (11th) day and can be allowed to re-enroll upon return.

When a student has five (5) unexcused absences, his/her parents, guardians, or persons in loco parentis shall be notified. Notification shall be by telephone or letter 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.

When a student has seven (7) unexcused absences, his/her parents, guardians, or persons in loco parentis shall be notified. Notification shall be by telephone or letter by the end of the school day in which such absence occurred or by regular mail with a return address sent no later than the following school day.

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

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

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

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

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

Applicants for an instruction permit or for a driver's license by persons less than eighteen (18) years old on October 1 of any year are required to provide proof of a high school diploma or enrollment and regular attendance in an adult education program or a public, private, or parochial school prior to receiving an instruction permit. To be issued a driver's license, a student enrolled in school shall present proof of a —C average for the previous semester or similar equivalent grading period for which grades are reported as part of the student's permanent record. (Arkansas Law 6-18-209, 6-18-220, 6-18-222, 6-18-229, 6-18-231, 6-4-302)

Each school principal, with the assistance of his School Leadership Team will develop a plan detailing attendance counseling and reporting. This plan will be in compliance with District policy and the above regulations.

I. Tardy Policy

A tardy is any time a student arrives after school begins without a parent checking the student in. An early check out is a departure any time before the school day ends. If a student misses three (3) hours of instruction it will be considered a half-day absence (Elementary Only).

J. Homework Policy

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

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

General Guidelines

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

Limitations

1. Homework will not require use of materials or equipment not readily available in most homes, media center or public libraries and should require the use of those materials and equipment only after the student has had instruction in their use.
2. Homework will not be used as a form of punishment under any circumstances.

K. Make-Up Regulations

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

1. Students or parent/guardians are responsible for asking the teachers of the classes they missed what assignments they need to make up.
2. Teachers are responsible for providing the missed assignments when asked by a returning student or the student's parent/guardian.
3. Students or parent/guardians are required to ask for assignments on the student's first day back at school or their first class day after their return.
4. Make-up tests are to be rescheduled at the discretion of the teacher, but must be aligned with the schedule of the missed work to be made up.
5. Students shall have at least one class day to make up their work for each class day they are absent, at the discretion of the teacher.
6. Make-up work, which is not turned in within the make-up schedule for that assignment, shall be graded at the discretion of the teacher.
7. Students, or the parent/guardian of elementary students, are responsible for turning in their make-up work without the teacher having to ask for it.
8. Students who are absent on the day their make-up work is due must turn in their work the day they return to school whether or not the class for which the work is due meets the day of their return, at the discretion of the teacher.
9. As required/permitted by the student's Individual Education Program or 504 Plan.

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

Students, who are found to be out of designated area, **and in violation of this rule the 2nd time**, will not be allowed to make up major classroom test. **Students will be allowed to make up worked missed for the first suspension or any suspension of two (2) days or less.** Work missed while a student is expelled from school may not be made up for credit and students shall receive a zero for missed assignments.

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

L. Educational Requirements for Obtaining Motor Vehicle Operator's License

Every application for an instruction permit or for an operator's license by a person less than 18 years old on October 1 of any year shall be accompanied by proof of receipt of a high school diploma or its equivalent or enrollment and regular attendance in a public, private or parochial school or proof that such person is being provided schooling at home. Regular attendance

shall be attendance in compliance with the established written policy of the Jacksonville North Pulaski School District. Such person shall present proof of a —C average for the previous semester in order to be issued a license. However, when the student does not have the required —C average, a restricted license may be issued to the student for the purpose of driving to and from work. A student with a disability receiving special education or related services shall present proof that the student is successfully completing his individual education plan in order to be issued a license. A student enrolled in a home school shall present proof that he is successfully completing his course of study as required by A.C.A. 6-15-504, 6-15-505 and 27-16-701 in order to be issued a license.

Parking fee schedule:

Collected through the first 2 weeks of student enrollment..... \$15.00

Collected after the 2nd week of student enrollment \$20.00

M. Curriculum

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

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

N. Evaluation

Students have the right to know what is expected of them in class in order to receive a specific grade; to be graded fairly; to receive both academic and citizenship grades; to be informed of unsatisfactory work; and, provided suggestions for improvement.

Students and parents have the right and responsibility to initiate conferences with teachers concerning student classroom performance. Parents have the responsibility to respond promptly to teacher notification of unsatisfactory academic performance or unsatisfactory conduct on the part of the student.

O. Expression

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

1. Oral Expression

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

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

2. Written Expression

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

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

3. Symbolic Expression

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

The primary responsibility for dress, grooming and overall appearance of students rests with the parents of individual students and the students themselves. Students have the responsibility to insure that (a) buttons, badges, clothing and other symbols do not contain obscene or libelous words, phrases or pictures, or depict alcohol, drugs and/or tobacco products; (b) that hair styles do not interfere with the health and safety of all students; (c) that clothing does not result in overt exhibitionism or disregard of common rules of cleanliness and health and safety standards, (d) that no flag or banner is publicly displayed except those approved by the Board of Education; and (e) that physical gestures do not convey a connotation of obscene or highly disrespectful acts, infringe upon the rights of others, or cause or begin an overt and immediate disruption of the educational process. School staffs have the responsibility to insure adherence to the above standards.

P. Assembly

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

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

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

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

Q. Patriotic and Religious Exercise

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

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

R. Locks, Lockers, Desks and Other Student Storage Facilities

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

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

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

Students will only be allowed to have clear or mesh backpacks on school property.

S. Interrogation and Removal from School by Legal Authorities

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

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

If the principal or designee is unable to reach the parent, he shall make a reasonable, good faith effort to get a message to the parent to call either the principal or designee, and leave both a day and an after- hours telephone number. (Act 1217 of 2001)

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

T. Search and Seizure

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

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

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

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

Search and seizure by law enforcement officials will occur only when a probable cause exists. School administrators have the

responsibility to make students aware of search and seizure procedures involving school property or person. Metal detectors will be used for general scanning in all schools. General scans will be defined as the use of metal detectors to search all students who are present at school on the day of the search. School employees who are not wearing ID badges and patrons may be subject to scanning when entering a school building during the day. All individuals may be subject to general scanning when entering buildings, gymnasiums and stadiums for events and activities scheduled outside the school day. If weapons or illegal substances are found during the process of scanning, District policy, local, state and federal laws will be followed.

Procedures for scanning are as follows:

1. Each secondary principal will have a prepared plan for general scanning in his or her buildings. These plans will be on file in the office of the Assistant Superintendent for Support Services or his designee. Said plan will include details related to:
 - a. The number of teachers to be used in the scanning process
 - b. Staff assignment
 - c. Procedures for search of the grounds and buses
 - d. Procedures for securing the building so that when general student population scanning takes place, students may not enter or leave except through designated exits/entrances
 - e. Provisions for locker searches
2. Within 48 hours of either a random or a general scan, a written report using the form available for this purpose will be submitted to the Assistant Superintendent for Support Services or his designee. Any teacher/school employee who observes scanning will initial form when scanning is complete.
3. The scanner will be available for elementary schools provided a building-level plan has been established and students' parents/guardians have been notified.
4. The conduct of scan searches will follow these listed procedures:
 - a. The metal detector will be passed over the student on each side, front and back.
 - b. If any metal is registered, the student may be:
 - i. instructed to empty his pockets;
 - ii. instructed to pull up his pant leg so that socks and shoes may be checked;
 - iii. asked to take off jackets to be hand searched;
 - iv. asked to submit purses/book bags for search;
 - v. asked to turn a belt buckle over to expose the backside in order to ensure that no weapon is concealed
 - c. Once the object that caused the alarm is located, and the alarm does not sound when passed over the student, the search will stop.
 - d. If after completing these procedures there is still a reasonable belief that the student is concealing a weapon on his person based on the sounds produced by the metal detector, the student may be asked to accompany an administrator to the office. In the privacy of an office and with a teacher of the same sex present as a witness, the student will be asked to produce any weapon or metal items on his person. **At no time will a strip search be conducted.** If a pat-down search of a student's person is conducted, it will be performed by a school official or a certified employee of the same sex who has volunteered to conduct the search. Every effort will be made to exclude teachers from pat-down searches in order to protect the teacher-student relationship. If the proposed designee should refuse to participate, that refusal will not be reflected on the employee's record. The search will be conducted in private and in the presence of an adult witness of the same sex.
 - e. If the above measures do not yield the object that is causing the detector to indicate the presence of an object, then the student's parent/guardian will be contacted and the student will be detained until the parent/guardian comes to school. If the parent/guardian will not or cannot aid in locating the object that is present, the parent/guardian will be informed that police will be contacted for assistance. Arkansas Statute 5-73-122 and School Law of Arkansas 6-21-608 give ample justification for police assistance in that reasonable cause has been established that the student is secreting an illegal object on his person that is believed to be a weapon.
5. The media will not be present during scanning activities, nor will pictures be taken of students who are being scanned.

U. Bullying

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

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

Definitions:

"Attribute" means an actual or perceived personal characteristic including without limitation race, color, religion, ancestry,

national origin, socioeconomic status, academic status, disability, gender, gender identity, physical appearance, health condition, or sexual orientation;

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Notice of what constitutes bullying, the District's prohibition against bullying, and the consequences for students who bully shall be conspicuously posted in every classroom, cafeteria, restroom, gymnasium, auditorium, and school bus. Parents, students, school volunteers, and employees shall be given copies of the notice. (A.C.A. § 6-18-514, A.C.A. § 5-71-217)

V. Student Records – Notice of Privacy Rights

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

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

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

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

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

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

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

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

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

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

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

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

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

The challenge shall clearly identify the part of the student's record the parent wants changed and specify why he/she believes it is inaccurate or misleading. If the school determines not to amend the record as requested, the school will notify the requesting parent or student of the decision and inform them of their right to a hearing regarding the request for amending the record. The parent or eligible student will be provided information regarding the hearing procedure when notified of the right to a hearing.

Unless the parent or guardian of a student (or student, if above the age of eighteen [18]) objects, "directory information" about a student may be made available to the public, military recruiters, post-secondary educational institutions, prospective employers of those students, as well as school publications such as annual yearbooks and graduation announcements. —Directory information includes, but is not limited to, a student's name, address, telephone number, electronic mail address, photograph, date and place of birth, dates of attendance,⁵ 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 form for any student no longer in attendance at the District.

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

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

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

W. Insurance

A group accident insurance policy is available to all members of the student body at a nominal cost when school activities begin each fall. Athletic participation fee does not include school insurance.

X. Due Process/Grievance

Students have the right to be immediately informed of alleged violations of standards of behavior as established by Board policy and/or school regulations, and to be informed of appeal procedures.

Students have the responsibility to know and obey school rules, to express grievances in a polite and hospitable manner, and to give parents correct information concerning misconduct. Principals and teachers have the responsibility to follow Board-established procedures in disciplinary actions against students. Students have the right to provide their account of events and provide relevant evidence. Principals are responsible for conducting unbiased investigations and making findings that are based on evidence. Principals are responsible for notifying and conferring with parents and students in cases involving suspension and expulsion recommendations. Parents have the responsibility to call principals for conference when needed, and to arrange with proper school authorities for desired student hearings.

Y. Parent/Student Process for Complaints/Appeals

If a student and/or the parent of the student involved in a disciplinary ruling wishes to contest a disciplinary ruling or a condition or circumstance imposed by a teacher or school administrator, the procedure, which follows, should be used by the person filing the complaint. All complaints must be submitted in writing.

1. The complaint must be directed to the person who originally took the action upon which the complaint is based. The person shall reconsider his action and give his decision to the complainant.
2. If the complainant is not satisfied with the decision, the complaint must be directed to the immediate superior of the person who took the original action. If the complaint is directed to a teacher, the immediate superior would be the building principal. If the complaint is directed to a principal and involves an academic problem, the immediate superior would be the Assistant Superintendent of Curriculum & Instruction. If the problem involves a disciplinary action, the principal's immediate superior would be the Assistant Superintendent for Curriculum & Instruction.

The superior or his designee shall review the original action, which was taken, and render a decision or suggest a solution, which might be mutually satisfactory to all parties.

If either party is not satisfied with the decision of the superior, the complaint may be directed to the Superintendent.

3. The Board of Education delegates to the Superintendent the authority to review the complaint and issue a decision regarding the complaint. In regard to suspension and due process, the decision of the Superintendent of Schools will be final.

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

Z. Prom Dress Code and Guidelines for Jacksonville High School

Prom is a formal and special night for Jacksonville High School students and their approved dates. We hope to maintain the integrity and formality of this night by implementing this simple dress code.

Guidelines for Dresses

- Dresses may be strapless or include spaghetti straps.
- Dresses may be backless as long as they are not cut below the waistband/waistline.
- 2-piece dresses **MUST** be appropriate, with minimal (No More Than 1") midriff revealed.
- Dresses may not have a slit that exceeds mid-thigh. This is fingertip length.
- Dresses should be cut above the bust line/No deep plunging necklines.
- If you have any doubt about your dress, seek approval from Principal or Asst. Principal of seniors.
- *Undergarments should not be visible. See-through apparel is not permitted. Garments that are tight or low-cut are also unacceptable.

There are hundreds of beautiful, tasteful, and appropriate dresses available for prom. If you have questions concerning your dress, it is your responsibility to seek prior approval. If you arrive in an un-approved or inappropriate dress, you **WILL NOT** be permitted to enter. No Exceptions. If you are bringing a date from another school, it is **YOUR RESPONSIBILITY** to make them aware of our dress code policy.

Guidelines for dress suits/tuxedos

Formal prom attire may be classified as a tuxedo or dress suit (jacket not required), including a tie, bow tie, a shirt, which may include a vest or cummerbund. Shirts are to be worn at all times. Dress shoes must be worn while in any public building. Tennis shoes, sandals, and athletic shoes are unacceptable. Do not wear an athletic cap to the prom. If you are bringing a date from another school, it is **YOUR RESPONSIBILITY** to make them aware of our dress code policy.

Guidelines for Discipline and Attendance

Senior Scholars or their guest cannot have any level 2 or higher infraction during the second semester to attend prom. They also may not have more than **5 unexcused absences in semester 2**. District policy for turning in absence excuses will be followed. Seniors must be on track for graduation 18.5 credits. Guest who are not current scholars of JHS must not be older than 19 years of age.

Things to Remember

Prom is from 7:00 pm to 11:00 pm. Doors will close at 10 pm. If you plan to attend prom, arrive before 10 pm. Once the student leaves the prom facility and or grounds, he/she will not be permitted to re-enter. In case of an emergency, staff, security personnel, or administrators can accompany a student(s) to and from his/her car. Everyone must keep in mind that student safety is of primary importance. Participants may not possess tobacco/alcohol products or be under the influence of alcohol. Only approved faculty chaperones, students, and approved guests with prom tickets will be allowed into the prom. The student code of conduct must be adhered to during the prom. All school rules apply and students who break school rules are subject to discipline.

VI. HEALTH SERVICES GUIDELINES

A. K-12 Immunization Requirements

The requirements for entry into school are: Kindergarten: At least four doses of Diphtheria/Tetanus/Acellular Pertussis (DTaP), Diphtheria/Tetanus/Pertussis (DTP), or Diphtheria/Tetanus (DT pediatric) vaccine; at least four doses of Polio vaccine; two doses of MMR (measles, mumps, and rubella) vaccine; three doses of Hepatitis B vaccine; one dose of Hepatitis A; and two doses of Varicella (chickenpox) vaccine. A medical professional's [medical doctor (MD), advanced practice nurse (APN), doctor of osteopathy (DO), or physician assistant (PA)] history of disease may be accepted in lieu of receiving Varicella vaccine. No self or parental history of varicella disease will be accepted (See Table II). Exception: If a student has previously received two doses of measles, one dose of mumps and one dose of rubella before January 1, 2010, the doses will be accepted as compliant to immunization requirements and 2 MMRs are not required

***First grade through Twelfth grade: At least three or four doses of Diphtheria/Tetanus/Acellular Pertussis (DTaP), Diphtheria/Tetanus/Pertussis (DTP), Diphtheria/Tetanus (DT- pediatric), Tetanus/Diphtheria (Td-adult) or Tetanus/Diphtheria/Acellular Pertussis (Tdap) and one dose of Tdap for ages 10 years (as of September 1st each year) and older or 3 doses for unvaccinated persons 7 years of age or older (including persons who cannot document prior vaccination); at least four doses of Polio vaccine; two doses of MMR (measles, mumps, and rubella) vaccine; two or three doses of Hepatitis B vaccine; two doses of Hepatitis A for First Grade; two doses of varicella vaccine; and one or two doses of Meningococcal vaccine with one dose for 7th grade and a second dose of Meningococcal vaccine at age 16 years (as of September 1st each year).

However, if the first dose of Meningococcal vaccine is administered at age 16 years or older, no second dose is required; or if not vaccinated prior to age 16 years, one dose is required. A medical professional's [medical doctor (MD), advanced practice nurse (APN), doctor of osteopathy (DO), or physician assistant (PA)] history of disease may be accepted in lieu of receiving Varicella vaccine. No self or parental history of varicella disease will be accepted. (See Table II). Exception: If a student has previously received two doses of measles, one dose of mumps and one dose of rubella before January 1, 2010, the doses will be accepted as compliant to immunization requirements and 2 MMRs are not required.

***Seventh grade: In addition to the vaccines requirements listed under 1st through 12th grade, one dose of Meningococcal vaccine.

Every child must have received all of the vaccines, be in-process of receiving needed doses listed in Table II, show proof that they have a letter from the Arkansas Department of Health approving serology as proof of immunity, or applied for an exemption for those vaccines he/she has not received in order to continue attendance in a public or private school. If the child does not meet the immunization requirements for entering a public or private school, refer the child to a medical authority (private doctor or health department) for immunization or consultation

KINDERGARTEN VACCINATIONS	
Vaccine	Vaccine Requirements
Diphtheria, Tetanus, Pertussis (DTP/DT/Td/DTaP/ Tdap)	4 doses (with 1 dose on or after 4 th birthday)
Polio (OPV – Oral or IPV Inactivated)	4 doses (with 1 dose on or after 4 th birthday with a minimum interval of 6 months between the 3 rd and 4 th dose)
MMR (Measles, Mumps, and Rubella)	2 doses (with dose 1 on or after 1 st birthday and dose 2 at least 28 days after dose 1)
Hepatitis B	3 doses
Meningococcal (MCV4)	None
Varicella	2 doses (with dose 1 on or after 1 st birthday and dose 2 at least 28 days after dose 1) *****A medical professional history of disease may be accepted in lieu of receiving vaccine.
Hepatitis A	1 dose on or after 1 st birthday
1st GRADE – 12th GRADE VACCINATIONS	

Vaccine	Vaccine Requirements
Diphtheria, Tetanus, Pertussis (DTP/DT/Td/DTaP/Tdap)	4 doses (with 1 dose on or after 4 th birthday) AND 1 dose of Tdap for ages 10 years (as of September 1 st each year) and older OR 3 doses***** for unvaccinated persons 7 years 1 dose if not vaccinated prior to age 16 years of age or old(including persons who cannot document prior vaccination)
Polio (OPV – Oral or IPV Inactivated)	4 doses (with 1 dose on or after 4 th birthday with a minimum interval of 6 months between the 3 rd and 4 th dose)
MMR (Measles, Mumps, and Rubella)	2 doses (with dose 1 on or after 1 st birthday and dose 2 at least 28 days after dose 1)
Hepatitis B	2** or 3*** doses (11-15 year olds could be on a 2- dose schedule)
Meningococcal (MCV4)	Second dose at age 16 years (as of September 1 st each year) OR If first dose is administered at age 16 years or older, no second dose required. OR 1 dose if not vaccinated prior to age 16 years
Varicella	2 doses (with dose 1 on or after 1 st birthday and dose 2 at least 28 days after dose 1) OR *****A medical professional history of disease may be accepted in lieu of receiving vaccine.
Hepatitis A	1 st Grade Only: 2 doses with one dose on or after 1 st birthday and at least 6 months from the first dose.

7 th GRADE VACCINATIONS	
Vaccine	Vaccine Requirements
Diphtheria, Tetanus, Pertussis (DTP/DT/Td/DTaP/ Tdap)	4 doses (with 1 dose on or after 4 th birthday) AND 1 dose of Tdap**** OR 3 doses ***** for unvaccinated persons 7 years of age or older (including persons who cannot document prior vaccination)
Polio (OPV – Oral or IPV Inactivated)	4 doses (with 1 dose on or after 4 th birthday with a minimum interval of 6 months between the 3 rd and 4 th dose)
MMR (Measles, Mumps, and Rubella)	2 doses (with dose 1 on or after 1 st birthday and dose 2 at least 28 days after dose 1)
Hepatitis B	2** or 3*** doses (11-15 year olds could be on a 2- dose schedule)
Meningococcal (MCV4)	1 dose
Varicella	2 doses (with dose 1 on or after 1 st birthday and dose 2 at least 28 days after dose 1) OR *****A medical professional history of disease may be accepted in lieu of receiving vaccine.
Hepatitis A	None

*Doses of vaccine required for school entry may be less than the number of doses required for age- appropriate immunization.

**An alternative two-dose hepatitis B schedule for 11-15 year-old children may be substituted for the three-dose schedule. Only a FDA-approved alternative regimen vaccine for the two-dose series may be used to meet this requirement. If you are unsure if a particular child's two-dose schedule is acceptable, please contact the Immunization Section for assistance at 501-661-2169.

*** 3rd dose of hepatitis B should be given at least 8 weeks after the 2nd dose, at least 16 weeks after the 1st dose, and it should not be administered before the child is 24 weeks (168 days) of age. (All 3rd doses of hepatitis B vaccine given earlier than 6 months of age before 6/21/96 are valid doses and should be counted as valid until 6/21/2014.)

**** Tdap vaccine can be administered regardless of the interval since the last tetanus and diphtheria toxoid-containing vaccine.

***** Exception: If a student has previously received two doses of measles, one dose of mumps and one dose of rubella before January 1, 2010, the doses will be accepted as compliant to immunization requirements and 2 MMRs are not required.

*****A medical professional is a medical doctor (MD), advanced practice nurse (APN), doctor of osteopathy (DO), or

physician assistant (PA). No self or parental history of disease will be accepted.

***** For unvaccinated persons 7 years of age and older (including persons who cannot document prior vaccination), the primary series is 3 doses. The first two doses should be separated by at least 4 weeks, and the third dose at least 6 months after the second. One of these doses (preferably the first) should be administered as Tdap and the remaining two doses administered as Td.

Vaccine doses administered up to 4 days before the minimum interval or minimum age can be counted as valid for doses already administered. Exception: The minimum interval between doses of live vaccines (such as MMR and Varicella) must be 28 days.

If the child does not meet the immunization requirements for entering school, the school shall refer the child to a medical authority (private doctor or health department) for immunization or consultation for when the immunization is due.

B. Administering Medicine to Students

It is the policy that no drug or medicinal preparation, except for medicines or medications used in first aid, will be administered to students on any school premises by school personnel unless the student requires the medication in order to attend school. To ensure a safe method in dispensing medications to students, a current and valid doctor's prescription with instructions as well as a written request from the student's parent/guardian must be provided to school personnel.

Guidelines

1. Only medications prescribed by a physician will be given at school.
2. **All medication (both prescription and over the counter medicine) must be in a container (bottle) with a prescription label noting the name of the student, medication name, dosage, and clear directions for administration.**
3. School personnel are not trained to determine when non-scheduled medications are needed, as this is a form of prescribing. However, there are times when PRN (as needed) medication may be required. A physician statement must be provided giving specific instructions regarding how much, when and how often the medication is to be given.
4. The consent form (MARF) must be signed by the parent or guardian before any medication will be given at school. Handwritten notes are not acceptable.
5. No medication to be given three (3) times daily or less will be administered at school unless a physician's statement specifically directs the medication be given at a certain time.
6. Building level personnel and school nurses will administer medicine to students according to Board Policy Code.
7. A locked and limited access area for storage of medications will be provided.
8. Parents/guardians shall be responsible for transporting medication to and from school for students in grades K-12 unless other arrangements are made with the school nurse or principal. It is recommended that parents/guardians bring a month supply to school and note when more medicine is needed to prevent missed doses due to depleted supply. The quantity of medication will be counted and recorded when medication is brought to the school.
9. At the end of the school year, any unused medication must be picked up by parent/guardian on or before the last day. All medication not picked up will be destroyed in the presence of a witness, unless prior arrangements have been made.
10. The school nurse or designee must administer all medications. However, to comply with Act 1694 of 2005, an exception will be made for students to carry/self-administer asthma inhalers or emergency medications required for documented health conditions with a physician order and school nurse approval. An emergency health care plan and the consent (MARF) must be on file. For the student's protection, the nurse or designee will not give a dosage of medication in excess of the recommended dosage on the label unless a physician's order is received.
11. The initial dose of a new medication must be given by the parent/guardian outside of the school setting.
12. No sharing of any medication is permitted.
13. Narcotic pain medication will not be administered in the school setting. Students requiring this type of medication should stay at home.

C. Communicable Diseases and Parasites

The Board recognizes that all children have a right to a free, appropriate education. However, the Board reserves the right to remove or exclude any students or staff whose physical condition exposes others during the period of communicability as established by the Arkansas Department of Health (Rules and Regulations Pertaining to Communicable Disease, Ark. Code Ann. §§ 20-7-101 et. seq.)

Communicable disease control procedures regarding removal from school and readmission will be maintained in cooperation with the Arkansas Department of Health guidelines. The Rules and Regulations Pertaining to Communicable Disease, prepared by the Arkansas Department of Health and approved by the Arkansas Department of Education, will be posted in all school health rooms.

For diseases not referred to in the Rules and Regulations and in cases where proof of treatment cannot be clearly verified, the Board reserves the right to require a physician's statement for readmission to school.

Protocol for communicable diseases will be prepared and disseminated throughout the District by the Facilitator of Health Services.

If a student or staff member has presented with evidence of a serious infectious disease (such as but not limited to Hepatitis B or C, or Acquired Immune Deficiency Syndrome [AIDS]), the Superintendent will establish an advisory committee to review the medical information and make appropriate recommendations. Department of Health guidelines will be followed as occurs with all communicable diseases.

D. Head Lice

The transmission of head lice is a result of the lice moving from one person's head to another. Because of the highly contagious nature of head lice among students, the following steps will be followed by the school nurse or administrators upon discovery of head lice or nits (eggs):

When head lice is suspected, the school nurse or designee will discretely check any student suspected of having lice. If the student is found to have active lice or nits, parent/guardian will be notified and the student will be sent home immediately and may only return to school once proof of treatment is provided. Information regarding treatment for head lice will be sent home with student. The JNPSD head lice letter will be sent home with the student to inform parents of the need for head lice treatment. Proof of treatment must be provided prior to student returning to class.

The day after student is found to have active lice and/or nits, the student is to be brought to school by the parent/guardian after treatment. The school nurse or designee will assess the student upon return to school and determine whether or not he/she may return to class. The student may NOT ride the bus to school until he/she is cleared to return to school by the school nurse or designee.

When a student is sent home for nits or active lice, he/she will be excused for 24 hours. Any days afterwards will be considered unexcused absences and will apply toward the (10) days unexcused per semester. After 10 days unexcused absences due to lice/nits, DHS will be notified.

VII. ACADEMIC INFORMATION

A. Grading Assessment System

Elementary Education

Jacksonville North Pulaski School District Board directs that letter grades be used to measure and report academic progress for grades Kindergarten- 5th.

Secondary Education

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

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

1. The responsibility for arriving at term grades rests with the individual teacher, but the procedures for arriving at the grade will be fully explained to students and parents and conform to the following percentage scale:

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

2. For purposes of conversion of grade points into letter grades, quality points will be rounded to the nearest whole number.

Middle School Teachers

1. To pass a course a student must have the arithmetic mean using the following formula that results in a 60% or above in order to pass a semester/class. Quarter (9-weeks) Grade (2/5) + Quarter (9-weeks) Grade (2/5) + Semester Test (1/5)/5 = Final/Semester Percentage.

EXAMPLE: 84 third nine weeks + 91 fourth nine weeks and a test score of 88 would result in: $84 + 84 + 91 + 91 + 88$ equals 438 divided by 5 equals 88 for the final grade. Semester grades are computed in the following manner: first nine weeks – 40% (2/5), second nine weeks – 40% (2/5), and semester test – 20% (1/5).

2. In regular courses student grade points are based on the numerical value of grades as follows:

A	= 4.0
B	= 3.0
C	= 2.0
D	= 1.0
F	= 0

High School Teachers

1. To pass a course a student must have the arithmetic mean using the following formula that results in a 60% or above in order to pass a semester/class. Quarter (9-weeks) Grade (2/5) + Quarter (9-weeks) Grade (2/5) + Semester Test (1/5)/5 = Final/Semester Percentage.

EXAMPLE: 84 third nine weeks + 91 fourth nine weeks and a test score of 88 would result in: $84 + 84 + 91 + 91 + 88$ equals 438 divided by 5 equals 88 for the final grade. Semester grades are computed in the following manner: first nine weeks – 40% (2/5), second nine weeks – 40% (2/5), and semester test – 20% (1/5).

Advanced placement, International Baccalaureate, and other ADE Approved Honors Courses

Awarding of weighted grades for Advanced Placement (AP), International Baccalaureate (IB), and other ADE approved honors courses is contingent upon teacher completion of appropriate training/approval and students completing the corresponding exam. Grades earned in AP courses, the IB Diploma Program and other state approved Honors courses will have the numerical values as follows if the student completes the AP, IB, or other Honors course and appropriate test exam. The course shall be offered by a teacher who meets College Board, International Baccalaureate, and Arkansas Department of Education licensure guidelines.

A	= 5.0
B	= 4.0
C	= 3.0
D	= 2.0
F	= 0

—Advanced placement course refers to courses which use a college level syllabus or textbook as the course content and which are intended to prepare students to take an Advanced Placement test offered by the College Board.

B. Report Cards/Progress Reports

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

Interim reports will be sent to parents of all students who are receiving letter grades D or F in their classes during the fifth week of the first term. During the fifth week of the second, third and fourth terms, teachers will send interim reports to parents for students who have D or F grades, and for those whose achievement is deteriorating to the point that there is a possibility of a failing semester, term, or final grade that was not reflected on the previous term's report. Principals will require that interim reports be returned to the teachers with parent signatures. Policy 5.15

All teachers will schedule parent conferences at the conclusion of the student's school day during the first week of the second and fourth terms. School records will provide documentation of parent participation or nonparticipation in the required conferences.

C. Promotion and Retention of Students

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

Students graduating in 2011 and after will meet the following requirements: A student in grade (9) must have a minimum of five (5) academic credits at the beginning of the fall semester to be promoted to grade ten (10). A student must have (10) academic credits at the beginning of the fall semester to be promoted to grade eleven (11), and fifteen (15) academic credits at the beginning of the fall semester to be promoted to grade twelve (12).

Students graduating in 2022 and after will meet the following requirements: A student in grade (9) must have a minimum of five and a half (5.5) academic credits at the beginning of the fall semester to be promoted to grade ten (10). A student must have eleven (11) academic credits at the beginning of the fall semester to be promoted to grade eleven (11), and sixteen and a half (16.5) academic credits at the beginning of the fall semester to be promoted to grade twelve (12).

At the middle school level, it is expected for a student to progress annually from grade to grade. A student that has not passed both semesters of language arts and math, and does not have two or more passing semester grades in either science and/or social studies shall be referred to the retention committee. However, if in the judgment of the professional staff, a student is at risk of not reaching proficiency in sufficient basic skills to be potentially successful at the next grade level, the local school retention committee will be convened. This committee will look at all available data and determine the grade placement that is in the best educational interest of the student. Data examined will include but not be limited to: teacher recommendation, medical history, grades, work samples, prior educational history, age and attendance. The committee decision will be explained by the principal and teacher to parents of the students. A modification plan, attached to the Student Academic Improvement Plan, will be created for each retained student that is reviewed by the retention committee.

At the elementary school level, the school shall, at a minimum, evaluate each student annually in an effort to help students who are not performing at grade level. Parents or guardians shall be kept informed concerning the progress of their student(s). Parent-teacher conferences are encouraged and may be held as necessary in an effort to improve a student's academic success. If a student is to be retained in a grade, notice of retention and reason will be communicated promptly.

Each elementary/middle school shall have a biracial retention committee composed of:

- a. Counselor assigned to student
- b. Principal or assistant principal
- c. Classroom teacher(s) who currently work with the student or core team
- d. Additional teachers (for example one on the student's grade level and one from the next grade level)
- e. Instructional Specialists in the school, if funding is available (Math, Literacy)
- f. Parent/Guardian

In order to determine promotion or retention of a student, the retention school-based committee shall meet at a time and place that best accommodates those participating in the conference. The school shall document participation or non-participation in required conferences. Promotion or retention, as discussed by the committee, shall be primarily based on the following criteria:

- a. Academic achievement
- b. School attendance
- c. Achievement test scores (CRT)

- d. Physical maturity and age
- e. Social and emotional maturity
- f. Teacher recommendation
- g. Light's Retention Scale instrument
- h. Medical history
- i. Work samples
- j. Prior educational history

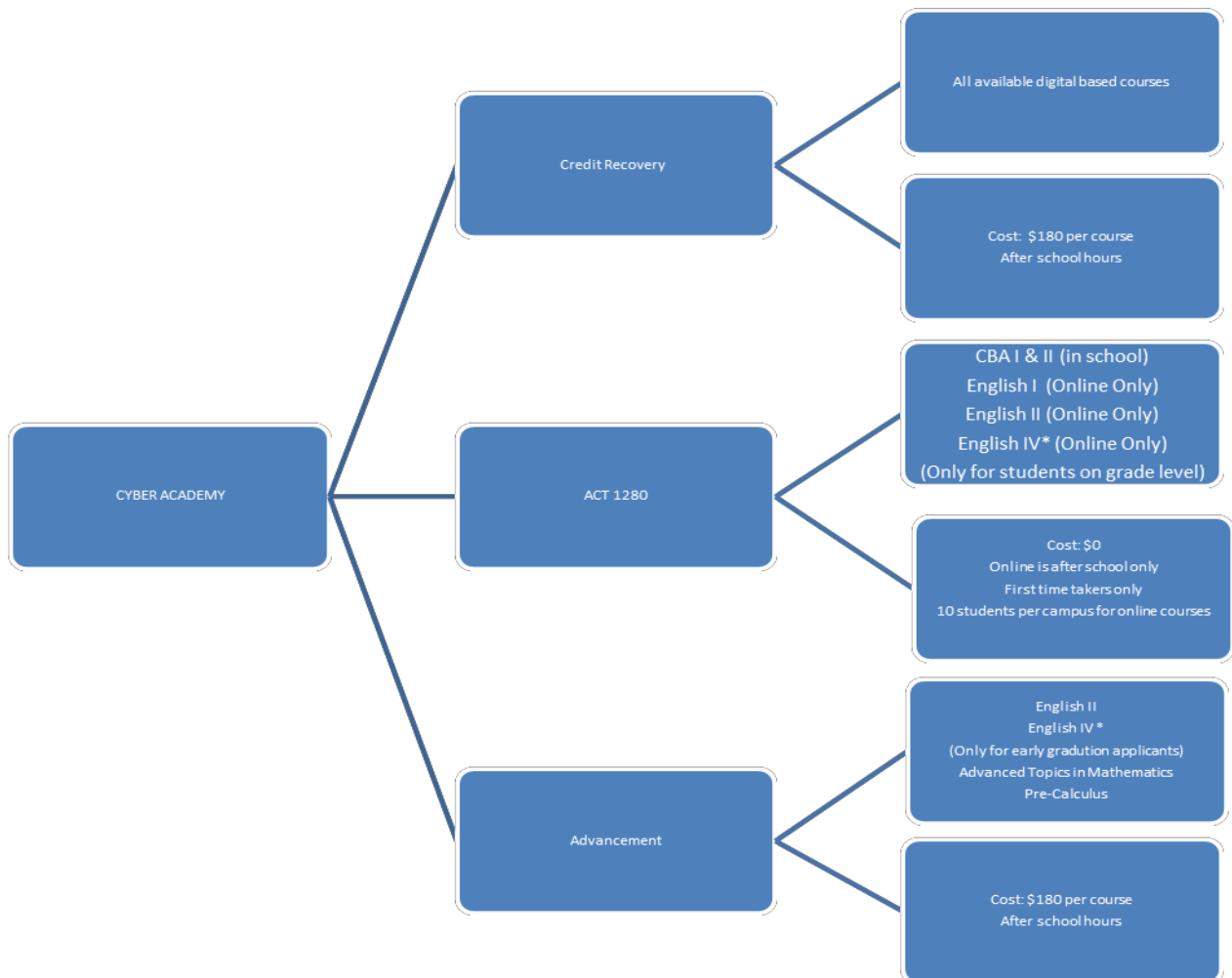
If the conference attendees fail to agree concerning the student's placement, the final decision to promote or retain shall rest with the building principal. Promotion/retention or graduation of a student with an Individual Educational Plan (IEP) shall be based on the student's successful attainment of the goals as set forth in the IEP. Any unusual or extenuating circumstances shall be processed through the principal.

Parents or guardians may appeal the promotion/retention by requesting a hearing with the building level principal. The building level decision to promote/retain may be appealed to the Assistant Superintendent of Curriculum and Instruction.

D. Credit Recovery Program/Distance Learning

JNPSD's online learning environment provides students in grades nine (9) through twelve (12) an instructional alternative to the traditional in-class setting for credit recovery, blended learning, online instruction, and advancement. The online learning program is comprised of three areas: Credit Recovery, ACT 1280, and Advancement. Please see the chart below. All online opportunities are offered through the online platform, Edgenuity. Credit Recovery is available to students' grades 9-12 for classes, which they were unsuccessful. These courses are offered at a cost of \$180 per course. Act 1280 requires that all students have a digital course prior to graduation.

Courses that fall under ACT 1280 are blended courses (traditional instruction blended with online instruction). These courses are during the school day and free of charge. They may require some written and digital assignments done outside of class. Advancement Courses are available for students who have applied and have been approved for early graduation. These courses are offered at a cost of \$180 per course.



Referral Process

1. A counselor at the student's home school must initiate the referral.
2. If the student has an IEP or 504 Plan, the appropriate documentation must accompany the referral form.
3. The referral form must be signed by a counselor at the student's home school and delivered to the Central Office.

E. Smart Core Curriculum and Graduation Requirements

All students are required to participate in the Smart Core curriculum unless their parents or guardians, or the students if they are 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 grade, or when a 7-12 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 6-12 and both students and parents must sign an acknowledgement they have received the policy. Those students not participating in the Smart Core curriculum will be required to fulfill the Core curriculum or the 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. 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.

F. Graduation Requirements

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

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

All students shall receive credit in a course covering the Personal and Family Finance Standards in order to graduate (Classes of 2021 and Thereafter)

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.)

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

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

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

Natural Science: three (3) units

- a. DESE approved biology—1 credit;
- b. DESE approved physical science—1 credit; and
- c. A third unit that is either;
 - i. An additional science credit approved by DESE; or
 - ii. 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: ($\frac{1}{2}$) 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 certification 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: Six (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-unit requirement.

Science: three (3) units

- a. DESE approved biology—1 credit
- b. DESE approved physical science—1 credit; and

- C. A third unit that is either;
 - i. An additional science credit approved by DESE; or
 - ii. A computer science flex credit may be taken in the place of a third science credit.

Social Studies: three (3) units

- Civics: one-half (½) unit
- World History: one (1) unit
- American History: one (1) unit
- Other social studies—one-half (½) unit

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

Health and Safety: one-half (½) unit

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

Fine Arts: one-half (½) unit

The Jacksonville North Pulaski School District has an open enrollment policy. No student will be denied entry into a course solely on the basis of sex, race, creed, national origin or disability.

Students in grades nine through twelve (9-12) shall be required to schedule and attend a full school day.

Students may enroll in courses below their grade level if it is not a regression but they cannot enroll in subjects above their grade level.

Students will be allowed to repeat a failed English class during the school day the following year. Only two periods shall be allotted for English during the school day (one period for a repeat English and one for on grade level English - not previously failed). Students may schedule only one English class on grade level each year. **Special Education:** All special education students must meet and complete graduation standards specified in their IEP.

G. Graduation Exercises

To establish guidelines for determining student eligibility to participate in graduation exercises.

1. Students must complete all graduation requirements that are in effect at the time of graduation to be eligible to participate (walk) and receive their diploma at graduation ceremonies.
2. Students who plan to graduate early (less than eight (8) semesters), must meet all graduation requirements.

H. Class Rankings

For the purposes of designation of student honors (valedictorian, etc.) and for college admission information, students will be ranked at the end of the first semester of the graduating year. The number of Advanced Placement (AP) and regular courses a student takes creates a statistical difference (either positive or negative) in grade point average and rank in class. As a first priority, students are encouraged to select AP and regular courses based on their abilities and future plans. Rank in class and grade point average should be of secondary consideration. Questions on this topic should be addressed to the school counselor.

The class rank placed on the student's permanent record card will be the rank achieved at the end of the last semester of the graduating year.

In order to qualify for valedictorian or salutatorian, students must successfully complete the minimum core of high school courses recommended by the State Board of Higher Education and the State Board of Education. To qualify as an honor graduate students must successfully complete the minimum core of high school courses with a minimum grade point average of 3.5, as established by the school District. (A.C.A. 6-28-101) (Policy 5.17)

Class rank for the designation of student honors (valedictorian, etc.) Will be determined at the end of the eighth semester for graduating seniors. Students will be ranked at the end of the first semester of the graduating year for college admission and scholarship purposes.

Students will be ranked for graduation ceremonies at the end of the eighth semester. Class rank is to be determined by assigning the highest average a rank of number one (1); the second highest, the rank of number two (2); etc. In cases where more than one student has the same numeral average, all students with that average will be given the same rank.

The next highest average will assume the next rank position that will indicate the number of students having a higher rank.

Valedictorian: The student with the highest- class rank will be valedictorian. In instances when more than one student holds the numerical one rank, all students holding the rank will be declared co-valedictorians.

Salutatorian: The student with the second highest class rank will be declared salutatorian. In instances when more than one student holds the numerical two rank, all students holding the rank will be declared co-salutatorians.

Honor Graduate: A student must have a cumulative grade point average of 3.5 on a 4 point scale to be considered for recognition as an honor graduate. A student must complete or be enrolled in all courses required for graduation by the final semester of the year in which he/she will graduate. A student enrolled in a course that cannot be completed by the end of the fourth nine weeks is not eligible to be an honor graduate.

In computing class rank of students, the following system will be used:

Regular Classes: Each grade will be given the indicated value, A=4, B=3, C=2, D=1, F=0.

Advanced Placement Classes: Each advanced placement grade will be given the indicated value, A=5, B=4, C=3, D=2, F=0.

Students who fail to take the corresponding Advanced Placement Exam will receive the same value as regular classes.

I. The Arkansas Academic Challenge Scholarship Program (ACS)

The Arkansas Academic Challenge Scholarship Program is a college scholarship plan to promote academic achievement and encourage academically prepared Arkansas high school graduates to enroll in the state's colleges and universities. Students who are initially awarded the Arkansas Academic Challenge Scholarship for the 2014- 2015 or 2015-2016 academic years will be awarded on a graduated schedule. The scholarship is renewable for up to 3 more years provided the student maintains a cumulative college grade point of 2.5 on a 4.00 scale and complete twenty-seven (27) semester hours the first academic year and thirty (30) semester hours each year thereafter.

The award is based on the applicant meeting minimum standards with regard to the ACT composite-score, attaining a grade point average in the Pre-Collegiate Core Curriculum defined by the Arkansas Higher Education Coordinating Board. For students graduating after December 31, 2009, the applicant must meet one of the following criteria:

1. Graduate from an Arkansas public high school and successfully complete the Smart Core curriculum established by the Arkansas Department of Education; and either
 - a. Achieve at least a 2.5 HIGH SCHOOL GPA; or
 - b. Achieve a minimum composite score of nineteen (19) on the ACT or the equivalent score on an ACT equivalent.
2. Applicant who has a disability identified under the Individuals with Disabilities Act, 20 U.S.C. § 1400 et seq., as it existed on July 1, 2009 and graduates from an Arkansas public high school but did not complete the Smart Core curriculum because the applicant's individualized education program under § 6-41-217 did not require it, shall achieve at least a 2.5 high school GPA; and either
 - a. Achieve a minimum composite score of nineteen (19) on the ACT or the equivalent score on an ACT equivalent; or
 - b. Score proficient or higher on all state-mandated end-of- course assessments, including without limitation, end-of- course assessments on: a. Algebra I; b. Geometry; c. Biology; and d. Literacy, beginning with the 2013- 2014 school year.
3. Achieve a minimum composite score of nineteen (19) on the ACT or the equivalent score on an ACT equivalent; and
 - a. Graduate from a private high school, an out-of-state high school, or a home school high school; or
 - b. In the year in which the student would have been a junior or senior in high school, completed the requirements for high school graduation and obtained a General Educational Development certificate instead of receiving a diploma.

Applications are available online at www.adhe.edu.

VIII. DISCIPLINING STUDENTS WITH IDEA DISABILITIES INDIVIDUALS WITH DISABILITIES EDUCATION ACT (IDEA)

A. Summary and Background

The Individuals with Disabilities Education Act (IDEA) Amendments of 2004, provides children identified as having disabilities with special due process procedural safeguards relative to long-term removal from school (suspension, expulsion, etc.). While IDEA is clear that children with disabilities are not immune from disciplinary procedures, neither are those procedures identical to those children without disabilities. The guidelines governing disciplinary actions for children with disabilities are outlined in the remainder of this section.

B. Who Is Affected, and What Are the Rules?

The children primarily affected are those who have been identified as having a disability under IDEA as an "adverse effect on educational performance" exists. This information will be contained in the child's due process file and on the annual report of all special education children to the Arkansas Department of Education. In addition children who are being considered for the referral of special education services, or children who may be suspected of being a child with a disability fall into the category of "children suspected of having disabilities but are not yet identified". Thus, the same procedural safeguards should be afforded for these children.

1. **Rule for Removal from Educational Services (Suspensions) for Ten (10) Days or Less.**

IDEA students may be removed (suspended) from educational services for a total of ten (10) days or less throughout the course of the school year without the provisions of procedural safeguards having to be utilized. Therefore, due process notice is not required as ten (10) days is not considered to be a change in placement under IDEA and a Manifestation Determination Review does not have to be conducted unless the removal from services is not more than ten (10) days.

However, should children display patterns of behavior problems that warrant repeated removal from services school officials are advised to collect data on the behavior displayed and conduct a Functional Behavioral Assessment (FBA). The purpose of a FBA is to assist the multi-disciplinary team in determining the antecedent to the displayed behavior, the actual behavior and the consequence (or negative reinforcement) as a result of the behavior. The FBA serves as the basis of data for developing an appropriate Behavior Intervention Plan (BIP). The purpose of the BIP is to replace negative behavior with positive desired behavior.

2. **Rule for Exceeding Ten (10) Days of Removal from Educational Services (Suspension or Expulsion).**

Prior to students with disabilities being removed from educational services for more than ten (10) days annually, due process procedures are to be strictly followed. The eleventh (11) day of removal from services for disciplinary reasons constitutes a change of placement and due process procedural safeguards are to be invoked. **REFER TO SECTION C (IDEA Disciplinary Procedures - Change in Placement Procedures).**

3. **Rule for 45-Day Exclusion Involving Weapons, Drugs or Serious Bodily Injury.**

IDEA students who bring weapons or drugs to or cause serious bodily injury to another student at school or at a school function may be placed in an interim alternative educational setting for up to 45 school days. An interim alternative placement must be decided by the IEP team in accordance with due process requirements. In order for the team to meet, the school has the option of removing the student from the school, using other in-school discipline or suspension up to ten (10) school days. Refer to IDEA change in placement procedures.

Compliance with GFSA (Gun-Free School Acts) for students with disabilities under IDEA will be with the provision of an alternative educational placement – as a disciplinary measure.

C. IDEA Disciplinary Procedures (Change in Placement Procedures)

A removal from school (suspension) of more than ten (10) days or exclusion from school is considered to be a change in placement. **Before** any change in placement can be implemented, the school must conduct a conference with appropriate committee members, including the parents. The following guidelines must be followed:

1. Notify the parents in writing, in their native tongue and language they can understand, of a Manifestation Determination Review Conference.
2. The conference must be conducted prior to the eleventh (11) day of removal. Include the parents, teachers, therapists, evaluators, student (if appropriate) and anyone else closely involved with or knowledgeable of the student's placement or education.
3. Use all available school and evaluation data, along with input from committee members, when conducting the Manifestation Determination Review. The committee is responsible for the following:
 - a. conduct a functional analysis of behavior or review the one previously completed.
 - b. develop a behavior plan or review/revise the current behavior plan.
 - c. conduct a manifestation determination review.
 - d. determine the interim/alternative placement, if necessary.

Thus, exclusion or suspension of more than ten (10) days cannot be imposed as a disciplinary action without an investigation and documentation of the appropriateness of both the program and placement. The investigation/review has all evaluation and due process requirements; therefore, there could be a potential delay in recommending exclusion – even with the provision of an alternative educational placement – as a disciplinary measure.

4. Indicate the decision of the Manifestation Determination Review Committee relative to the following:
 - a. The purpose of the Manifestation Determination Review is to systemically review if the student's current Individual Education Program (IEP) (this includes a Behavior Intervention Plan (BIP) should one exist) and to determine if a relationship exists between the specific act of misconduct and the student's disability. If the IEP and/or BIP has not been followed the child returns to his current placement except in cases involving drugs, weapons or serious bodily injury.
 - b. If the behavior is **related** to the disability, the student cannot be excluded from school or suspended for more than ten (10) days as a disciplinary action except in cases involving drugs, weapons or serious bodily injury. However, an alternative educational placement can be recommended by the committee as long as the student is provided education services to allow for progression in the general curriculum and toward achievement of IEP goals and/or objectives. Schools are advised to obtain parental consent prior to implementing a recommended change in placement. If parental consent cannot be obtained, due process for notification of change in placement is required.
 - c. If the behavior is **not related** to the disability, it must be determined and documented by the committee. Following such determination, the administration can then recommend disciplinary action through regular administrative procedures. The student can still be removed from services from school consistent with disciplinary actions issued to non-disabled students. However, the student must still be provided some type of services to allow for progression in the general curriculum and toward the achievement of IEP goals and/or objectives.
5. If the parent **agrees** with the recommended change in placement the decision can be implemented.
6. If the parent disagrees **with** the manifestation determination or recommended change in placement, the parent may file a written request for an expedited due process hearing.
 - a. "Stay put" for the student during the hearing process is the current educational placement.

EXCEPTION: For disciplinary infractions involving weapons/drugs or serious bodily injury, the 45-day rule for interim alternative placement applies. If the parent disagrees with the 45-day interim placement, or manifestation determination, the parent may initiate a hearing. In this case, —stay put is the student's 45-day interim placement.
7. Minimally IDEA requires that the parent must be provided a copy of "Your Right's Under IDEA" on an annual basis. However, in situations where placement is an issue, parents should be provided an additional copy of rights including the right to disagree with any conference decision or recommendation of the school. Should parents request to file for a due process hearing with the State Education Agency it is the responsibility of the District to provide appropriate documentation of the hearing process.

NOTE: These procedures are subject to immediate revision and/or interpretation when federal/state regulations are finalized.

IX. DISCIPLINING STUDENTS UNDER SECTION 504 OF THE REHABILITATION ACT OF 1973

A. Summary and Background

The Rehabilitation Act of 1973 governs the District's obligations to provide FAPE (Free Appropriate Public Education) and reasonable accommodations to students with disabilities as defined in Section 504. Section 504 is a civil rights law that prohibits discrimination and guarantees protection for students with disabilities. The Americans with Disabilities Act of 1990 (ADA), including changes made by the ADA Amendments Act of 2008 extends Section 504's prohibition of discrimination on the basis of disability to all school or District activities. In disciplinary situations, due process is required. Purposes of Section 504 include:

1. School Districts receiving federal financial assistance must guarantee students their civil rights and are prohibited from discrimination of students on the basis of their disability.
2. Assurance that the states will provide all students with disabilities with a —free appropriate public education (FAPE).
3. Due process for the parents of students with disabilities, prior to any change in placement or program.

B. Who Is Affected, and What Are the Rules?

Students who have been formally identified as disabled under Section 504 *prior* to the disciplinary infraction are subject to due process rights and procedures. A student's permanent file will indicate whether he/she has been identified as a student with a disability according to 504. Such students will have written documentation of 504 eligibility in their file

1. **Rule for Suspensions of Ten (10) Days or Less.** Special due process notice is not required for suspensions of ten (10) days or less. They are not considered a change in placement. Students with disabilities may be suspended from school for ten (10) days or less. Suspensions of ten (10) days or less do not require that a determination be made regarding the relationship between the misconduct and disability or placement.

However, if 504 students have patterns of behavioral problems that warrant repeated suspensions, schools are advised to conduct a 504 discipline review conference to review the student's program to make a determination as to the need for a behavior management plan or other accommodations that may address current or prevent future misconduct.

2. **Rule for Exceeding Ten (10) Days of Suspension or Expulsion.** Section 504 students whose behavior is related to their disability may not be suspended for more than ten (10) days or excluded from school as a disciplinary action without following all due process and procedural safeguards. Such suspension or exclusion constitutes a change in placement. (See change in placement procedure)
 - a. If the behavior is related to the 504 disability, educational services (FAPE) must be provided
 - b. If the behavior is not related to the 504 disability, no educational services must be provided.
3. **Rule for Suspension for Weapons/Drugs.** Section 504 students who bring weapons/drugs to school may be subject to regular disciplinary actions. However, prior to the disciplinary action the school has the option of removing the student from school using other in-school discipline or suspending the student for up to ten (10) school days. Within the ten (10) days, a 504 discipline review conference must be held in accordance with due process procedures. The 504 committee must conduct a manifestation determination to determine the causal relationship between the misconduct and the disability. (See change in placement procedure)
 - a. If the behavior is related to the 504 disability, educational services (FAPE) must be provided.
 - b. If the behavior is not related to the disability, no educational services must be provided.

C. Section 504 Disciplinary Process (Change in Placement Procedures)

A suspension of more than ten (10) days or exclusion from school is a change in placement. **Before** any change in placement can be implemented, the school must:

1. Notify the parents in writing, in their native tongue and language they can understand, of a Section 504 discipline review conference.
2. Conduct a meeting with the parents, teachers, therapists, evaluators, student (if appropriate) and anyone else closely involved with or knowledgeable of the student's placement or education.
3. Use all available school and evaluation data, along with input from committee members, when conducting the Section 504 team review. Disruptive behavior due to a disability may be evidence that the student's program is inappropriate. Thus, exclusion or suspension of more than ten (10) days cannot be imposed as a disciplinary action without an investigation and documentation of the appropriateness of both the program and placement. The investigation/review has all evaluation and due process requirements. A behavior management plan should be included in the accommodation plan for students who exhibit serious or chronic misconduct.
4. Complete the Section 504 worksheet to make a manifestation determination. Based on the manifestation review

the committee will determine:

- a. If the behavior is *related* to the disability, the exclusion of the student for more than ten (10) days requires the provision of FAPE (Free Appropriate Public Education). An alternative educational placement can be recommended by the committee and implemented by the District. The parent will be informed of the recommended change of placement.
 - b. If the behavior is *not related* to the disability, the student may be excluded from school and no educational services provided. The administration recommends disciplinary action through regular administrative procedures.
5. If the parent disagrees with the relationship between behavior and disability they may file a written request for a hearing, grievance or complaint. However, the disciplinary action or change in placement can be implemented during the due process proceedings for students with 504 only eligibility. There is no automatic right to remain in the current placement under 504.
 6. Inform parents of their due process rights at all conferences.

X. OTHER BOARD POLICIES AFFECTING STUDENTS

A. Supervision of Students

1. Teachers and principals stand in the place of the parent during the time that students are under their supervision. Teachers will have the responsibility and authority to maintain proper discipline in classrooms and in the school at large, as well as specific areas of duty assigned by principals.
2. All students are required to be supervised while in classrooms or on playgrounds during school hours. Students are not permitted to occupy schoolrooms or to make use of playgrounds at any time during school hours without supervision.
3. It is the duty of the principal to see that adequate supervision is provided for students on the playgrounds at all times.
4. Arrangements will be made by each principal to take care of students who arrive early on inclement weather days.
5. Some member of the school staff will supervise students or others who participate in school-sponsored activities after school hours.
6. No student may be sent on errands away from the school grounds except by permission of the principal and consent of the parents.
7. To prevent or determine improper behavior on off-campus activities, sponsors may make reasonable search of person, belongings and lodging.

Parents, please read this notification. It is very important in regard to the safety of your children.

B. School Evacuation Notification

In order to be better prepared in case of an emergency, JNPSD has diligently formed an evacuation plan to be used by specific schools. In addition to locating an alternate school to which we can transport your child, the District's Emergency Preparedness Committee has also developed some District wide rules that will be implemented in the event that your child must be relocated due to an emergency (i.e.: chemical spill, plane crash, train derailment, etc.)

1. Immediately upon notification of an evacuation, the administration and teachers will begin loading students onto buses and sending them to the receiving school. There will be at least one (1) teacher on each bus.
2. Once the sending school has been notified of the need for evacuation, **NO STUDENT** will be released to his parent or guardian until the child has been checked in at the receiving school.
3. Students will not be allowed to be removed from a bus at any time.
4. Once at the receiving school, administrators and teachers will begin checking students in and releasing students to parents/guardians as quickly as possible.
5. Your child will only be released to someone other than a parent or guardian **if** that person has a written consent containing the parent or guardian's signature
6. Once you arrive at the alternate location, there will be information on how to most effectively check out your child, including where to go, traffic instructions, and how to secure your child.
7. If your child attends school at the receiving school, a parent or guardian may check out his child following the usual procedures, unless otherwise notified. *Please be aware that traffic flow may be altered, as well as, pickup sights in order to accommodate for the sending school's students.*

Please know that the safety of your child is our first concern; and that we will try to do everything possible to keep your child calm and safe during any emergency.

At the beginning of each school year, an Emergency Information Sheet and specific information about your school crises plan will be sent home. Please complete the Emergency Information Sheet and return it to school in a timely manner.

C. Student Transfers to a Non-Resident School District

Information related to interdistrict student transfers is located in Jacksonville North Pulaski School Board Policies 4.2 - Entrance Requirements; 4.4 - Student Transfers; 4.4J - Students Enrolling From A Private or Home School; 4.5 - School Choice; and 4.5F - School Choice Capacity Resolution.

D. Non-curricular Activities/Equal Access

1. A student or a group of students who wish to conduct a meeting on school premises before or after the instructional day will file an application for permission for the meeting with the principal of the school building at which the meeting is to be held. The application will be filed one (1) calendar week prior to the date of the meeting and will state:
 - a. The name and address of the student or students and an affirmation by the person pre-paring the application that the student(s) has (have) voluntarily initiated the meeting.
 - b. A description of the type of meeting, statement of purpose, estimate of expected attendance, and a copy of any material used to advertise the meeting.
 - c. The name and address of any non-school person to be in attendance, and the organization with whom he is

affiliated, if any. If the meeting is a religious one, the non-school attendee will furnish an affirmation that he is not directing, conducting or regularly attending the activity.

- d. The name and address of faculty monitor, if any, and affirmation that the faculty member is not directing, conducting or controlling the meeting. (If an employee is assigned to be present in a supervisory capacity, the principal will secure the affirmation.)
2. The principal will approve the meeting and select the meeting site for it to be held if the application is so filled out and if he determines that:
 - a. The meeting is voluntary and student initiated.
 - b. There is no sponsorship of the meeting by the school, the government or its agencies or employees.
 - c. The meeting will not materially and substantially interfere with the orderly conduct of the school's educational activities.
 - d. Employees of the District are present in a non-participatory capacity.
 - e. Non-school persons are not directing or regularly attending the activity.
 - f. There is no school influence on the form or content of any prayer or other religious activity during a meeting.
 - g. No person will be required to participate in prayer or other religious activity during the meeting or activity.
 - h. No funds will be expended by the school for any such meeting beyond the incidental cost associated with providing meeting space.
 - i. No meeting will be conducted which excludes a student solely because of race, religion or national origin.
 - j. All forms are completed and submitted according to the stated time schedule.
3. Other considerations
 - a. The principal will not assign any employee to attend a meeting if the purpose of speech of the meeting is contrary to the employee's beliefs.
 - b. Principals will use discretion in determining maximum numbers of students allowed to participate based upon space available and the safety of the students.
 - c. Principals may approve meetings to be conducted before or after regular school hours, but they must be held during the time regularly scheduled for school custodians.
 - d. The principal retains his or her responsibility for order and discipline, for the protection of students and faculty on school premises, and is not required to sanction any meetings that are otherwise unlawful.

E. Student Eligibility for Interscholastic Activities in Middle School and Senior High

The AAA eligibility rules do not apply until the students reach the seventh (7th) grade; however, students who enter late or are retained by falling grades or a mutual decision between the school and the parents could become ineligible under the age rule in later years.

The AAA age rules are as follows: Rule 7. Age

1. Middle School. A middle school student whose 16th birthday is on or before September 1 may not participate in a middle school interscholastic event.
2. Senior High. A senior high student whose 19th birthday is on or before September 1 may not participate in an interscholastic event.

NOTE: In the year a student in middle school becomes too old for middle school participation, he may be allowed to participate for the senior high, and the number of allowable senior high semesters shall begin.

F. Student Welfare-Reporting Child Abuse

The Board directs full compliance by the District with the child abuse and neglect reporting laws. Any school official or District personnel who knows or has reasonable cause to suspect that a child has been subjected to abuse, sexual abuse, or neglect, or observes the child being subjected to conditions or circumstances which would reasonably result in abuse or neglect will immediately be responsible for making a report to the Arkansas State Police, Crimes Against Children Division, Child Abuse Hotline.

It will not be the responsibility of the school official or District personnel who initiated the report to prove that the child has been neglected or abused. Any person who, in good faith, participates in making a child abuse or neglect report or in any resulting proceeding will be immune from civil or criminal liability.

The Superintendent or his designee will establish procedures necessary to accomplish the intent of the policy and of the law. (Adopted 9/11/83)

Guidelines

1. All District personnel are included in the list of persons required by law to report if they have reasonable cause to suspect that a child has been subjected to abuse, sexual abuse or neglect or observe the child being subjected to conditions or circumstances which would reasonably result in abuse.
2. All District personnel shall immediately notify the Child Abuse Hotline at 1-800-482-5964 and may notify the school principal or designee. Cases of sexual abuse or severe maltreatment will be investigated by the State Police. All other cases will be investigated by the Department of Human Services.
3. After a telephone report has been made by school personnel, JNPSD Child Abuse Report will be completed, placed

in a sealed envelope marked —Confidential and sent to the Division of Student Services, Health Services. A copy of the report is also to be mailed to Pulaski County Children and Family Services. (Address at bottom of Report.) For emergencies, call 682-0100.

4. Notification to parents, legal guardians, or other persons having lawful control, is not required if school personnel makes a report or files a complaint based on suspected child abuse or neglect as required under 12-15-507 or if student access is granted to law enforcement personnel for purposes of investigation of suspected child abuse or neglect. (Act 1217 of 2001)

G. Student Nutrition Department

Jacksonville North Pulaski School District and the Student Nutrition Department care about Students and want every one of them to have an enjoyable experience at school. Our school District participates in the National School Breakfast and Lunch Programs sponsored by the United States Department of Agriculture and is held to a high standard of accountability, good nutrition and safety. Eating breakfast and lunch will enable students to be better prepared to learn in the classroom. Please help your student in getting a good start for the future today.

Breakfasts and lunches are provided in all JNPSD school cafeterias. Students are encouraged to participate in these nutritionally balanced programs; however, students may choose to bring meals from home.

Plan ahead for your student; be sure to have a plan for the method of feeding your student(s) each and every day of the year and make sure everyone in your family knows the plan for what to do about meals. There are 5 ways to provide for your student(s)

1. Will your student(s) be bringing a meal each day? Plan a nutritious meal that's well balanced with fruits, vegetables, source of protein, bread and milk or juice.
2. Your student(s) may want to buy their meals in the school cafeteria and then plan to send money each day with your student(s). Reduced price and full paying students may pay the cashier at mealtime or go to the cafeteria before school starts and pay for meals in advance.
3. You may pay by check. If you have more than one child in the same school, send one check for all students and specify name, grade, teacher and the amount you want on each child's account.
4. Pay on-line with MyPaymentsPlus.
 - a. Go online to www.MyPaymentsPlus.com
 - b. Follow the instructions
5. The Jacksonville North Pulaski School District operates a meal assistance program, which complies with federal guidelines. Meal assistance in the form of free or reduced price meals is available with both the breakfast and lunch programs. It's quite simple.
 - a. Pick up a Free & Reduced Priced Meal application from your school office at registration or pick up a Free & Reduced Priced Meal application from your Cafeteria Manager 2 days before school starts.
 - b. Fill out the application and return it to the school's Cafeteria Manager or mail it to the Student Nutrition Department at: Jacksonville North Pulaski School District Student Nutrition Office; 1414 W Main Street Jacksonville, AR 72076
 - c. Once the application is received, a determination will be made within ten (10) days to see if your student(s) qualifies for Free or Reduced Priced Meals. Qualification is based on household income and family size. A complete application will include income information by source, social security number and the signature of an adult household member. (Please keep a copy of application for your reference).
 - d. Until you receive a written notification letter from the Student Nutrition Department that your student is eligible for free or reduced priced meals, full payment must be made for each meal received. Notification from any other source, or any means other than written, is not valid.
6. If your student(s) were eligible for the Free or Reduced Priced Meals the previous school year, you have thirty (30) days after the first day of school to fill out a new application and for it to be approved. Otherwise the student(s) will be classified as a —Full Pay student. After the lapse of thirty (30) days, full payment will be required if the new application has not been received and approved by the Student Nutrition Department.

CHARGE POLICY & COLLECTIONS PROCEDURE

We must limit the occurrence of charging for meals to no more than three (3) charges to your student's account in elementary, (3) charges to your student's account in middle school and NO charging in high school.

It is the policy of Jacksonville North Pulaski School District to allow students to charge meals only on occasion when money is unavailable and the student would otherwise have to miss meal service. This is a courtesy extended to the student and should not occur on a regular basis. Money owed to the District from meal charging will be carried over to the following year.

Any student denied meal service due to excessive charges will be encouraged to apply for free or reduced- price meals.

ELEMENTARY SCHOOL

1. Elementary students will be given a 3 charge limit, but in no way does this relieve the parent or guardian's responsibility to pay money owed to the school District for meals charged by their elementary students.

2. Following the student's first charge, the cashier will inform the student that he/she will need to bring money for the charge and the next meal.
3. Following the student's second charge, a letter will be sent home by the Cafeteria Manager notifying the parent or guardian of the charges along with instructions to refer to the charge policy in the student hand book.
4. Following the student's third charge, the student will be asked to go to the office and call his/her parent or guardian for a meal or money to buy a meal. If a student is still unable to collect the money needed for his meal an alternative meal will be provided. The alternative meal will consist of a grilled cheese sandwich and a 12 oz. cup of water. After a student has receive 5 alternative meals he/she will not be able to receive a tray or an alternative meal and at which time will be directed back to the office to contact his/her parent or guardian for a meal or money to buy a meal. This process will occur each day thereafter until money is sent or a lunch is provided for that student by his/her parent. Outstanding charges will continue to be collected.
5. Regardless of any balance owed, if a student has enough money to purchase a meal, a meal will be provided.

MIDDLE SCHOOL

1. Middle school student will be given a 3 charge limit, but in no way does this relieve the parent or guardian's responsibility to pay money owed to the school District for meals charged by their middle school students.
2. Following the student's first charge, the cashier will inform the student that he/she will need to bring money for the charge and the next meal.
3. Following the student's second charge, a letter will be sent home by the Cafeteria Manager notifying the parent or guardian of the charges along with instructions to refer to the charge policy in the student hand book.
4. Following the student's third charge, the student will be asked to go to the office and call his/her parent or guardian for a meal or money to buy a meal. If a student is still unable to collect the money needed for his meal an alternative meal will be provided. The alternative meal will consist of a grilled cheese sandwich and a 12 oz. cup of water. After a student has receive 5 alternative meals he/she will not be able to receive a tray or an alternative meal and at which time will be directed back to the office to contact his/her parent or guardian for a meal or money to buy a meal. This process will occur each day thereafter until money is sent or a lunch is provided for that student by his/her parent. Outstanding charges will continue to be collected.
5. Regardless of any balance owed, if a student has enough money to purchase a meal, a meal will be provided.

HIGH SCHOOL

There will be no charging for meals in high schools. When a high school student does not have an approved application qualifying him/her for free or reduced priced meals, or money to pay for his/her meal, they will need to bring a lunch from home.

1. I.D. numbers and I.D. Cards are not to be shared. Once someone other than your student has used a number or card and your student tries to eat using his/her card a second meal will ask for payment. If in elementary a charge will be applied to the I.D. # and the parent or guardian will be responsible for those charges.
2. Regardless of Free or Reduced meal status second meals will be charged at full price.
3. If you prefer your student not to charge for meals you may obtain an AUTHORIZATION TO DECLINE CHARGES form from the Cafeteria Manager. Sign and return to the Cafeteria Manager. Please keep a copy of the AUTHORIZATION TO DECLINE CHARGES form for your reference.
4. Charge notices will be sent to the parent/guardian weekly for every student that owes charges for meals. After one charge notice has been sent, with no response, the parent is contacted on the second week by phone. If the parent does not have a phone, a notice will be mailed.

FOOD ALLERGY POLICY

If your child has a food allergy to any item on the menu a doctor's statement is required to be filed with the kitchen manager and the school nurse stating the student's allergies to all such foods and the alternate food to be served.

MEAL PRICES

1. Adult or non-student Breakfast- \$2.00 Adult or non-student Lunch \$3.50
2. The differences between the adult and student prices are based on the USDA regulations. Students are subsidized for the meals and adults are not.
3. Elementary Breakfast price – Full Pay \$1.50, Reduced \$.30, Milk - \$.40
4. Elementary Lunch – Full Pay \$2.25, Reduced \$.40, Milk - \$.40
5. Secondary Breakfast price – Full Pay \$1.50, Reduced \$.30, Milk - \$.40
6. Secondary Lunch –Full Pay starting at \$2.50, Reduced \$.40, Milk - \$.40
7. Al- la Carte items are available in Secondary schools only.

In the case of late school openings because of inclement weather, breakfast will not be served. In the case of late buses breakfast will be served to those students.

We will be glad to answer any questions concerning your student's meal account by calling the Jacksonville North Pulaski

H. Appropriate Use of Computers and Networks

Using District-owned computers and/or accessing information using District-owned computer networks are privileges which may be denied if a student fails to follow the established rules of conduct. Acts of computer misuse or distribution of computer documents containing vulgar or obscene materials may lead to suspension or expulsion from school. Student use of District-owned computers is for educational purposes only. (Arkansas Law 6-21-107)

User Responsibilities

1. Use of network resources is recognized by the user as a privilege.
2. The user will cooperate with the certified or designated non-certified staff member who is present to monitor the student use of e-mail and electronic on-line resources.
3. The user is responsible for following local, state, federal and international copyright, for recognizing intellectual property rights, and for adhering to acceptable network use.
4. The user is responsible for protecting his own network account and is solely responsible for all actions taken while accessing and using information resources.
5. The user will work in a moral and ethical fashion that supports District educational goals.
6. The user will be responsible for adhering to the policies of other networks accessed.
7. The user will not violate the integrity of a network or computer system, change its performance or intentionally make it malfunction, or add or delete any programs or information resources unless acting upon approved authorization.
8. Non-local and local e-mail activities must be conducted by the user in a manner consistent with guidelines approved as a part of the District's designated curriculum.
9. In general, a user is not authorized to transfer programs to or from the District's local area network. All such transfers will be completed or directed by users who are authorized network supervisors or operators
10. A user's privilege of access to remote electronic information resources may be temporarily or permanently revoked for inappropriate use or violation of the District's policy.
11. In each specific case of suspected inappropriate use, corrective action must be initiated by the staff member monitoring such activities. Violations will be documented. Documented violations and repeated violations by a user will be presented to the school administrator for appropriate action.

I. Board Policies

Portions of the Board of Education policies that relate to discipline or welfare of students are contained in this handbook. Those parents who may want to read the entire policy or regulations may do so by contacting the school principal or by visiting www.jnpsd.org.

XI. DEFINITIONS

Parents are urged to read and discuss the following words and terms with their children before reading and discussing the Rules section of the Handbook. While every effort has been made to make Handbook language simple, young students will need parental assistance in understanding the definitions and concepts used. (Parents should keep in mind that school personnel and personnel in the office of Assistant Superintendent for Curriculum & Instruction will be happy to be of assistance.)

1. **A.C.A.** Arkansas Code Annotated statutes, which may pertain to rule violations.
2. **Academic Dishonesty/Cheating/Plagiarism:** To deliberately and/or deceitfully use and/or obtain materials to copy, duplicate alter, or plagiarize printed or electronic matter belonging to or prepared by another person and claiming said work product as one's original work or design.
3. **ACS:** Arkansas Challenge Scholarship
4. **ADA:** Americans with Disabilities Act of 1990
5. **ALC:** Alternative Learning Classroom
6. **AP:** Advanced Placement
7. **Assault:** A student commits assault in the second degree if he or she recklessly engages in conduct that creates a substantial risk of physical injury to another student. A student commits assault in the first degree if he or she recklessly engages in conduct that creates a substantial risk of death or serious physical injury to another student.
8. **Bullying:** The intentional harassment, intimidation, humiliation, ridicule, defamation, or threat or incitement of violence by a student against another student or a school employee. Bullying may occur through a written, verbal, electronic or physical act that causes or creates a clear and present danger of physical harm or damage to school or student property.
9. **Contraband:** Any articles, which are illegal or articles, which a student possesses illegally.
10. **BMP:** Behavior Management Plan is a specific initiative to address the District's goal of eliminating disparities in school behavior and discipline by providing behavioral management options that do not involve a disruption of educational services.
11. **GFSA: Gun-Free School Acts**
12. **Group Fight:** A group fight shall mean any physical attack, threat thereof, or actual fighting by two or more students against one or more other students who are not at the time of such physical attack, threat thereof, or actual fighting members of the same group. For participants in a group fight that has been planned, results in serious bodily injury, and/or causes significant disruption of the school day, the principal shall request an expulsion.
13. **Harassment:** An incident or a series of actions, statements or behaviors directed at a specific individual or group with the intent of annoying, ridiculing, demeaning, tormenting, intimidating, or otherwise causing fear in another person.
14. **IDEA:** Individuals with Disabilities Education Act
15. **IEP:** Individualized Educational Plan
16. **Illegal Drugs:** Any controlled prescribed or over the counter drug/medication not for the personal use of prescribed person or any controlled or uncontrolled substance.
17. **In-School Intervention:** In-School Interventions emphasizes teaching students to behave in ways that contribute to academic achievement and school success and that support a school environment where students and school staff are responsible and respectful. In-school Interventions also emphasizes the need for school staff to promote appropriate behaviors and by teaching, modeling, reinforcing and monitoring appropriate behaviors and by treating many minor misbehaviors as —teaching moments| rather than punishment opportunities. In-school Interventions recognizes that effective school discipline is anchored to meaningful corrective instruction and guidance that offers students an opportunity to learn from their mistakes and contribute to the school community. In-School Interventions also involves ongoing monitoring of discipline data to ensure equitable school- based discipline practices are implemented in a fair and non-discriminatory manner.
18. **Legal Transfer:** An inter-District transfer between the JNPSD, Pulaski County Special, Little Rock, and North Little Rock School Districts for the educational purposes under the provisions of Ark. Code Ann. 6-18- 316, as discussed in the 2013 Desegregation Settlement Agreement.
19. **Non-traditional School Schedule:** Any school with class periods that do not fall within the 40 to 50 minute per day range will be considered non-traditional.
20. **Parent:** The term parent will include every parent, guardian or person in parental relation having control or charge of any student in attendance in the schools of this District.
21. **PRN:** Medication prescribed to be taken "*as needed*".
22. **Probation:** The principal may suspend punishment for a rule violation and notify the parents and students in writing at the parent conference that the student must obey the rules for the remainder of the school year under penalty of recommendation for expulsion. Both the parent and student will be requested to sign the probation letter. (Must be documented by another employee if they refuse to sign.)
23. **Reasonable Force:** School personnel may apply the minimum amount of force necessary to stop or restrain a student from conducting himself in such a way that could result in his physical injury or injury to others.
24. **Reasonable Suspicion:** Reasonable grounds for suspecting that a search will turn up evidence that the student has

violated or is violating either the law or school rules. (Search and Seizure, page 41)

25. **Restorative Discipline:** a whole school relational approach to building school climate and addressing student behavior that fosters belonging over exclusion, social engagement over control, and meaningful accountability over punishment.
26. **Rights and Responsibilities:** Students, as well as parents and school personnel, are guaranteed full rights of citizenship by the United States Constitution, and those rights cannot be denied except through due process of law. In order for others to enjoy their citizenship rights, it is necessary for students to behave in such a way that others are treated equally and with respect.
27. **RTI:** Response to Intervention is a problem-solving approach that uses a three-tier model of intervention based on an integrated system of assessment and data collection that informs instructional decisions and decisions for a behavior plan at each tier.
28. **Secondary Identification (ID) Badge:** All secondary students are required to wear District issued ID badges that are visible during school hours.
29. **Sexual Harassment:** Sexual harassment is any unwelcome sexual advance, request for sexual favors, and other verbal or physical conduct of a sexual nature.
30. **ISS: In School Suspension - Center** for the assignment of students in lieu of out-of-school suspensions.
31. **Suspension:** Prohibition of a student from entering the school or school grounds (except for a prearranged conference with an administrator) for a period of time set by the principal of the school or the superintendent. Suspensions normally will not be longer than ten (10) **student contact days** including the day on which the suspension is initially imposed. Suspension does not carry with it loss of credit for the semester. (See Make-up Regulations, page 37.)
32. **T.A.B.E.** Test for Adult Basic Education
33. **Tardy (Elementary Only):** A tardy is any time a student arrives after school begins. An early check out is a departure any time before the school day ends. If a student misses two and a half (2.5) hours of instruction it will be considered a half-day absence.
34. **Voluntary School Withdrawal:** In some cases where expulsion is imminent and in the principal's judgment expulsion may not be in the best interest of the student, the principal may allow voluntary withdrawal. In such cases the parent/guardian waives the right to have a full hearing on the charge. When a student is voluntarily withdrawn, all credit is lost. **Applies only to students not covered by Compulsory Attendance Law.**
35. **Work Detail:** An alternative disciplinary sanction for minor offenses in lieu of Detention hall (D-hall) or in-school suspension with approval from the parent.

APPENDIX SAMPLE FORMS



Knives, weapons and handguns are not permitted
on school property or on
school buses.

If you should unintentionally take a knife (or other weapon)
to school, turn it in to school officials voluntarily and
immediately without fear of penalty. (Exceptions: guns)



Bullying means the intentional harassment, intimidation, humiliation, ridicule, defamation, or threat or incitement of violence by a student against another student or a school employee.

Bullying may occur through written, verbal, electronic or physical act that causes or creates a clear and present danger of physical harm or damage to school or student property. Bullying is NOT ALLOWED and can get you in trouble, suspended, or expelled. If someone bullies you or you see someone being bullied, get help by telling an adult, Or by calling JNPSD Security at 501.234.2260. Bullying is prohibited by ACT 115 of 2007 and JNPSD Parent / Student Handbook for Student Conduct and Discipline.



In compliance with Act 1099, passed during 2013's regular legislative session, Jacksonville North Pulaski School District prohibits the use of e- cigarettes on all public school properties. In the act, e-cigarettes are defined as "electronic oral devices" which provide a vapor of nicotine or another substance used to simulate smoking. This restriction applies to all adults and all students.

