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<th>Event</th>
<th>Notes</th>
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</thead>
<tbody>
<tr>
<td>August 14</td>
<td>First Day of Class</td>
<td></td>
</tr>
<tr>
<td>August 14 -</td>
<td>1st Quarter 43 days</td>
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<td>October 13</td>
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<td>September 25</td>
<td>Professional Development</td>
<td>No classes**Time for Parent/Teacher Conferences:</td>
</tr>
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<td></td>
<td>Parent/Teacher Conferences</td>
<td>Jr./Sr. High &amp; Elementary 11:00 a.m. to 6:00 p.m.</td>
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<tr>
<td>October 13</td>
<td>End of First Quarter</td>
<td>43 Days</td>
</tr>
<tr>
<td>October 16-</td>
<td>2nd Quarter 42 days</td>
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</tr>
<tr>
<td>December 19</td>
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<tr>
<td>November 20-24</td>
<td>Thanksgiving</td>
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<tr>
<td>December 19</td>
<td>End of Second Quarter</td>
<td>42 Days</td>
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<td>Christmas Break</td>
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<td>January 2</td>
<td>Students return from Christmas Break</td>
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<td>January 3</td>
<td>Third Quarter 48 days</td>
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<td>January 3 -</td>
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<td>March 14</td>
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<tr>
<td>January 15</td>
<td>Martin Luther King Day</td>
<td>No Classes</td>
</tr>
<tr>
<td>February 8</td>
<td>Professional Development</td>
<td>No classes**Time for Parent/Teacher Conferences:</td>
</tr>
<tr>
<td></td>
<td>Parent/Teacher Conference</td>
<td>Jr./Sr. High &amp; Elementary 11:00 a.m. to 6:00 p.m.</td>
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<tr>
<td>February 19</td>
<td>President’s Day</td>
<td>No Classes</td>
</tr>
<tr>
<td>March 14</td>
<td>End of Third Quarter</td>
<td>48 Days</td>
</tr>
<tr>
<td>March 15-</td>
<td>Fourth Quarter 45 days</td>
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</tr>
<tr>
<td>May 24</td>
<td></td>
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<tr>
<td>March 19-23</td>
<td>Spring Break</td>
<td>No Classes</td>
</tr>
<tr>
<td>March 30</td>
<td>Good Friday</td>
<td>No Classes</td>
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</table>
May 24
End of Fourth Quarter
45 Days

May 25, 29, 30, 31 and June 1
Five Days for Inclement Weather

May 28
Memorial Day

**2 Parent teacher conference days will be scheduled (September 25 and February 8)**
**Ending Date of 2017-2018 School Year without SNOW days; May 24**
**Ending Date with SNOW days; June 1**

4.1—RESIDENCE REQUIREMENTS

Definitions:

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

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

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

The schools of the District shall be open and free through the completion of the secondary program to all persons between the ages of five (5) and twenty one (21) years whose parents, legal guardians, or other persons having lawful control of the person under an order of a court reside within the District1 and to all persons between those ages who have been legally transferred to the District for educational purposes.

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

In order for a person under the age of eighteen (18) years to establish a residence for the purpose of attending the District’s schools separate and apart from his or her parents, guardians, or other persons having lawful control of him or her under an order of a court, the person must actually reside in the District for a primary purpose other than that of school attendance. However, a student previously enrolled in the district who is placed under the legal guardianship of a noncustodial parent living outside the district by a custodial parent on active military duty may continue to attend district schools. A foster child who was previously enrolled in a District school and who has had a change in placement to a residence outside the District, may continue to remain enrolled in his/her current school unless the presiding court rules otherwise.
Under instances prescribed in A.C.A. § 6-18-203, a child or ward of an employee of the district or of the education coop to which the district belongs may enroll in the district even though the employee and his/her child or ward reside outside the district.

Children whose parent or legal guardian relocates within the state due to a mobilization, deployment, or available military housing while on active duty in or serving in the reserve component of a branch of the United States Armed Forces or National Guard may continue attending school in the school district the children were attending prior to the relocation or attend school in the school district where the children have relocated. A child may complete all remaining school years at the enrolled school district regardless of mobilization, deployment, or military status of the parent or guardian.

Cross References: Policy 4.40—HOMELESS STUDENTS  
Policy 4.52—STUDENTS WHO ARE FOSTER CHILDREN

Legal References: A.C.A. § 6-4-302  
A.C.A. § 6-18-202  
A.C.A. § 6-18-203  
A.C.A. § 9-28-113

Date Adopted: August 7, 2017
Last Revised: May 23, 2017

4.2—ENTRANCE REQUIREMENTS

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

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. Private school students shall be evaluated by the District to determine their appropriate grade placement. Home school students enrolling or re-enrolling as a public school student shall be placed in accordance with policy 4.6—HOME SCHOOLING.

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

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. In accordance with Policy 4.57—IMMUNIZATIONS, the child shall be age appropriately immunized or have an exemption issued by the Arkansas Department of Health.
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.

Cross References: 4.1—RESIDENCE REQUIREMENTS
4.3—COMPULSORY ATTENDANCE REQUIREMENTS
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 (4.1—RESIDENCE REQUIREMENTS), within the East Poinsett County School District shall enroll and send the child to a District school with the following exceptions.

The child is enrolled in private or parochial school.
The child is being home-schooled and the conditions of policy (4.6—HOME SCHOOLING) have been met.

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.

The child has received a high school diploma or its equivalent as determined by the State Board of Education.

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.

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).

4.4—STUDENT TRANSFERS
The East Poinsett Co. Schools District shall review and accept or reject requests for transfers, both into and out of the district, on a case by case basis at the July and December regularly scheduled board meetings.

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

Any student transferring from a school accredited by the 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.

Any student transferring from 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. A student transferring from home school will be placed in accordance with Policy 4.6—HOME SCHOOLING.

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.

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

Cross Reference: 4.6—HOME SCHOOLING


Date Adopted: August 7, 2017
Last Revised: May 23, 2017

4.5—SCHOOL CHOICE

Standard School Choice

Definition

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

Transfers into the District

Capacity Determination and Public Pronouncement

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

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

**Application Process**

The student's parent shall submit a school choice application on a form approved by ADE to this District. The transfer application must be postmarked or hand delivered on or before May 1 of the year preceding the fall semester the applicant would begin school in the District. The District shall date and time stamp all applications as they are received in the District's central office. It is the District’s responsibility to send a copy of the application that includes the date and time stamp to the student’s resident district within ten (10) days of the District receiving the application. Applications postmarked or hand delivered on or after May 2 will not be accepted. Statutorily, preference is required to be given to siblings of students who are already enrolled in the District. Therefore, siblings whose applications fit the capacity standards approved by the Board of Directors may be approved ahead of an otherwise qualified non-sibling applicant who submitted an earlier application as identified by the application's date and time stamp.

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

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

**Accepted Applications**

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

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

A present or future sibling of a student who continues enrollment in this District may enroll in the District by submitting a Standard School Choice application. Applications of siblings of presently enrolled choice students are subject to the provisions of this policy including the capacity standards applicable to the year in which the sibling's application is considered by the District. A sibling who enrolls in the District through Standard School choice is eligible to remain in the District until completing his/her secondary education.
Students whose applications have been accepted and who have enrolled in the district shall not be discriminated against on the basis of gender, national origin, race, ethnicity, religion, or disability.

Rejected Applications

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

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

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

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

Transfers Out of the District

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

- Academic Distress or classified as in need of Level 5 Intensive Support under A.C.A. § 6-18-227;
- Facilities Distress under A.C.A. § 6-21-812; or

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

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

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

**Opportunity School Choice**

**Transfers Into or Within the District**

For the purposes of this section of the policy, a “lack of capacity” is defined as when the receiving school has reached the maximum student-to-teacher ratio allowed under federal or state law, the ADE Rules for the Standards of Accreditation, or other applicable rules. There is a lack of capacity if, as of the date of the application for Opportunity School Choice, ninety-five percent (95%) or more of the seats at the grade level at the nonresident school are filled.

Unless there is a lack of capacity at the District’s school or the transfer conflicts with the provisions of a federal desegregation order applicable to the District, a student who is enrolled in or assigned to a school classified by the ADE to be in academic distress or in a district classified by ADE as in need of Level 5 Intensive Support is eligible to transfer to the school closest to the student’s legal residence that is not in academic distress or in a district classified as in need of Level 5 Intensive Support. The student’s parent or guardian, or the student if over the age of eighteen (18), must successfully complete the necessary application process by July 30 preceding the initial year of desired enrollment.

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

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

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

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

The District may, but is not obligated to provide transportation to and from the transferring district.
Transfers out of, or within, the District

If a District school has been classified by the ADE as being in academic distress or the District has been classified by ADE as in need of Level 5 Intensive Support, the District shall timely notify the parent, guardian, or student, if the student is over eighteen (18) years of age, as soon as practicable after the academic distress or in need of Level 5 Intensive Support designation is made of all options available under Opportunity School Choice. The District shall offer the parent or guardian, or the student if the student is over eighteen (18) years of age, an opportunity to enroll the student in any public school or school district that has not been classified by the ADE as a public school in academic distress or school district in need of Level 5 Intensive Support.

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

Unsafe School Choice Program

Any student that becomes the victim of a violent criminal offense while in or on the grounds of a District school or who is attending a school classified by ADE as a persistently dangerous public school shall be allowed to attend a safe public school within the District.

Legal References:
A.C.A. § 6-1-106
A.C.A. § 6-13-113
A.C.A. § 6-15-2915
A.C.A. § 6-18-227
A.C.A. § 6-18-233
A.C.A. § 6-18-320
A.C.A. § 6-18-510
A.C.A. § 6-18-1901 et seq.
A.C.A. § 6-21-812
ADE Rules Governing the Guidelines, Procedures and Enforcement of the Arkansas Opportunity Public School Choice Act
Date Adopted: August 7, 2017
Last Revised: May 23, 2017

4.6—HOME SCHOOLING

Enrollment in Home School

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

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

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

The notice shall include:

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

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

**Enrollment or Re-Enrollment in Public School**

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

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

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

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

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

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

Legal References:
A.C.A. § 6-15-503
A.C.A. § 6-15-504
A.C.A. § 6-41-103
Date Adopted: August 7, 2017
Last Revised: May 23, 2017

4.7—ABSENCES

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

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

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

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

1. The student’s illness or when attendance could jeopardize the health of other students. A maximum of six (6) such days are allowed per semester unless the condition(s) causing such absences is of a chronic or recurring nature, is medically documented, and approved by the principal.
2. Death or serious illness in their immediate family;
3. Observance of recognized holidays observed by the student's faith;
4. Attendance at an appointment with a government agency;
5. Attendance at a medical appointment;
6. Exceptional circumstances with prior approval of the principal;
7. Participation in an FFA, FHA, or 4-H sanctioned activity;
8. Participation in the election poll workers program for high school students.
9. Absences granted to allow a student to visit his/her parent or legal guardian who is a member of the military and been called to active duty, is on leave from active duty, or has returned from deployment to a combat zone or combat support posting. The number of additional excused absences shall be at the discretion of the superintendent or designee.
10. Absences granted, at the Superintendent's discretion, to seventeen (17) year-old students who join the Arkansas National Guard while in eleventh grade to complete basic combat training between grades eleven (11) and (12).
11. Absences for students excluded from school by the Arkansas Department of Health during a disease outbreak because the student has an immunization waiver or whose immunizations are not up to date.

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

Unexcused Absences

Absences not defined above or not having an accompanying note from the parent or legal guardian, presented in the timeline required by this policy, shall be considered as unexcused absences. Students with 7 unexcused absences in a course in a semester may not receive credit for that course. At the discretion of the principal after consultation with persons having knowledge of the circumstances of the unexcused absences, the student may be denied promotion or graduation. Excessive absences shall not be a reason for expulsion or dismissal of a student.

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

Whenever a student exceeds 7 unexcused absences in a semester, the District shall notify the prosecuting authority and the parent, guardian, or persons in loco parentis shall be subject to a civil penalty as prescribed by law.
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 be unexcused absences.

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

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.

Cross References: 4.8—MAKE-UP WORK, 4.57—IMMUNIZATIONS, 5.11—DIGITAL LEARNING COURSES


Date Adopted: July 13, 2015

Last Revised: June 30, 2016

4.8—MAKE-UP WORK

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.

Students are responsible for asking the teachers of the classes they missed what assignments they need to make up.

Teachers are responsible for providing the missed assignments when asked by a returning student.

Students are required to ask for their assignments on their first day back at school or their first class day after their return.

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.
Students shall have one class day to make up their work for each class day they are absent.

Make-up work which is not turned in within the make-up schedule for that assignment shall receive a zero.

Students are responsible for turning in their make-up work without the teacher having to ask for it.

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.

As required/ permitted by the student’s Individual Education Program or 504 Plan.

Out-of-school suspensions absences will be given zeros for all missed assignments and tests. Work may not be made up for credit for unexcused absences unless the unexcused absences are part of a signed agreement as permitted by policy 4.7—ABSENCES. Out-of-school suspensions are unexcused absences.

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 4.57—IMMUNIZATIONS.

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

In grades 7-12, students accumulating 3 tardies in a class will have ASD. For ever tardy after 3, will be another ASD, up to 6. After six tardies, every tardy will be ISS.

For semester test purposes, 3 tardies per class will count as an absence. (See semester test policy for additional information)

Students in grades K-6 will be counted ½ day absent for each third tardy/early departure. If the tardy/early departure is unexcused it will be counted toward the students unexcused days, which may result in the county juvenile officer being contacted. This could result in the parents and student being summoned to court. (Note: See the excused absence section above for information concerning parent excuses.)

4.10—CLOSED CAMPUS
All schools in the District shall operate closed campuses. Students are required to stay on campus from their arrival until dismissal at the end of the regular school day. Students may be checked out only by their parents/guardians or by someone approved in writing by the parent. The parent or their designee must come to the office and request their child or call the school. The office personnel will verify and approve the student’s
departure from campus. If this procedure is not followed the student may be held responsible for leaving campus without permission. All visitors, including parents, must sign in at the principal’s office.

Students may not have food brought to them during lunch. Students may bring their lunch at the beginning of the school day. Students checking out without parents present must do so by approval of the principal or his/her designee only.

Students checking out and leaving campus may not return to school on that day. Exceptions include a verified doctor’s appointments and instances where the parent is present and the student leaves and returns to campus in the presence of the parent. This is to include students leaving for lunch. Other unforeseen circumstances may be approved by the principal or his/her designee only. Unforeseen circumstances do not include leaving school supplies or homework at home, which includes athletic equipment.

Note: (If a student meets criteria approved by the principal and have written permission from guardian they may leave campus for lunch. If a student does not meet the approved criteria set forth by the principal may only leave campus a prescribed above in check out procedures.)

TEXTBOOKS

Students are issued one set of free textbooks. If these books are lost or abused, the student will pay the necessary amount to replace the lost or damaged books. Official school records will be held until all monies owed are paid.

HOMEWORK

It shall be the policy of the Board of Education to delegate the responsibility of assigning homework for students to the professional staff. The professional staff will exercise judgment relative to the grade level of the students. The emphasis will be on quality rather than quantity and adhere to frameworks for grade and subject.

SEMESTER TEST POLICY (Grades 7-12)

Students who are not exempt MUST take a semester test. Students will be exempt from semester test if they meet the following criteria:

A  4 or fewer days absent
B  2 or fewer days absent
C  1 or fewer days absent

Note: For semester test purposes only, 3 tardies in a class will count as a day absent. (I.e. if a student has 2 days absent in a class and 3 tardies with a B for the semester, the student will be required to take the semester test)

The semester test will count as 20% of the semester grade. When students arrive on campus to take a test, they must remain on campus for the remainder of the day unless they are checked out by parents. (During semester tests only, a note from a parent with a phone number where the parent may be reached will be accepted for check-out purposes. Students must take the test during the assigned time. Students may take the test after the assigned time only with prior approval from the teacher and principal. The approval must be requested 1 day prior to the test. Students with acceptable excuses may take the test on the make-up day. (Note: See student
handbook for acceptable excuses. Examples of acceptable excuses include illness; they do not include family trips.) All make-up tests will begin at 8:05. If a student has more than one test on make-up day, he/she will be assigned a test order by the principal. If a student does not take the test during the assigned time, a zero will be assigned for the semester test grade, which represents 20% of the semester grade.

4.11—EQUAL EDUCATIONAL OPPORTUNITY
No student in the East Poinsett County School District shall, on the grounds of race, color, religion, national origin, sex, sexual orientation, gender identity, age, or disability be excluded from participation in, or denied the benefits of, or subjected to discrimination under any educational program or activity sponsored by the District. The District has a limited open forum granting equal access to the Boy Scouts of America and other youth groups.

Inquiries on non-discrimination may be directed to the superintendent, who may be reached at 870-475-2472 extension 1003.

For further information on notice of non-discrimination or to file a complaint, visit http://wdcrobczp01.ed.gov/CFAPPS/OCR/contactus.cfm; for the address and phone number of the office that serves your area, or call 1-800-421-3481.

Legal References:  
A.C.A. § 6-10-130
A.C.A. § 6-18-514
28 C.F.R. § 35.106
34 C.F.R. § 100.6
34 C.F.R. § 104.8
34 C.F.R. § 106.9
34 C.F.R. § 108.9
34 C.F.R. § 110.25

Date Adopted: August 7, 2017
Last Revised: May 23, 2017

4.12—STUDENT ORGANIZATIONS/EQUAL ACCESS
Non-curriculum-related secondary school student organizations wishing to conduct meetings on school premises during non-instructional time shall not be denied equal access on the basis of the religious, political, philosophical, or other content of the speech at such meetings. Such meetings must meet the following criteria.

1. The meeting is to be voluntary and student initiated;
2. There is no sponsorship of the meeting by the school, the government, or its agents or employees;
3. The meeting must occur during non-instructional time;
4. Employees or agents of the school are present at religious meetings only in a non-participatory capacity;
5. The meeting does not materially and substantially interfere with the orderly conduct of educational activities within the school; and
6. Non-school persons may not direct, conduct, control, or regularly attend activities of student groups.
All meetings held on school premises must be scheduled and approved by the principal. The school, its agents, and employees retain the authority to maintain order and discipline, to protect the well-being of students and faculty, and to assure that attendance of students at meetings is voluntary.

Fraternities, sororities, and secret societies are forbidden in the District’s schools. Membership to student organizations shall not be by a vote of the organization’s members, nor be restricted by the student’s race, religion, sex, national origin, or other arbitrary criteria. Hazing, as defined by law, is forbidden in connection with initiation into, or affiliation with, any student organization, extracurricular activity or sport program. Students who are convicted of participation in hazing or the failure to report hazing shall be expelled.

Legal References:     A.C.A. § 6-5-201 et seq., A.C.A. § 6-10-130
                      A.C.A. § 6-18-601 et seq.
Date Adopted: August 7, 2017
Last Revised: May 23, 2017

4.13—PRIVACY OF STUDENTS’ RECORDS/ DIRECTORY INFORMATION
Except when a court order regarding a student has been presented to the district to the contrary, all students’ education records are available for inspection and copying by the parents of his/her student who is under the age of eighteen (18). At the age of eighteen (18), the right to inspect and copy a student’s records transfers to the student. 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 East Poinsett County School District shall maintain a record of requests by such agencies or individuals for access to, and each disclosure of, personally identifiable information from the education records of each student. Disclosure of education records is authorized by law to school officials with legitimate educational interests. A personal record kept by a school staff member is not considered an 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 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 East Poinsett County School District does not distinguish between a custodial and noncustodial parent, and 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. The fact of a person’s status as parent or guardian, alone, enables that parent or guardian to review and copy his child’s records.

If there exists a court order which directs that a parent not have access to a student or his records, the parent 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 designee. The challenge shall clearly identify the part of the student’s record the parent wants changed and specify why he/she believes it is inaccurate or misleading. If the school determines not to amend the record as requested, the school will notify the requesting parent or student of the decision and inform them of their right to a hearing regarding the request for amending the record. The parent or eligible student will be provided information regarding the hearing procedure when notified of the right to a hearing.
Unless the parent or guardian of a student (or student, if above the age of eighteen [18]) objects, directory information about a student may be made available to the public, military recruiters, post-secondary educational institutions, prospective employers of those students, as well as school publications such as annual yearbooks and graduation announcements. “Directory information” includes, but is not limited to, a student’s name, address, telephone number, electronic mail address, photograph, date and place of birth, dates of attendance, his/her placement on the honor roll (or the receipt of other types of honors), as well as his/her participation in school clubs and extracurricular activities, among others. If the student participates in inherently public activities (for example, basketball, football, or other interscholastic activities), the publication of such information will be beyond the control of the District. Directory information” also includes a student identification (ID) number, user ID, or other unique personal identifier used by a student for purposes of accessing or communicating in electronic systems and a student ID number or other unique personal identifier that is displayed on a student's ID badge, provided the ID cannot be used to gain access to 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 at:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 2020

4.13—PRIVACY OF STUDENTS’ RECORDS/ DIRECTORY INFORMATION
(Not to be filed if the parent/student has no objection)
Each office has available for parents the form needed to opt out of the publication of directory information. The 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 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. A copy of the form is located at the end of the student handbook and the principal’s office. The district is required to continue to honor any signed opt-out form for any student no longer in attendance at the district.
4.14—STUDENT PUBLICATIONS AND THE DISTRIBUTION OF LITERATURE

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

Advertising may be accepted for publications that does not condone or promote products that are inappropriate for the age and maturity of the audience or that endorses such things as tobacco, alcohol, or drugs.

Publications may be regulated to prohibit writings which are, in the opinion of the appropriate teacher and/or administrator, ungrammatical, poorly written, inadequately researched, biased or prejudiced, vulgar or profane, or unsuitable for immature audiences.

Publications may be regulated to refuse to publish material which might reasonably be perceived to advocate drug or alcohol use, irresponsible sex, or conduct otherwise inconsistent with the shared values of a civilized social order, or to associate the school with any position other than neutrality on matters of political controversy.

Prohibited publications include:

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

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

Not contain any non-educational advertisements. Additionally, student web publications shall;

Adhere to the restrictions regarding use of Directory Information as prescribed in Policy 4.13 including not using a student’s photograph when associated with the student’s name unless written permission has been received from the student’s parent or student if over the age of 18.

State that the views expressed are not necessarily those of the School Board or the employees of the district.

Student Distribution of Non-school Literature, Publications, and Materials
A student or group of students who distribute ten (10) or fewer copies of the same non-school literature, publications, or materials (hereinafter “non-school materials”), shall do so in a time, place, and manner that does not cause a substantial disruption of the orderly education environment. A student or group of students wishing to distribute more than ten (10) copies of non-school materials shall have school authorities review their non-school materials at least three (3) school days in advance of their desired time of dissemination. School authorities shall review the non-school materials, prior to their distribution and will bar from distribution those non-school materials that are obscene, libelous, pervasively indecent, or advertise unlawful products or services. Material may also be barred from distribution if there is evidence that reasonably supports a forecast that a substantial disruption of the orderly operation of the school or educational environment will likely result from the distribution. Concerns related to any denial of distribution by the principal shall be heard by the superintendent, whose decision shall be final.

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

The regulations shall:

Be narrowly drawn to promote orderly administration of school activities by preventing disruption and may not be designed to stifle expression;

Be uniformly applied to all forms of non-school materials;

Allow no interference with classes or school activities;

Specify times, places, and manner where distribution may and may not occur; and

Not inhibit a person’s right to accept or reject any literature distributed in accordance with the regulations.

Students shall be responsible for the removal of excess literature that is left at the distribution point for more than 3 days.

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

4.15—CONTACT WITH STUDENTS WHILE AT SCHOOL

CONTACT BY PARENTS

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

CONTACT BY NON-CUSTODIAL PARENTS

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

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

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

State Law requires that Department of Human Services employees, local law enforcement, or agents of the Crimes Against Children Division of the 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.


Date Adopted: January 9, 2017

4.16—STUDENT 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.

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

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

The District’s licensed personnel policy committee shall review the student discipline policies annually and may recommend changes in the policies to the East Poinsett County School Board. The Board has the responsibility of determining whether to approve any recommended changes to student discipline policies.

The District’s student discipline policies shall be distributed to each student during the first week of school each year and to new students upon their enrollment. Each student’s parent or legal guardian shall sign and return to the school an acknowledgement form documenting that they have received the policies.
It is required by law that the principal or the person in charge report to the police any incidents the person has personal knowledge of or has received information leading to a reasonable belief that a person has committed or threatened to commit an act of violence or any crime involving a deadly weapon on school property or while under school supervision. If the person making the report is not the Superintendent, that person shall also inform the Superintendent of the incident. Additionally, the principal shall inform any school employee or other person who initially reported the incident that a report has been made to the appropriate law enforcement agency. The Superintendent or designee shall inform the Board of Directors of any such report made to law enforcement.

The minimum disciplinary action shall be reprimand and the maximum action shall be expulsion.

**Elementary Discipline Policy**

The East Poinsett County Elementary Discipline Policy is to be used as a guide to promote consistency of practices among both elementary schools. All infractions will be thoroughly investigated and consequences will be fair and appropriate as determined by the campus administrator. Prior to any disciplinary action by an administrator, a conference will be conducted with the student. At this conference, the student will be given the opportunity to explain the incident. Students on a specific behavior plan, under section 504, or IDEA will be handled on an individual basis as determined by the members of the committee.

School Rules:
1. Be Respectful
2. Be Responsible
3. Be Safe

Inappropriate behaviors at East Poinsett County Elementary fall into three levels of offences.

<table>
<thead>
<tr>
<th>Offences</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Level I</strong></td>
</tr>
<tr>
<td>Minor/managed misbehaviors handled by teacher through classroom discipline policy. Teacher documentation of behavior and actions taken are highly recommended.</td>
</tr>
<tr>
<td><strong>Level II</strong></td>
</tr>
<tr>
<td>Serious act of misconduct and/or persistent Level I offences. Teacher documentation of behavior, actions taken, and parental contact are highly recommended.</td>
</tr>
<tr>
<td><strong>Level III</strong></td>
</tr>
<tr>
<td>Persistent serious misconduct, Level II behaviors that warrant student removal, and/or a severe offense. These are handled by administration with direct student office referral with completed disciplinary referral. Persistent serious misbehaviors require three documented interventions/strategies (one must be parent contact) prior to the office referral.</td>
</tr>
</tbody>
</table>

**Examples of Level I Offences**

<table>
<thead>
<tr>
<th>Not following directions</th>
<th>Eye rolling</th>
</tr>
</thead>
<tbody>
<tr>
<td>Running in hallways</td>
<td>Interrupting</td>
</tr>
<tr>
<td>Excessive talking</td>
<td>Name calling</td>
</tr>
<tr>
<td>Inappropriate laughing/sneering</td>
<td>Misuse of materials</td>
</tr>
<tr>
<td>Derogatory notes/pictures</td>
<td>Mocking</td>
</tr>
<tr>
<td>Inappropriate language</td>
<td>Dress code violations</td>
</tr>
<tr>
<td>Failure to do assigned work</td>
<td></td>
</tr>
</tbody>
</table>
### Examples of Level II Offences

<table>
<thead>
<tr>
<th>Back talking/arguing</th>
<th>Open defiance or disrespect</th>
</tr>
</thead>
<tbody>
<tr>
<td>Inappropriate gestures/language</td>
<td>Cheating/lying</td>
</tr>
<tr>
<td>Refusing to work</td>
<td>Throwing objects</td>
</tr>
<tr>
<td>Leaving class without permission</td>
<td>Horseplay between students</td>
</tr>
<tr>
<td>Graffiti or writing on school property</td>
<td>Teasing/put downs</td>
</tr>
</tbody>
</table>

### Examples of Level III Offences

<table>
<thead>
<tr>
<th>Fighting</th>
<th>Bullying</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ethnic Slurs</td>
<td>Threatening/taunting</td>
</tr>
<tr>
<td>Obscene gestures</td>
<td>Stealing</td>
</tr>
<tr>
<td>Inappropriate touching</td>
<td>Use of profanity</td>
</tr>
<tr>
<td>Damaging property</td>
<td>Harassment</td>
</tr>
<tr>
<td>Direct and willful disobedience of school rules and policies</td>
<td>Disrespect for authority</td>
</tr>
<tr>
<td></td>
<td>Weapons</td>
</tr>
<tr>
<td></td>
<td>Drugs</td>
</tr>
</tbody>
</table>

### Recommended Disciplinary Consequences for Level III Offences

All disciplinary consequences are left to the discretion of the administrator including those not specially covered below.

<table>
<thead>
<tr>
<th>Fighting</th>
<th>1&lt;sup&gt;st&lt;/sup&gt; referral-3 days Out of School Suspension (OSS)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>2&lt;sup&gt;nd&lt;/sup&gt; referral-5 days OSS with referral to outside service, such as juvenile detention center or mental health agency.</td>
</tr>
<tr>
<td></td>
<td>3&lt;sup&gt;rd&lt;/sup&gt; referral-10 days OSS with possible recommendation for expulsion.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Gross Disrespect</th>
<th>1&lt;sup&gt;st&lt;/sup&gt; referral-2 days In School Suspension (ISS) or corporal punishment.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Profanity or inappropriate gestures towards a teacher and/or student(s)</td>
<td>2&lt;sup&gt;nd&lt;/sup&gt; referral- 3 days ISS, possible OSS</td>
</tr>
<tr>
<td></td>
<td>3&lt;sup&gt;rd&lt;/sup&gt; referral- 3 days OSS with referral to outside service, such as juvenile detention center or mental health agency.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Theft</th>
<th>1&lt;sup&gt;st&lt;/sup&gt; referral-2 days ISS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Intentionally taking personal property from a student and/or teacher</td>
<td>2&lt;sup&gt;nd&lt;/sup&gt; referral-3 days ISS, possible OSS</td>
</tr>
<tr>
<td></td>
<td>3&lt;sup&gt;rd&lt;/sup&gt; referral-3 days OSS with referral to outside service, such as juvenile detention center or mental health agency.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Bullying/Harassment/Threatening Communication</th>
<th>1st referral-2 days ISS with parental contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>Following an investigation and confirmation of bullying or harassment. See district bullying policy for more information</td>
<td>2&lt;sup&gt;nd&lt;/sup&gt; referral- 3 days OSS with referral to outside service, such as juvenile detention center or mental health agency.</td>
</tr>
<tr>
<td></td>
<td>3&lt;sup&gt;rd&lt;/sup&gt; referral-5 days OSS with possible recommendation for expulsion. Additional consequences will the considered for simultaneous handbook violations.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Controlled Substances and Weapons</th>
<th>Expulsion</th>
</tr>
</thead>
<tbody>
<tr>
<td>As defined by handbook policies</td>
<td>Expulsion</td>
</tr>
</tbody>
</table>

| Property Damage | 1<sup>st</sup> referral-loss of privilege for 1 day and one day ISS. Possible parental contact and restitution. |
| **Defiance of Authority/Disorderly Conduct** | 2nd referral-loss of privilege for 3 days and 3 days ISS. Possible parental contact and restitution. 3rd referral-2 OSS with parental contact and possible restitution. |
| **Dress Code Violations** | 1st referral-2 days In School Suspension (ISS) or corporal punishment. 2nd referral- 3 days ISS, possible OSS 3rd referral- 3 days OSS with referral to outside service, such as juvenile detention center or mental health agency. |

Teachers will make an effort to correct dress code violations without sending the student to the office. The following are examples of corrective measures the teachers may take:

1. Use a tie to create a makeshift belt.
2. Ask the student to tuck in their shirt.
3. Ask the student to turn their shirt inside out to hide inappropriate pictures or writings on the shirt.
4. Wear another shirt or jacket to over an inappropriate shirt.
5. Offer an item from the clothes closet.

Students will be placed in ISS until clothes are compliant with dress code.

1st referral (persistent dress code violations with documentation of 3)-Parent contacted to bring a change of clothes with one day of ISS.
2nd referral- Parent contacted to bring a change of clothes with 3 days of ISS.
3rd referral-1 day OSS

| **Inappropriate Display of Affection** | 1st referral-1 day ISS with parental contact 2nd referral- 3 days ISS with possible OSS 3rd referral-3 days OSS |

Playground:
The playground supervisors will also follow the level system of behaviors. Level I and II behaviors will be reported to the teacher on a Disciplinary Referral form. The teacher will then address the behaviors according to the classroom discipline plan. Level III behaviors will result in a direct office referral.

| **Cell Phones** | 1st referral-Device confiscated and taken to the office. Device will be returned at the end of the day. 2nd referral- Device confiscated and taken to the office. The student will miss recess and the device will only be released to the student’s parent/guardian. 3rd referral- Device confiscated and taken to the office. 1 day of ISS and the device will only be released to the student’s parent/guardian. |

Student cell phones should not be seen or heard at any time during the instructional day. Cell phones should be kept in the student backpack or turned into the teacher. Allowable times for cell phone use include: before school (prior to 7:50 am), after school (after 3:15 pm), and during indoor recess.

| **Bus Conduct** | 1st referral- Driver will reprimand student and notify principal. Parent will be contacted. |

State transportation regulations must be observed at all times due to the dangers or inconveniences involved.
- Students must cooperate fully with the driver at all times and are subject to school authority for proper conduct and attitude at all times.
- Students must load and unload only at designated stops. They should never attempt to leave or board a bus while it is in motion.
- Loud noise, roughness, improper language, and horseplay are forbidden on the buses as they take the driver’s attention away from his/her primary obligation, which is the safe operation of the bus.
- Drivers will assign seats to the students who ride his/her bus. Students will be expected to cooperate fully.
- No smoking will be allowed on any bus.
- Mistreatment of other students will not be tolerated.

| 2nd referral- Driver will contact principal. Parent will be contacted along with a 3 day bus suspension. |
| 3rd referral- Driver will contact principal. Parent will be contacted along with a 5 day bus suspension. |
| 4th referral- Driver will contact principal and parent will be contacted. Student will lose bus privileges for the remainder of the year. |

**Behavioral Incentives**

| Principal’s Pal/Pizza with the Principal | East Poinsett County Elementary recognizes children who demonstrate great character education values. Every month, teachers will nominate a student in their class who has consistently demonstrated positive behavior traits to receive the Principal’s Pal award. This entitles the students to attend the “Pizza with the Principal” monthly award luncheon. |
| STAR Student Tickets | Students will be given a STAR ticket by any member of the school personnel when they are “caught being good” or making a great choice. Students will put their STAR tickets in a container in the office. Each Friday during morning assembly, 5 tickets will be drawn and the students will receive a prize. All tickets are kept and put into a large end of year drawing. |

**Junior and Senior High Discipline Policy**

East Poinsett County Jr.-Sr. High School students are prohibited from engaging in behavior that will endanger or threaten the safety of others, that will damage property, or that will impede the orderly conduct of the school program.

The East Poinsett County High School Discipline Policy is to be used as a guide to promote consistency of practices among the Jr. High and Sr. High Schools. All infractions will be thoroughly investigated and consequences will be fair and appropriate as determined by the campus administrator. Prior to any disciplinary action by an administrator, a conference will be conducted with the student. At this conference, the student will be given the opportunity to explain the incident.

Students on a specific behavior plan, under section 504, or IDEA will be handled on an individual basis as determined by the members of the committee.
School Rules:
1. Be Respectful
2. Be Responsible
3. Be Safe

Inappropriate behaviors at East Poinsett County High School fall into three levels of offences.

<table>
<thead>
<tr>
<th>Offenses</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Level I</strong></td>
</tr>
<tr>
<td><strong>Level II</strong></td>
</tr>
<tr>
<td><strong>Level III</strong></td>
</tr>
</tbody>
</table>

**Examples of Level I**

<table>
<thead>
<tr>
<th>Not following directions</th>
<th>Eye rolling</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wearing of Hats and Caps</td>
<td>Interrupting</td>
</tr>
<tr>
<td>Inappropriate laughing/sneering</td>
<td>Name calling</td>
</tr>
<tr>
<td>Derogatory notes/pictures</td>
<td>Wearing Headphones</td>
</tr>
<tr>
<td>Inappropriate language</td>
<td>Not Bringing Materials to Class</td>
</tr>
<tr>
<td>Failure to do assigned work</td>
<td>Dress Code violations</td>
</tr>
<tr>
<td></td>
<td>No Food or Drink outside designated areas</td>
</tr>
</tbody>
</table>

**Examples of Level II Offences**

<table>
<thead>
<tr>
<th>Back talking/arguing</th>
<th>Open defiance or disrespect</th>
</tr>
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<tr>
<td>Inappropriate gestures/language</td>
<td>Cheating/lying</td>
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<tr>
<td>Refusing to work</td>
<td>Throwing objects</td>
</tr>
<tr>
<td>Leaving class without permission</td>
<td>Horseplay between students</td>
</tr>
<tr>
<td>Graffiti or writing on school property</td>
<td>Teasing</td>
</tr>
</tbody>
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**Examples of Level III Offences**

<table>
<thead>
<tr>
<th>Fighting</th>
<th>Bullying</th>
</tr>
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<tbody>
<tr>
<td>Ethnic Slurs</td>
<td>Threatening behavior/Harassment</td>
</tr>
<tr>
<td>Obscene gestures</td>
<td>Stealing</td>
</tr>
<tr>
<td>Inappropriate display of affection</td>
<td>Use of profanity</td>
</tr>
<tr>
<td>Damaging property</td>
<td>Cutting Class (On &amp; Off Campus)</td>
</tr>
<tr>
<td>Direct and disobedience of school rules and polices</td>
<td>Disrespect for authority</td>
</tr>
<tr>
<td>Misuse of Cell Phones (recording fights, misuse of social media at school, etc.)</td>
<td>Weapons</td>
</tr>
<tr>
<td></td>
<td>Drugs</td>
</tr>
</tbody>
</table>
**Recommended Disciplinary Consequences for Level III Offences**

All disciplinary consequences are left to the discretion of the administrator including those not specially covered below.

| **Fighting** | 1\(^{st}\) referral-3 days Out of School Suspension (OSS)  
2\(^{nd}\) referral-5 days OSS with referral to outside service, such as juvenile detention center or mental health agency.  
3\(^{rd}\) referral-10 Days OSS with possible expulsion. |
|---------------|--------------------------------------------------------------------------------------------------|
| **Gross Disrespect** | 1\(^{st}\) referral-2 days in School Suspension (ISS) or corporal punishment.  
2\(^{nd}\) referral-3 days ISS, possible OSS  
3\(^{rd}\) referral-3 days OSS with referral to outside service, such as juvenile detention center or mental health agency. |
| Profanity or inappropriate gestures towards a teacher and/or student(s) | 1\(^{st}\) referral-2 days in School Suspension (ISS) or corporal punishment.  
2\(^{nd}\) referral-3 days ISS, possible OSS  
3\(^{rd}\) referral-3 days OSS with referral to outside service, such as juvenile detention center or mental health agency. |
| **Theft** | 1\(^{st}\) referral-2 days ISS  
2\(^{nd}\) referral-3 days ISS, possible OSS  
3\(^{rd}\) referral-3 days OSS with referral to outside service, such as juvenile detention center or mental health agency. |
| Intentional taking personal property from a student and/or teacher | 1\(^{st}\) referral-2 days ISS  
2\(^{nd}\) referral-3 days ISS, possible OSS  
3\(^{rd}\) referral-3 days OSS with referral to outside service, such as juvenile detention center or mental health agency. |
| **Bullying/Harassment/Threatening Communication** | 1\(^{st}\) referral-2 days ISS with parental contact  
2\(^{nd}\) referral-3 days ISS with referral to outside service, such as juvenile detention center or mental health agency.  
3\(^{rd}\) referral-5 days OSS, with possible recommendation for expulsion. Additional consequences will be considered for simultaneous handbook violations. |
| Following an investigation and confirmation of bullying or harassment. See district bullying policy for more information | 1\(^{st}\) referral-2 days ISS with parental contact  
2\(^{nd}\) referral-3 days ISS with referral to outside service, such as juvenile detention center or mental health agency.  
3\(^{rd}\) referral-5 days OSS, with possible recommendation for expulsion. Additional consequences will be considered for simultaneous handbook violations. |
| **Controlled Substances and Weapons** | Expulsion |
| As defined by handbook policies | **Property Damage** | 1\(^{st}\) referral-1 day ISS. Possible parental contact and restitution.  
2\(^{nd}\) referral-3 days ISS. Possible parental contact and restitution.  
3\(^{rd}\) referral-3 days OSS with parental contact and possible restitution. |
| **Defiance of Authority/Disorderly Conduct** | 1\(^{st}\) referral-2 days In School Suspension (ISS) or corporal punishment.  
2\(^{nd}\) referral-3 days ISS, possible OSS.  
3\(^{rd}\) referral-3 days OSS with referral to outside service, such as juvenile detention center or mental health agency. |
**Dress Code Violations**
Teachers will make an effort to correct dress code violations without sending the student to the office. The following are examples of corrective measures the teachers may take:
1. Use a zip-tie to create a makeshift belt
2. Ask the student to tuck in their shirt
3. Ask the student to turn their shirt inside out to hide inappropriate pictures or writings on the shirt.
4. Wear another shirt or jacket to cover an inappropriate shirt.

Students will be placed in ISS until clothes are compliant with dress code.
1st-referral (persistent dress code violations with documentation of 3) - Parent contacted to bring a change of clothes with one day of ISS.
2nd-referral - Parent contacted to bring a change of clothes with 3 days of ISS.
3rd-referral - 1 day of OSS.

<table>
<thead>
<tr>
<th>Inappropriate Display of Affection</th>
<th>1st-referral - 1 day of ISS with parent contact</th>
<th>2nd-referral - 3 days ISS, possible OSS</th>
<th>3rd-referral - 3 days OSS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Inappropriate Use of Cell Phone</td>
<td>1st-referral - 2 Days ISS</td>
<td>2nd-referral - 3 Days ISS, possible OSS, with parent contact.</td>
<td>3rd-referral - 3 Days of OSS with possibility of losing cell phone privileges.</td>
</tr>
<tr>
<td>(Recording fights, misuse of social media at school, etc.)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Cutting Class (On or Off Campus)</th>
<th>On Campus: 1st-referral - 2 days ASD</th>
<th>2nd-referral - 3 days ASD w/parent contact</th>
<th>3rd-referral - 3 days ISS w/referral to outside service such as juvenile detention center.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Off Campus:</td>
<td>1st-referral - 3 days ISS w/parent contact</td>
<td>2nd-referral - 5 days ISS w/parent contact</td>
<td>3rd-referral - 3 days OSS w/referral to outside service such as juvenile detention center.</td>
</tr>
</tbody>
</table>

**Bus Conduct**
State transportation regulations must be observed at all times due to the dangers or inconveniences involved. The driver of the school bus shall not operate the school bus until every passenger is seated.
- Students must cooperate fully with the driver at all times and are subject to school authority for proper conduct and attitude at all times.
- Students must load and unload only at designated stops. They should never attempt to leave or board a bus while it is in motion.
- Loud noise, roughness, improper language, and horseplay are forbidden on the buses as they take the driver’s attention away from his/her primary obligations, which is the sage operation of the bus.
- Drivers will assign seats to the students who ride his/her bus. Students will be expected to cooperate fully.
- No Smoking will be allowed on any bus.

1st-referral - Driver will reprimand student and notify principal. Parent will be contacted.
2nd-referral - Driver will contact principal. Parent will be contacted along with a 3 day bus suspension.
3rd-referral - Driver will contact principal. Parent will be contacted along with a 5 day bus suspension.
4th-referral - Driver will contact principal and parent will be contacted. Student will lose bus privileges for the remainder of the year.
FIGHTING

When students fight it may be difficult to determine who is at fault. When a cooling off period is needed, both students may be immediately sent home until an effort to determine fault is made. If student is found to have not verbally or physically initiated the fight, he/she may not be suspended. Alternate punishment may be applied with regard to actual involvement. Discipline point value assigned for altercations will be at the discretion of the building principal.

- If sent home for a cooling off time, class work can be made up for time missed.
- Any student who is using video to record a fight, or who is in possession of a videoed fight will be disciplined as if they were a participant in the fight.

ELECTRONIC DEVICE/CELL PHONE POLICY

1. Using electronic devices during class time in any manner other than specifically permitted by the classroom teacher;
2. Permitting any audible sound to come from the device when not being used for reason number 1 above;
3. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongful giving or receiving help during an academic examination, or wrongfully obtaining test copies or scores;
4. Using the device to take photographs in locker rooms, bathrooms, or class;
5. Creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction of oneself or another person;
6. No external speakers attached to an electronic device or blue tooth;
7. No charging any electronic device at school;
8. Headphones and earbuds may be used before school and at lunch only.
9. Cell phones and electronic devices may not be used in the hallways or restrooms during class time.

Students are allowed only to use the devices before class, in between classes, and at lunch. The student and/or the student’s parents or guardians expressly assume any risk associated with the student owning or possessing electronic devices. Students misusing electronic devices shall have them confiscated an appropriate discipline applied. Confiscated devices may be picked up at the High School office at 3:15 by the student’s parent or guardian. Students have no right of privacy as to the content contained on any electronic devices that have been confiscated.

Consequences for violation of cell phone policy:

1st offense: The device will be confiscated and taken to the office. The device will be returned to the student at the end of the day.

2nd offense: The device will be confiscated and taken to the office. The device will be released only to the student’s parent/guardian.
**3rd offense:** Two (2) week loss of cell phone possession privilege. The device will be confiscated and taken to the office. The device will be released only to the student’s parent/guardian. The student will turn the cell phone in every morning, for 2 weeks, to High School office, and pick up at the end of the day. If the phone should not be turned in, one day, during these 2 weeks, the 2 week loss of privileges will begin over, from the following day forward.

**Each offense after the 3rd:** 3 days out of school suspension and loss of phone possession or use for nine (9) weeks.

Any student refusing to give up the cell phone when asked by a teacher or administrator may result in 3 days of OSS. When a phone is taken up, the batteries and SIM card are to be confiscated also.

Wearing/using earbuds or headphones is allowed only in designated areas such as outside during lunch. Wearing/using earbuds or headphones are prohibited inside the buildings.

The principal reserves the right to ban any item deemed unsafe or disruptive to the learning climate of the school. Confiscated items will be returned to the parent/guardian only, no sooner than 3:15 on the day the item was confiscated. Items not retrieved by June 10th may be donated to charity.

**NUISANCE ITEMS**

Students shall not bring nuisance items such as chains, games, cards, (without medical reasons), glasses or contact lenses unless they are prescription, etc., which can be damage or cause disturbances, on campus, including halls, in class, and school functions. Selling or trading items at school is not allowed.

**CODE OF CONDUCT FOR ATHLETES**

It is a privilege to be selected as a member of an East Poinsett County Athletic team. Students who participate in extracurricular activities should take pride in representing the school and are expected to be good ambassadors. They should set a high standard of conduct, eligibility, and behavior. Students violating school/athletic regulations harm themselves, their athletic team, and their school. Athletics and other extracurricular activities are to be considered a privilege and not an inherent right of the student. When an athlete accepts this privilege, they must also live up to the code of conduct beyond that of a general student body, on and off school property.

Respect is to be shown for coaches, officials, opponents, spectators, and yourself. Good sportsmanship is to be exhibited at all times.

Membership on a team is dependent upon good attitude, consistent work habits, regular class attendance, and satisfactory academic performance.

Commitment to the team is to be shown by attendance at all practices, games, and team meetings. In case where it is impossible to be in attendance due to sickness, injury, or another valid reason, the coach should be notified beforehand.

Foul language, smoking, drinking, or drug use will not be tolerated.
Athletes who have been suspended or who are absent from school without approval will not be allowed to play on that day.

Athletes are to realize that equal playing time is not guaranteed for all players. Before the season begins athletes and coaches should discuss expectations for the season.

Unsportsmanlike conduct of an athlete at extracurricular activities will not be tolerated and offending athlete may lose their right to participate in or attend future activities.

Athletes are to travel with the team on the bus provided by the school. After the event the only way they may be released is by parent or legal guardian in person.

All extracurricular activities must adhere to the Arkansas Activities Association guidelines.

**BEHAVIOR NOT COVERED**

East Poinsett County School District reserves the right to pursue disciplinary or legal action for behavior which is subversive to good order and discipline in the schools even though such behavior is not specified in the written rules in the handbook.

Date Adopted: July 13, 2015

Last Revised: July 5, 2017

**4.18—PROHIBITED CONDUCT**

Students and staff require a safe and orderly learning environment that is conducive to high student achievement. Certain student behaviors are unacceptable in such an environment and are hereby prohibited by the Board. Prohibited behaviors include, but shall not be limited to the following:

Disrespect for school employees and failing to comply with their reasonable directions or otherwise demonstrating insubordination;

Disruptive behavior that interferes with orderly school operations;

Willfully and intentionally assaulting or threatening to assault or physically abusing any student or school employee;

Possession of any weapon that can reasonably be considered capable of causing bodily harm to another individual;

Possession or use of tobacco in any form on any property owned or leased by any public school;

Willfully or intentionally damaging, destroying, or stealing school property;
Possession of any paging device, beeper, or similar electronic communication devices on the school campus during normal school hours unless specifically exempted by the administration for health or other compelling reasons;

Possession, selling, distributing, or being under the influence of an alcoholic beverage, any illegal drug, unauthorized inhalants, or the inappropriate use or sharing of prescription or over the counter drugs, or other intoxicants, or anything represented to be a drug;

Sharing, diverting, transferring, applying to others (such as needles or lancets), or in any way misusing medication or any medical supplies in their possession;

Inappropriate public displays of affection;

Cheating, copying, or claiming another person's work to be his/her own;

Gambling;

Inappropriate student dress;

Use of vulgar, profane, or obscene language or gestures;

Truancy;

Excessive tardiness;

Engaging in behavior designed to taunt, degrade, or ridicule another person on the basis of race, ethnicity, national origin, sex, or disability;

Possess, view, distribute or electronically transmit sexually explicit or vulgar images or representations, whether electronically, on a data storage device, or in hard copy form;

Hazing, or aiding in the hazing of another student;

Gangs or gang-related activities, including belonging to secret societies of any kind, are forbidden on school property. Gang insignias, clothing, “throwing signs” or other gestures associated with gangs are prohibited;

Sexual harassment;

Bullying, and Operating a vehicle on school grounds while using a wireless communication device.

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

Expectations of Educators
Teachers must maintain control of the educational environment, therefore must deal with students when they engage in the above listed prohibited conduct. The teachers first goal is to correct students conduct and keep them in class. When possible the teacher will use the interventions listed below to correct prohibited student conduct.

**Interventions prior to office referral**

- Conference with student (away from other students)
- Reprimand
- Parent contact
- Lunch Detention
- Writing assignment
- Corporal Punishment

If a student conduct is serious enough in nature or is reoccurring after the above listed interventions have been used the teacher may make an office referral due to the students conduct. The actions are listed below. Once a student is referred the actions (discipline) may be administered as listed below. If a prohibited behavior is not covered below the action taken will be at the discretion of the principal.

**Actions taken as a result of an Office Referral**

- After School Detention (ASD)
- In School Suspension (ISS)
- Corporal Punishment
- Out of School Suspension (OSS)
- Expulsion (E)

(Note: Parents are responsible for the transportation of students assigned ASD.)

**4.19—CONDUCT TO AND FROM SCHOOL AND TRANSPORTATION ELIGIBILITY**

Students are subject to the same rules of conduct while traveling to and from school as they are while on school grounds. Appropriate disciplinary actions may be taken against commuting students who violate student code of conduct rules.

The preceding paragraph also applies to student conduct while on school buses. The driver of a school bus shall not operate the school bus until every passenger is seated. Disciplinary measures for problems related to bus behavior shall include suspension or expulsion from school, or suspending or terminating the student’s transportation privileges. Transporting students to and from school who have lost their transportation privileges shall become the responsibility of the student’s parent or legal guardian.

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

- Students who live within the district and on routes designated by the superintendent.

Recommended steps for actions taken:

First offense: Driver will reprimand student and notify principal
Second offense: Driver will notify principal and parents will be contacted.
Third offense: Driver will notify principal and the principal will contact the parents to notify them the student will lose riding privileges for five school days.

Fourth offense: Driver will notify principal and the principal will contact the parents to notify them the student will lose riding privileges for the remainder of the school year.

The above-mentioned steps for action taken are recommended. The principal has the discretion to begin at any step if the occurrence is severe enough.

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

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

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

Furthermore, it is unlawful, during regular school hours, and in a place where a public school employee is required to be in the course of his or her duties, for any person to address a public school employee using language which, in its common understanding, is calculated to: a) cause a breach of the peace; b) materially and substantially interfere with the operation of the school; c) arouse the person to whom it is addressed to anger, to the extent likely to cause imminent retaliation. Students guilty of such an offense may be subject to legal proceedings in addition to student disciplinary measures.

4.22—WEAPONS AND DANGEROUS INSTRUMENTS
No student shall possess a weapon, display what appears to be a weapon, or threaten to use a weapon while in school, on or about school property, before or after school, in attendance at school or any school sponsored activity, en route to or from school or any school sponsored activity, off the school grounds at any school bus stop, or at any school sponsored activity or event. Military personnel, such as ROTC cadets, acting in the course of their official duties are exempted.
A weapon is defined as any firearm; knife; razor; ice pick; dirk; box cutter; numchucks; pepper spray, mace, or other noxious spray; explosive; Taser or other instrument that uses electrical current to cause neuromuscular incapacitation; or any other instrument or substance capable of causing bodily harm. For the purposes of this policy, "firearm" means any device designed, made, or adapted to expel a projectile by the action of an explosive or any device readily convertible to that use.

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

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

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

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

Cross Reference: Policy 4.31—EXPULSION


Date Adopted:

Last Revised: January 7, 2016
4.23—TOBACCO AND TOBACCO PRODUCTS
Smoking or use of tobacco or products containing tobacco in any form (including, but not limited to, cigarettes, cigars, chewing tobacco, and snuff) in or on any real property owned or leased by a District school, including school buses owned or leased by the District, is prohibited. Students who violate this policy may be subject to legal proceedings in addition to student disciplinary measures.

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

TOBACCO AND TOBACCO PRODUCTS

FIRST OFFENSE:
2 days in-school suspension
Parent, student, principal conference

SECOND OFFENSE:
3 days in-school suspension
Parent contact
Notify law enforcement. Fine up to $100

THIRD OFFENSE:
4 days out-of-school suspension with a recommendation of expulsion for the remainder of the year and loss of credits
Notify law enforcement: Fine up to $100.00

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

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

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

Selling, distributing, or attempting to sell or distribute, or using over-the-counter or prescription drugs not in accordance with the recommended dosage is prohibited.
4.25—STUDENT DRESS AND GROOMING
The East Poinsett Co. School Board of Education recognizes that dress can be a matter of personal taste and preference. At the same time, the District has a responsibility to promote an environment conducive to student learning. This requires limitations to student dress and grooming that could be disruptive to the educational process because they are immodest, disruptive, unsanitary, and unsafe, could cause property damage, or are offensive to common standards of decency.

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

East Poinsett County

Elementary School Student Dress Code
EPC Elementary School recognizes that it is the prerogative and responsibility of parents to determine how their children dress, wear their hair, and otherwise present themselves in public. However, all students are expected to conform to the following dress codes:

1. All students must wear shoes.
2. Shorts, skirts, and dresses must be no shorter than a dollar bill’s length (six inches) from the top of the kneecap to the hem of the article of clothing.
3. Leggings/yoga pants must be worn with a shirt that is the length of the student's palm when standing.

Students will not be allowed to wear any of the following:

1. Tank tops with less than a student’s three-finger width/no spaghetti straps or mid-riff tops
2. Pajama bottoms or tops
3. See through clothing or pants with holes in them above the knee exposing skin
4. Clothing that fits too loosely/tight
5. Clothing with questionable advertising or endorsing such things as alcohol, drugs, or tobacco
6. Caps or hats (including bandanna) these items may be taken from students who wear them in the building

Teachers will make every effort to correct dress code violations without sending the student to the office. In the case where a student is sent to the office for a violation, the parent will be called to bring a change of clothes or pick up their child. Students could be placed in ISS until clothes are compliant.

Junior and Senior High School Dress Code:
Attire not mentioned below is left to the discretion of the principal.

Students are not allowed to wear any of the following:

- Any top that exposes midriff, undergarments, cleavage, and is not snug fitting under the arm
- Any clothing that advertise liquor, tobacco, drugs, gang signs or symbols, or other suggestive word(s) or phrase(s)
- Head coverings within buildings unless as a religious practice.
- Shorts, skirts, and dresses that are shorter than the width a dollar bill from the knee
- Leggings, jeggings, yoga pants, tights without a shirt covering the hip, thigh, and buttocks of the wearer.
- Pajama bottoms or tops
- Pants or shorts that hang below the waistline allowing undergarments to show
- Inappropriate designs or artwork displayed on the body or carved into haircuts, i.e. gang-related, drug & alcohol & tobacco related, and profane designs
- See through clothes or pants with holes in them above the knee, exposing skin.

**Teachers will make an effort to correct dress code violations without sending the student to the office.** The following are examples of corrective measures the teachers may take:

1. Use a tie to create a makeshift belt.
2. Ask the student to tuck in their shirt or adjust shirt to cover hip, thigh, and buttocks of leggings, jeggings, yoga pants, tights.
3. Ask the student to turn their shirt inside out to hide inappropriate pictures or writings on the shirt.
4. Wear another shirt or jacket to over an inappropriate shirt.

The above-mentioned corrective measures will be used if possible to correct the dress code violation without sending the student to the office. If the violation cannot be corrected the teacher will send the student to the office. The teacher will also send the student to the office if the student has been corrected previously. If a student is referred to the office for a dress code violation the following will occur.

Dress Code Violations (The parents will be called to pick the student or bring a change of clothes. If the parent is unable to pick up the student or bring a change of clothes the student will be placed in ISS for the remainder of the day. If a student is consistently violating dress code the student may be placed in ISS and or suspended at the principal’s discretion.)

School uniforms will follow the above criteria unless specifically approved by the Board of Education.

**PROM**

Being allowed to attend the Prom is a privilege. Only eligible East Poinsett County High School students and their registered guests may attend. A freshman or sophomore may attend ONLY if he/she is invited by an eligible EPC junior or senior, and he/she may meets the criteria set for the students. Juniors and Seniors are eligible to attend if they meet the following criteria:

- They must NOT have been found guilty of one of the following infractions of school policies:
  - Smoking
  - Drinking alcoholic beverages
  - Having possession of illegal drugs.
  - Being intoxicated or under the influence of drugs.
  - Having been removed from previous year’s Prom

If an eligible EPC junior or senior would like to bring a date to the Prom who is a freshman or sophomore at another high school or is a graduate of EPC or another high school, and is not over the age of 21, he/she should follow the procedure for registering a guest:

1. Listen to announcements explaining who to contact for a permission form to register an outside guest. If you do not hear an announcement, ask in the high school office several weeks before prom.
2. Pick up a permission form.
3. Complete it and return to the office.
4. Check with the office to see if your date has been approved.
   (It is very important to complete this procedure before the deadline. Be sure you know the deadline well in advance of the date of the Prom.)

**Appropriate Prom Attire**

*Questionable dresses or formal wear should be approved by one of the Jr. class sponsors or principal.
*The changing of clothing to something more casual will not be permitted during Prom hours.

**Prom Conduct**

Everyone attending Prom (students and their guests) should exhibit their very best behavior. This is a formal occasion which means that all who attend, should behave appropriately, normal school conduct policies should be followed, including no alcoholic beverages, drugs, tobacco products, cursing, inappropriate language or gestures, fighting, etc.

Only eligible EPC students and their registered guests will be allowed to enter the Prom area at any time. DO NOT INVITE GUESTS TO HAVE PICTURES MADE BECAUSE ADMISSION WILL BE DENIED TO OUTSIDE INDIVIDUALS.

Revised: July 5, 2017

**4.26—GANGS AND GANG ACTIVITY**

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

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

1. Wearing or possessing any clothing, bandanas, jewelry, symbol, or other sign associated with membership in, or representative of, any gang;
2. Engaging in any verbal or nonverbal act such as throwing signs, gestures, or handshakes representative of membership in any gang;
3. Recruiting, soliciting, or encouraging any person through duress or intimidation to become or remain a member of any gang; and/or
4. Extorting payment from any individual in return for protection from harm from any gang.
5. Students found to be in violation of this policy shall be subject to disciplinary action up to and including expulsion.
Students arrested for gang related activities occurring off school grounds shall be subject to the same
disciplinary actions as if they had occurred on school grounds.

4.27—STUDENT SEXUAL HARASSMENT
The East Poinsett Co. School District is committed to having an academic environment in which all students are
treated with respect and dignity. Student achievement is best attained in an atmosphere of equal educational
opportunity that is free of discrimination. Sexual harassment is a form of discrimination that undermines the
integrity of the educational environment and will not be tolerated.
Believing that prevention is the best policy, the District will periodically inform students and employees about
the nature of sexual harassment, the procedures for registering a complaint, and the possible redress that is
available. The information will stress that the district does not tolerate sexual harassment and that students can
report inappropriate behavior of a sexual nature without fear of adverse consequences. The information will
take into account and be appropriate to the age of the students.

It shall be a violation of this policy for any student to be subjected to, or to subject another person to, sexual
harassment as defined in this policy. Any student found, after an investigation, to have engaged in sexual
harassment will be subject to disciplinary action up to, and including, expulsion.

Sexual harassment refers to unwelcome sexual advances; requests for sexual favors, or other personally
offensive verbal, visual, or physical conduct of a sexual nature made by someone under any of the following
conditions:

1. Submission to the conduct is made, either explicitly or implicitly, a term or condition of an individual’s
   education;
2. Submission to, or rejection of, such conduct by an individual is used as the basis for academic decisions
   affecting that individual; and/or
3. Such conduct has the purpose or effect of substantially interfering with an individual’s academic
   performance or creates an intimidating, hostile, or offensive academic environment.

The terms “intimidating,” “hostile,” and “offensive” include conduct of a sexual nature which has the effect of
humiliation or embarrassment and is sufficiently severe, persistent, or pervasive that it limits the student’s
ability to participate in, or benefit from, an educational program or activity.

Actionable sexual harassment is generally established when an individual is exposed to a pattern of
objectionable behaviors or when a single, serious act is committed. What is, or is not, sexual harassment will
depend upon all of the surrounding circumstances. Depending upon such circumstances, examples of sexual
harassment include, but are not limited to: unwelcome touching; crude jokes or pictures; discussions of sexual
experiences; pressure for sexual activity; intimidation by words, actions, insults, or name calling; teasing related
to sexual characteristics; and spreading rumors related to a person’s alleged sexual activities.

Students who believe they have been subjected to sexual harassment, or parents of a student who believes their
child has been subjected to sexual harassment, are encouraged to file a complaint by contacting a counselor,
teacher, Title IX coordinator, or administrator who will assist them in the complaint process. Under no
circumstances shall a student be required to first report allegations of sexual harassment to a school contact
person if that person is the individual who is accused of the harassment.
To the extent possible, complaints will be treated in a confidential manner. Limited disclosure may be necessary in order to complete a thorough investigation. Students who file a complaint of sexual harassment will not be subject to retaliation or reprisal in any form.

Students who knowingly fabricate allegations of sexual harassment shall be subject to disciplinary action up to and including expulsion.

Individuals, who withhold information, purposely provide inaccurate facts, or otherwise hinder an investigation of sexual harassment shall be subject to disciplinary action up to and including expulsion.

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

4.29—INTERNET SAFETY and ELECTRONIC DEVICE USE POLICY
Definition
For the purposes of this policy, "electronic device" means anything that can be used to transmit or capture images, sound, or data.

The District makes electronic device(s) and/or electronic device Internet access available to students, to permit students to perform research and to allow students to learn how to use electronic device technology. Use of district electronic devices is for educational and/or instructional purposes only. Student use of electronic device(s) shall only be as directed or assigned by staff or teachers; students are advised that they enjoy no expectation of privacy in any aspect of their electronic device use, including email, and that monitoring of student electronic device use is continuous.

No student will be granted Internet access until and unless an Internet and electronic device use agreement, signed by both the student and the parent or legal guardian (if the student is under the age of eighteen [18]) is on file. The current version of the Internet and electronic device use agreement is incorporated by reference into board policy and is considered part of the student handbook.

Technology Protection Measures
The District is dedicated to protecting students from materials on the Internet or world wide web that are inappropriate, obscene, or otherwise harmful to minors1; therefore, it is the policy of the District to protect each electronic device with Internet filtering software2 that is designed to prevent students from accessing such materials. For purposes of this policy, “harmful to minors” means any picture, image, graphic image file, or other visual depiction that:
(A) taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
(B) depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
Internet Use and Safety
The District is dedicated to ensuring that students are capable of using the Internet in a safe and responsible manner. The District uses technology protection measures to aid in student safety and shall also educate students on appropriate online behavior and Internet use including, but not limited to: interacting with other individuals on social networking websites and in chat rooms; Cyberbullying awareness; and Cyberbullying response.

Misuse of Internet
The opportunity to use the District’s technology to access the Internet is a privilege and not a right. Students who misuse electronic devices or Internet access in any way will face disciplinary action, as specified in the student handbook and/or Internet safety and electronic device use agreement. Misuse of the Internet includes: The disabling or bypassing of security procedures, compromising, attempting to compromise, or defeating the district’s technology network security or Internet filtering software; The altering of data without authorization; Disclosing, using, or disseminating passwords, whether the passwords are the student’s own or those of another student/faculty/community member, to other students; Divulging personally identifying information about himself/herself or anyone else either on the Internet or in an email unless it is a necessary and integral part of the student's academic endeavor. Personally identifying information includes full names, addresses, and phone numbers. Using electronic devices for any illegal activity, including electronic device hacking and copyright or intellectual property law violations; Using electronic devices to access or create sexually explicit or pornographic text or graphics; Using electronic devices to violate any other policy or is contrary to the Internet safety and electronic device use agreement.

First offense: Students will be reprimanded and parents will be notified
Second offense: Students will lose Internet access for five school days and parents will be notified
Third offense: Students will lose Internet access for the remainder of the school year.
Under extreme circumstances as deemed by the principal, the student may lose Internet access after the first violation of the Internet policy.

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

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

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

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

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

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

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

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

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

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

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

It is the 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
● An email address
● A regular first class letter to the last known mailing address
The district shall keep a log of contacts attempted and made to the parent or legal guardian.

During the period of suspension, students serving OSS shall not be permitted on campus except to attend a student/parent/administrator conference.

During the period of their suspension, students serving in-school suspension shall be treated as if the student was present at school. The student shall not attend or participate in any school-sponsored activities during the imposed suspension nor shall the student participate in any school-sponsored activities.

Days missed due to in-school or out-of-school suspension shall not count toward the allowable number of days absent.

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

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

Cross Reference: 4.7—ABSENCES


Date Adopted: August 7, 2017

Last Revised: May 23, 2017

4.31—EXPULSION

The Board of Education may expel a student for a period longer than ten (10) school days for violation of the East Poinsett County School District’s written discipline policies. The Superintendent may make a recommendation of expulsion to the Board of Education for student conduct deemed to be of such gravity that suspension would be inappropriate, or where the student’s continued attendance at school would disrupt the orderly learning environment or would pose an unreasonable danger to the welfare of other students or staff.

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

The hearing shall be conducted not later than ten (10) school days following the date of the notice, except that representatives of the Board and student may agree in writing to a date not conforming to this limitation.

The President of the Board, Board attorney, or other designated Board member shall preside at the hearing. The student may choose to be represented by legal counsel. Both the district administration and School Board also may be represented by legal counsel. The hearing shall be conducted in open session of the Board unless the parent, or student if age 18 or older, requests that the hearing be conducted in executive session. Any action taken by the Board shall be in open session.

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

Except as permitted by policy 4.22, the Superintendent shall recommend the expulsion of any student for a period of not less than one (1) year for possession of any firearm prohibited on school campus by law. The Superintendent shall, however, have the discretion to modify the expulsion recommendation for a student on a case-by-case basis. Parents or legal guardians of a student enrolling from another school after the expiration of an expulsion period for a weapons policy violation shall be given a copy of the current laws regarding the possibility of parental responsibility for allowing a child to possess a weapon on school property. The parents or legal guardians shall sign a statement acknowledging that they have read and understand said laws prior to the student being enrolled in school.

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

4.32—SEARCH, SEIZURE, AND INTERROGATIONS
The East Poinsett County School District respects the rights of its students against arbitrary intrusion of their person and property. At the same time, it is the responsibility of school officials to protect the health, safety, and welfare of all students enrolled in the District in order to promote an environment conducive to student learning. The Superintendent, principals, and their designees have the right to inspect and search school property and equipment. They may also search students and their personal property in which the student has a reasonable and individualized expectation of privacy, when there is reasonable suspicion to believe such student or property contains illegal items or other items in violation of Board policy or dangerous to the school community. School authorities may seize evidence found in the search and disciplinary action may be taken. Evidence found which appears to be in violation of the law shall be reported to the appropriate authority.

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

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

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

State Law requires that Department of Human Services employees, local law enforcement, or agents of the Crimes Against Children Division of the 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. 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 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.

4.33—STUDENTS’ VEHICLES

A student who has presented a valid driver’s license and proof of insurance to the appropriate office personnel, may drive his/her vehicle to school. Vehicles driven to school shall be parked in the area designated for student parking. Parking on school property is a privilege which may be denied to a student for any disciplinary violation, at the discretion of the student’s building principal.

Students are not permitted to loiter in parking areas and are not to return to their vehicles during the school day for any reason unless given permission to do so by school personnel.

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

Students are responsible for turning in all sets of keys to the office upon arrival and they may be picked up at the end of the day or with permission from school personnel, unless waived by the principal.

Students are expected to operate vehicles in a safe manner to ensure their safety as well as others on campus.

Students not adhering to vehicle policy may have their driving privileges suspended or terminated for the remainder of the school year at the discretion of the principal.

Students and parents must sign Driver Agreement Form. A copy of the form is located at the back of the student handbook and the principal’s office.
4.34—COMMUNICABLE DISEASES AND PARASITES

Students with communicable diseases or with human host parasites that are transmittable in a school environment shall demonstrate respect for other students by not attending school while they are capable of transmitting their condition to others. Students whom the school nurse determines are unwell or unfit for school attendance or who are believed to have a communicable disease or condition will be required to be picked up by their parent or guardian. Specific examples include, but are not limited to: Varicella (chicken pox), measles, scabies, conjunctivitis (Pink Eye), impetigo/MRSA (Methicillin-resistant Staphylococcus aureus), streptococcal and staphylococcal infections, ringworm, mononucleosis, Hepatitis A, B, or C, mumps, vomiting, diarrhea, and fever (100.4 F when taken orally). A student who has been sent home by the school nurse will be subsequently readmitted, at the discretion of the school nurse, when the student is no longer a transmission risk. In some instances, a letter from a health care provider may be required prior to the student being readmitted to the school.

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

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

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

The parents or legal guardians of students found to have live human host parasites that are transmittable in a school environment will be asked to pick their child up at the end of the school day. The parents or legal guardians will be given information concerning the eradication and control of human host parasites. A student may be readmitted after the school nurse or designee has determined the student no longer has live human host parasites that are transmittable in a school environment.

Each school may conduct screenings of students for human host parasites that are transmittable in a school environment as needed. The screenings shall be conducted in a manner that respects the privacy and confidentiality of each student.

Cross References: 4.2—ENTRANCE REQUIREMENTS, 4.7—ABSENCES, 4.13—PRIVACY OF STUDENTS’ RECORDS/ DIRECTORY INFORMATION, 4.57—IMMUNIZATIONS

Legal References: A.C.A. § 6-18-702, Arkansas State Board of Health Rules And Regulations Pertaining To Immunization Requirements, Arkansas Department of Education Rules Governing Kindergarten Through 12th Grade Immunization Requirements

Date Adopted:
4.35—STUDENT MEDICATIONS

Prior to the administration of any medication to any student under the age of eighteen (18), written parental consent is required. The consent form shall include authorization to administer the medication and relieve the Board and its employees of civil liability for damages or injuries resulting from the administration of medication to students in accordance with this policy. All signed medication consent forms are to be maintained by the school nurse.

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

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

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

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

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

The district's supervising registered nurse shall be responsible for creating both on campus and off campus procedures for administering medications.

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

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

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

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

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

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

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

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

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

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

**Emergency Administration of Epinephrine**

The school nurse or other school employees designated by the school nurse as a care provider who have been trained and certified by a licensed physician may administer an epinephrine auto-injector in emergency situations to students who have an IHP developed under Section 504 of the Rehabilitation Act of 1973 which provides for the administration of an epinephrine auto-injector in emergency situations.

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

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

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

The school shall not keep outdated medications or any medications past the end of the school year. Parents shall be notified ten (10) days in advance of the school’s intention to dispose of any medication. Medications not picked up by the parents or legal guardians within the ten (10) day period shall be disposed of by the school nurse in accordance with current law and regulations.


Date Adopted: August 7, 2017
Last Revised: June 6, 2016

4.36—STUDENT ILLNESS/ACCIDENT
If a student becomes too ill to remain in class and/or could be contagious to other students, the principal or designee will attempt to notify the student’s parent or legal guardian. The student will remain in the school’s health room or a place where he/she can be supervised until the end of the school day or until the parent/legal guardian can check the student out of school. If a student becomes seriously ill or is injured while at school and the parent/legal guardian cannot be contacted, the failure to make such contact shall not unreasonably delay the school’s expeditious transport of the student to an appropriate medical care facility. The school assumes no responsibility for treatment of the student. When available, current, and applicable, the student’s emergency contact numbers and medical information will be utilized. Parents are strongly encouraged to keep this information up to date.

4.37—EMERGENCY DRILLS
All schools in the District shall conduct fire drills at least monthly. Tornado drills shall also be conducted no fewer than three (3) times per year with at least one each in the months of September, January, and February. Students who ride school buses, shall also participate in emergency evacuation drills at least twice each school year.
The District shall annually conduct an active shooter drill and school safety assessment for all District schools in collaboration with local law enforcement and emergency management personnel. The training will include a lockdown exercise with panic button alert system training. Students will be included in the drills to the extent that is developmentally appropriate for the age of both the students and grade configuration of the school.

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

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


Ark. Division of Academic Facilities and Transportation Rules Governing Maintenance and Operations of Ark. Public School Buses and Physical Examinations of School Bus Drivers 4.03.1

Date Adopted: July 13, 2015
Last Revised: January 7, 2016

4.38—PERMANENT RECORDS
Permanent school records, as required by the Arkansas Department of Education, shall be maintained for each student enrolled in the District until the student receives a high school diploma or its equivalent or is beyond the age of compulsory school attendance. A copy of the student’s permanent record shall be provided to the receiving school district within ten (10) school days after the date a request from the receiving school district is received.

4.39—CORPORAL PUNISHMENT
The East Poinsett County School Board authorizes the use of corporal punishment to be administered in accordance with this policy by the Superintendent or his/her designated staff members who are required to have a state-issued license as a condition of their employment.

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

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

4.40—HOMELESS STUDENTS
The East Poinsett County School District will afford the same services and educational opportunities to homeless children as are afforded to non-homeless children. The Superintendent or his/her designee shall appoint an appropriate staff person to be the local educational agency (LEA) liaison for homeless children and youth whose responsibilities shall include, but are not limited to:
Receive appropriate time and training in order to carry out the duties required by law and this policy;
coordinate and collaborate with the State Coordinator, community, and school personnel responsible for
education and related services to homeless children and youths;
Ensure that school personnel receive professional development and other support regarding their duties
and responsibilities for homeless youths;
Ensure that unaccompanied homeless youths:
  o Are enrolled in school;
  o Have opportunities to meet the same challenging State academic standards as other children and
    youths; and
  o Are informed of their status as independent students under the Higher Education Act of 1965 and
    that they may obtain assistance from the LEA liaison to receive verification of such status for
    purposes of the Free Application for Federal Student Aid;
  o Ensure that public notice of the educational rights of the homeless children and youths is
    disseminated in locations frequented by parents or guardians of such youth, and unaccompanied
    homeless youths, including schools, shelters, public libraries, and soup kitchens, in a manner and
    form that is easily understandable.

To the extent possible, the LEA liaison and the building principal shall work together to ensure no homeless
child or youth is harmed due to conflicts with District policies solely because of the homeless child or youth’s
living situation; this is especially true for District policies governing fees, fines, and absences.

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

For the purposes of this policy “school of origin” means:
  o The school that a child or youth attended when permanently housed or the school in which the child or
    youth was last enrolled, including a preschool; and
  o The designated receiving school at the next grade level for all feeder schools when the child completes
    the final grade provided by the school of origin.

The District shall do one of the following according to what is in the best interests of a homeless child:
Continue the child's or youth's education in the school of origin for the duration of homelessness:
  o In any case in which a family becomes homeless between academic years or during an academic
    year; and
  o For the remainder of the academic year, if the child or youth becomes permanently housed during an
    academic year; or

Enroll the child or youth in any public school that nonhomeless students who live in the attendance area
in which the child or youth is actually living are eligible to attend.

In determining the best interest of the child or youth, the District shall:
Presume that keeping the child or youth in the school of origin is in the child's or youth's best interest, except when doing so is contrary to the request of the child's or youth's parent or guardian, or (in the case of an unaccompanied youth) the youth;

Consider student-centered factors related to the child's or youth's best interest, including factors related to the impact of mobility on achievement, education, health, and safety of homeless children and youth, giving priority to the request of the child's or youth's parent or guardian or (in the case of an unaccompanied youth) the youth.

If the District determines that it is not in the child's or youth's best interest to attend the school of origin or the school requested by the parent or guardian, or (in the case of an unaccompanied youth) the youth, the District shall provide the child's or youth's parent or guardian or the unaccompanied youth with a written explanation of the reasons for its determination, in a manner and form understandable to such parent, guardian, or unaccompanied youth, including information regarding the right to appeal. For an unaccompanied youth, the District shall ensure that the LEA liaison assists in placement or enrollment decisions, gives priority to the views of such unaccompanied youth, and provides notice to such youth of the right to appeal.

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

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

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

A. Are:
   - Sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason;
   - Living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations;
   - Living in emergency or transitional shelters;
   - Abandoned in hospitals; or
   - Awaiting foster care placement;

B. Have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;

C. Are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and

D. Are migratory children who are living in circumstances described in clauses (a) through (c).

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

4.41—PHYSICAL EXAMINATIONS OR SCREENINGS

The district conducts routine health screenings such as hearing, vision, and scoliosis due to the importance these health factors play in the ability of a student to succeed in school. The intent of the exams or screenings is to detect defects in hearing, vision, or other elements of health that would adversely affect the student’s ability to achieve to his/her full potential.

The rights provided to parents under this policy transfer to the student when he/she turns eighteen (18) years old.

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

Legal References: A.C.A. § 6-18-701 (b), (c), (f)

Date Adopted: August 7, 2017
Last Revised: January 8, 2016

4.42—STUDENT HANDBOOK

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

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

Principals and counselors shall also review Policies 4.45—SMART CORE CURRICULUM AND GRADUATION REQUIREMENTS and the current ADE Standards for Accreditation Rules to ensure that there is no conflict. If a conflict exists, the Principal and/or Counselor shall notify the Superintendent and Curriculum Coordinator immediately, so that corrections may be made and notice of the requirements given to students and parents.

Date Adopted: July 13, 2015
Last Revised:
4.43—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:

● Building a fake profile or website of the employee;

● Posting or encouraging others to post on the Internet private, personal, or sexual information pertaining to a school employee;

● Posting an original or edited image of the school employee on the Internet;

● 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;

● 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;

● Signing up a school employee for a pornographic Internet site; or

● 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:

● Sarcastic comments "compliments" about another student’s personal appearance or actual or perceived attributes,

● Pointed questions intended to embarrass or humiliate,
● Mocking, taunting or belittling,

● Non-verbal threats and/or intimidation such as “fronting” or “chesting” a person,

● Demeaning humor relating to a student’s race, gender, ethnicity or actual or perceived attributes,

● Blackmail, extortion, demands for protection money or other involuntary donations or loans,

● Blocking access to school property or facilities,

● Deliberate physical contact or injury to person or property,

● Stealing or hiding books or belongings,

● Threats of harm to student(s), possessions, or others,

● Sexual harassment, as governed by policy 4.27, is also a form of bullying, and/or

● Teasing or name-calling based on the belief or perception that an individual is not conforming to expected gender roles (Example: “Slut”) or conduct or is homosexual, regardless of whether the student self-identifies as homosexual (Examples: “You are so gay.” “Fag” “Queer”).

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

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

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

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

Copies of this policy shall be available upon request.
ALTERNATIVE LEARNING ENVIRONMENTS

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

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

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

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

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

- Ongoing, persistent lack of attaining proficiency levels in literacy and mathematics
- Abuse: physical, mental, or sexual
- Frequent relocation of residency
- Homelessness
- Inadequate emotional support
- Mental/physical health problem
  - Pregnancy
  - Single parenting
  - At risk of not obtaining credits in a timely manner that may prevent graduation.

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

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

4.45 —SMART CORE CURRICULUM AND GRADUATION REQUIREMENTS FOR THE CLASSES OF 2018, 2019, AND 2020

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

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

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

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

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

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

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.

**GRADUATION REQUIREMENTS**

The number of units students must earn to be eligible for high school graduation is to be earned from the categories listed below. A minimum of twenty-two (22) units is required for graduation for a student participating in either the Smart Core or Core curriculum. In addition to the twenty-two (22) units required for graduation by the Arkansas Department of Education, the district requires an additional two (2) units to graduate for a total of 24 units. The additional required units may be taken from any electives offered by the district. There are some distinctions made between Smart Core units and Graduation units. Not all units earned toward graduation necessarily apply to Smart Core requirements.
Beginning in the 2018-2019 school year, all students must pass the test approved by ADE that is similar to the civics portion of the naturalization test used by the United States Citizenship and Immigration Services in order to graduate.

**Digital Learning Courses**

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

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

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

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

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

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

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

- 3. Algebra II; and
- 4. The fourth unit may be either:
  - A math unit beyond Algebra II: this can include Pre-Calculus, Calculus, AP Statistics, Algebra III, Advanced Topic and Modeling in Mathematics, Mathematical Applications and Algorithms, Linear Systems and Statistics, or any of several IB or Advanced Placement math courses (Comparable concurrent credit college courses may be substituted where applicable); or
  - A computer science flex credit may be taken in the place of a fourth math credit.

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

One unit of Biology; and either:

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

- Physical Science;
- Chemistry;
- Physics or Principles of Technology I & II or PIC Physics; or

One unit from the three categories above and a computer science flex credit may be taken in the place of a fourth math credit

Social Studies: three (3) units

- Civics one-half (½) unit
- World History - one unit
- American History - one unit

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

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

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

Economics – one half (½) unit – dependent upon the licensure of the teacher teaching the course, this can count toward the required three (3) social studies credits or the six (6) required Career Focus elective credits.\(^8\)

Fine Arts: one-half (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.

CORE: Sixteen (16) units

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

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

Mathematics: four (4) units

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

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

Science: three (3) units

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

Two units chosen from the following three categories:

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

Social Studies: three (3) units
- Civics one-half (1/2) unit
- World history, one (1) unit
- American History, one (1) unit

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

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

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

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

Fine Arts: one-half (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.

Cross References: 4.55—STUDENT PROMOTION AND RETENTION
5.11—DIGITAL LEARNING COURSES
5.12—COMPUTER SCIENCE INTERNSHIPS AND INDEPENDENT STUDIES
5.16—COMPUTER SCIENCE COURSE PREREQUISITES AND PROGRESSION

Legal References: Standards for Accreditation 9.03 – 9.03.1.9, 14.02
ADE Guidelines for the Development of Smart Core Curriculum Policy
ADE Rules Governing the Distance and Digital Learning
Smart Core Informed Consent Form 2017
Smart Core Waiver Form 2017
A.C.A. § 6-4-302
A.C.A. § 6-16-149
A.C.A. § 6-16-150
A.C.A. § 6-16-1406
4.45.1—SMART CORE CURRICULUM AND GRADUATION REQUIREMENTS FOR THE CLASSES OF 2021 AND THEREAFTER

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

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

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

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

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

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

GRADUATION REQUIREMENTS

The number of units students must earn to be eligible for high school graduation is to be earned from the categories listed below. A minimum of twenty-two (22) units is required for graduation for a student participating in either the Smart Core or Core curriculum. In addition to the twenty-two (22) units required for graduation by the Arkansas Department of Education, the district requires an additional two (2) units to graduate for a total of twenty four (24) units. The additional required units may be taken from any electives offered by the district. There are some distinctions made between Smart Core units and Graduation units. Not all units earned toward graduation necessarily apply to Smart Core requirements.

All students must pass the test approved by ADE that is similar to the civics portion of the naturalization test used by the United States Citizenship and Immigration Services in order to graduate.

Digital Learning Courses

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

Personal and Family Finance

In tenth (10th), eleventh (11th), or twelfth (12th) grade, all students shall cover the Personal and Family Finance Standards by receiving credit for:

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

3) Algebra II; and
4) The fourth unit may be either:
   • A math unit beyond Algebra II: this can include Pre-Calculus, Calculus, AP Statistics, Algebra III, Advanced Topic and Modeling in Mathematics, Mathematical Applications and Algorithms, Linear Systems and Statistics, or any of several IB or Advanced Placement math courses (Comparable concurrent credit college courses may be substituted where applicable); or
• A computer science flex credit may be taken in the place of a fourth math credit.

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

One unit of Biology; and either:

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

• Physical Science;
• Chemistry;
• Physics or Principles of Technology I & II or PIC Physics; or
• One unit from the three categories above and a computer science flex credit may be taken in the place of a third science credit

Social Studies: three (3) units

• Civics one-half (½) unit
• World History - one unit
• American History - one unit

Physical Education: one-half (½) unit

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

Health and Safety: one-half (½) unit

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

Fine Arts: one-half (½) unit

CAREER FOCUS: - Six (6) units

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

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

CORE: Sixteen (16) units

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

Oral Communications: one-half (½) unit
Mathematics: four (4) units

- Algebra or its equivalent* - 1 unit
- Geometry or its equivalent* - 1 unit
- All math units must build on the base of algebra and geometry knowledge and skills.
- (Comparable concurrent credit college courses may be substituted where applicable)
- A computer science flex credit may be taken in the place of a math credit beyond Algebra I and Geometry
* A two-year algebra equivalent or a two-year geometry equivalent may each be counted as two units of the four (4) unit requirement.

Science: three (3) units

- at least one (1) unit of biology or its equivalent; and
- Two units chosen from the following three categories:
  - Physical Science;
  - Chemistry;
  - Physics; or
- One unit from the three categories above and a computer science flex credit may be taken in the place of a third science credit.

Social Studies: three (3) units

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

Physical Education: one-half (½) unit

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

Health and Safety: one-half (½) unit

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

Fine Arts: one-half (½) unit

CAREER FOCUS: - Six (6) units

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

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

Cross References: 4.55—STUDENT PROMOTION AND RETENTION
5.11—DIGITAL LEARNING COURSES
5.12—COMPUTER SCIENCE INTERNSHIPS AND INDEPENDENT STUDIES
5.16—COMPUTER SCIENCE COURSE PREREQUISITES AND PROGRESSION

Legal References: Standards for Accreditation 9.03 – 9.03.1.9, 14.02
ADE Guidelines for the Development of Smart Core Curriculum Policy
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Smart Core Waiver Form 2017
A.C.A. § 6-4-302
A.C.A. § 6-16-149
A.C.A. § 6-16-150
A.C.A. § 6-16-1406
Date Adopted: August 7, 2017
Last Revised: May 23, 2017

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

Students shall not be compelled to recite the Pledge, but students who choose not to recite the Pledge shall not disrupt those students choosing to recite the Pledge.

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

4.47—POSSESSION AND USE OF CELL PHONES AND OTHER ELECTRONIC DEVICES
Students are responsible for conducting themselves in a manner that respects the rights of others. Possession and use of any electronic device, whether district or student owned, that interferes with a positive, orderly classroom environment does not respect the rights of others and is expressly forbidden.

To protect the security of statewide assessments no electronic device, as defined in this policy, shall be accessible by a student at any time during assessment administration unless specifically permitted by a student's individualized education program (IEP) or individual health plan, this means that when a student is taking an AESAA assessment, the student shall not have his/her electronic device in his/her possession. Any student violating this provision shall be subject to this policy's disciplinary provisions.
As used in this policy, “electronic devices” means anything that can be used to transmit or capture images, sound, or data.

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

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

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

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

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

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

No student shall use any wireless 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. Violation may result in disciplinary action up to and including suspension.


Date Adopted:

Last Revised: January 7, 2016

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

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

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

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

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

4.49—SPECIAL EDUCATION

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

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

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

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

Legal References: 34 C.F.R. 300 et seq.
42 U.S.C. §12101 et seq. Americans with Disabilities Act
29 U.S.C. § 794 Rehabilitation Act of 1973, Section 504,
20 U.S.C. §1400 et seq. Individuals with Disabilities Education Act,
P.L. 108-446 The 2004 Reauthorization of the Individuals with Disabilities Act
A.C.A. § 6-41-102
A.C.A. § 6-41-103
A.C.A. § 6-41-201 et seq.

Date Adopted: August 7, 2017
Last Revised: May 23, 2017

4.50—SCHOOL Meal Modifications
The district only provides meal components on menus to accommodate students with a disability. A parent/guardian wishing to request dietary accommodations for their student with a disability must submit Carolyn Harsson a Certification of Disability for Special Dietary Needs Form completed by a State licensed healthcare professional, which includes:

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

The medical statement should include:

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

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

When choosing an appropriate approach to accommodate a student’s disability, the District will consider the expense and efficiency of the requested accommodations. The District will offer a reasonable modification that effectively accommodates the child’s disability and provides equal opportunity to participate in or benefit from the program, which may include a generic version of a product.
Parents may file a grievance regarding the request for accommodations with the District’s 504 Coordinator³, who will schedule a hearing on the grievance to be held as soon as possible. The 504 coordinator shall provide a copy of the procedures governing the hearing, including that the parent has the right to be accompanied by counsel, and the appeal process upon request.

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

Legal References:  
Commissioner’s Memo FIN-09-044  
Commissioner’s Memo FIN-15-122  
Commissioner’s Memo CNU-17-051  
7 CFR 210.10(g)

Date Adopted: August 7, 2017  
Last Revised: May 23, 2017

4.51 FOOD SERVICE PREPAYMENT

The district does not offer credit for food items purchased in the school cafeteria; payment for such items is due at the time the food items are received. Staff, students, or parents choosing to do so may pay weekly or monthly in advance for meals.

**Meal Charges**

The district does not provide credit for staff or students to charge for meals, a la carte, or other food and beverage items available for purchase in the school food service areas. Meals, a la carte, or other food and beverage items may be purchased by either providing payment for the items at the time of receipt or by having a prepaid account with the District that may be charged for the items. Staff and parents, or students choosing to do so, may pay in advance for meals, a la carte, or other food and beverage items through any of the following methods:

- Submitting cash or check payment at student’s building office/attendance location;
- Depositing funds through the District’s online service;

A student’s parents will be contacted by authorized District personnel regarding a student’s prepaid account balance at the following times $10.00 in charges.

**Alternative Meals**

The District provides alternative meals at no cost to students whose accounts do not have enough funds to purchase a meal. Alternative meals are available during lunch. A student may select an alternative meal up to five (5) times in a school year. The District will notify a student’s parents when the student has:

- Two (2) alternative meal options remaining in the school year; and
- No more alternative meals available for the school year.
The alternative meals provided to students are available as a sack lunch. Students who have submitted proper documentation to receive a meal substitution modification in accordance with Policy 4.50—SCHOOL MEAL MODIFICATIONS shall receive the same type of substitution for an alternative meal.

Notes: This policy is similar to policy 4.51. If you change this policy, please review 4.51 at the same time to ensure applicable consistency between the two.

While districts have the option to allow staff and students to charge for meals, a la carte items, and alternative meals, we have not provided any options that would allow staff and students to do so because Chapter 3 of the federal Fair and Accurate Credit Transaction Act of 2007 (15 U.S.C. § 1681 et seq.), along with its accompanying regulations (16 C.F.R. part 681), requires “creditors” to implement an Identity Theft Protection Program. We see the establishment and maintenance of an identity theft protection program to be a financial and potentially time-consuming burden. Districts can avoid this burden by not having practices deemed to make them “creditors”, such as through the language in this policy.

A copy of this policy must be communicated in writing at least once to all households at the start of each school year and to households of students who transfer to the school during the school year. Some suggestions on communication methods are to include a copy of the policy in:

§ Student enrollment materials;

§ Print versions of student handbooks; or

§ Notification methods on applying for free or reduced price meals.

The United States Department of Agriculture (USDA) does not consider providing a copy of this policy only in electronic format to satisfy the communication requirement.

A written copy of this policy must be provided to all staff responsible for policy enforcement. This includes:

A. School food service professionals;

B. Staff involved in notifying families of low prepaid account balances;

C. School social workers;

D. School nurses; and

E. The LEA homeless student liaison.
The District will afford the same services and educational opportunities to foster children that are afforded other children and youth. The District shall work with the Department of Human Services (“DHS”), the Arkansas Department of Education (ADE), and individuals involved with each foster child to ensure that the foster child is able to maintain the foster child continuity of educational services to the fullest extent that is practical and reasonable.

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

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

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

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

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

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

**Foster Child School Choice**

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

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

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

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

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

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

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

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

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

Cross References: 4.1—RESIDENCE REQUIREMENTS
4.2—ENTRANCE REQUIREMENTS
4.5—SCHOOL CHOICE
4.7—ABSENCES
Legal References: A.C.A. § 6-18-233
A.C.A. § 9-28-113
Date Adopted: August 7, 2017
Last Revised: May 23, 2017
4.53— PLACEMENT OF MULTIPLE BIRTH SIBLINGS

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

The school may change the classroom placement of one or more of the multiple birth siblings if:
- There have been a minimum of 30 instructional days since the start of the school year; and
- After consulting with each classroom teacher in which the siblings were placed, the school determines the parent’s classroom placement request is:
  - Detrimental to the educational achievement of one or more of the siblings;
  - Disruptive to the siblings’ assigned classroom learning environment; or
  - Disruptive to the school’s educational or disciplinary environment.

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

4.54 - STUDENT ACCELERATION

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

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

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

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

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

**GRADES AND THE GRADING SCALE**

Grade assigned to students will reflect educational objectives only.

The uniform grade scale for East Poinsett County High/Junior High School (Grades 7-12) shall be:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Scale</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>100-90</td>
<td>4</td>
</tr>
<tr>
<td>B</td>
<td>89-80</td>
<td>3</td>
</tr>
<tr>
<td>C</td>
<td>79-70</td>
<td>2</td>
</tr>
<tr>
<td>D</td>
<td>69-60</td>
<td>1</td>
</tr>
<tr>
<td>F</td>
<td>59-below</td>
<td>0</td>
</tr>
</tbody>
</table>

Advanced Placement Course, IB Courses, or Arkansas Department of Education Approved Weighted Courses will be on the following weighted point scale when the appropriate exam has been taken at the end of the course and taught by a teacher with appropriate training:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>5</td>
</tr>
<tr>
<td>B</td>
<td>4</td>
</tr>
<tr>
<td>C</td>
<td>3</td>
</tr>
<tr>
<td>D</td>
<td>2</td>
</tr>
<tr>
<td>F</td>
<td>0</td>
</tr>
</tbody>
</table>

The uniform grade scale for the East Poinsett County Elementary Schools (Grades K-6) shall be:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Scale</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>100-90</td>
</tr>
<tr>
<td>B</td>
<td>89-80</td>
</tr>
<tr>
<td>C</td>
<td>79-70</td>
</tr>
<tr>
<td>D</td>
<td>69-60</td>
</tr>
<tr>
<td>F</td>
<td>59-below</td>
</tr>
</tbody>
</table>

**Note: Students scoring consistently at the Basic and Below Basic levels are considered to be below grade level and may be retained.**

**ADVANCED PLACEMENT, INTERNATIONAL BACCALAUREATE, and HONORS COURSES**

Students in grades 7-12 who take advanced placement courses, International Baccalaureate courses, or honors or concurrent credit college courses approved for weighted credit by the Arkansas Department of Education shall be graded according to the following schedule.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Scale</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>100 – 90</td>
</tr>
<tr>
<td>B</td>
<td>89 – 80</td>
</tr>
<tr>
<td>C</td>
<td>79 – 70</td>
</tr>
<tr>
<td>D</td>
<td>69-60</td>
</tr>
<tr>
<td>F</td>
<td>59 and below</td>
</tr>
</tbody>
</table>

For the purpose of determining grade point averages, the numeric value of each letter grade shall be
A = 5 points
B = 4 points
C = 3 points
D = 2 points
F = 0 points

For a student to be eligible to receive weighted credit for an AP, or IB course, the student's course must have been taught by an Arkansas licensed teacher who has received the appropriate training required by Arkansas statute and ADE Rule or, for an AP teacher, is in the process of completing an Additional Training Plan.

Additionally, for students taking AP or International Baccalaureate courses to receive weighted credit they must take the applicable AP or IB examination after completing the entire course. Credit shall be given for each grading period during the course of the year, but shall be retroactively removed from a student’s grade for any course in which the student fails to take the applicable AP exam. Students who do not take the AP exam shall receive the same numeric value for the grade he/she receives in the course as if it were a non-AP course.

"Honors Courses" are those courses that have been approved by a Department of Education Committee as honors courses. Honors courses must stress higher order learning and be offered in addition to curriculum offerings required by the Standards for Accreditation, Arkansas Public Schools.

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

Attendance Procedures

Regular attendance is necessary for successful school progress. You are expected to be at school every day unless you are ill. If you have a family obligation, doctor appointment or religious observance and cannot attend school for some specific reason, parents are to notify the office prior to the absence. If a student is absent, a parent must call the office before 9:00 a.m. Failure to call to report an absence will cause the absence to be deemed unexcused. In order to receive an excused absence a student must do the following:

- Have a parent call the principal's office prior to 9:00 a.m. on the day the student is ill 870-475-2331 extension 1009. An answering machine is available to take calls prior to 7:30 a.m. each day.
- **If no call is received,** a note or phone call must be received within 48 hours or the absence will remain unexcused.
- The student must present an appointment verification slip that is signed by the doctor or nurse practitioner, to the office for admission to class within 48 hours of returning to school.

The purpose of East Poinsett County Jr./Sr. High School's Attendance Procedure is to ensure an equal and appropriate education for all students. Being in the classroom regularly, doing assigned work regularly, and contributing to the class regularly are in direct relation to success in school.

Only when the student is present in the classroom are the following selected items most effective to his/her mental growth:
● the contributions of his/her classmates' ideas
● the teacher's explanation of the assignments
● the introduction of supplementary materials that enrich the class
● key explanations conducted in class that may represent the "break through" to new knowledge and insights for the individual student.

The following incentive programs have been established to foster good attendance:

● Students who have perfect attendance for an entire semester will receive an athletic pass for the next semester.
● High School students who have maintained a “B-” average (80% or above) each quarter of the semester and have accumulated three or fewer days of absences in any given course may be exempt from taking final exams for the course that semester.
● All absences (excused, unexcused, medical, funeral, suspension, alternative educational placement, etc.) count toward the accumulated total.

● 5 points-accruing in any semester will cause loss of exam exemptions for that semester.

A student who qualifies to be exempt from semester exams may choose to take the exam; but, the exam will only count towards his/her final grade if it will improve the grade. The exam cannot lower the student’s grade. Parents of exempted students may require their student to take the exams. Students taking Advanced Placement courses must take the first semester exam. Students who are not eligible for the semester exam exemption due to absences, and feel that they have extenuating circumstances have the right to appeal to the Principal for a review. The Principal, upon request, will review the circumstances and make a determination. The Principal’s decision can be appealed to the Superintendent.

Prearranged Absences

Absences due to vacations, religious observance, hospital stays, etc., are to be prearranged according to the following procedure:

1. The Parent or Guardian must meet with the principal to discuss prearranged absences.
2. A prearranged absence letter must be signed by the principal and parent/guardian of the student who will be absent, at least 3 days before the absences begin.
3. All assigned work during prearranged absences is the responsibility of the student. Class assignments for the period of time the student will be absent should be completed and returned to the teacher within 5 days.

Date Adopted: July 13, 2015

Last Revised:

4.55—STUDENT PROMOTION AND RETENTION

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

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

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

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

a. The building principal or designee;
b. The student’s teacher(s);
c. School counselor;
d. A 504/special education representative (if applicable); and
e. The student’s parents.
The conference shall be held at a time and place that best accommodates those participating in the conference. The school shall document participation or non-participation in required conferences. If the conference attendees fail to agree concerning the student’s placement or receipt of course credit, the final decision shall rest with the principal or the principal’s designee.

Beginning with the 2018-2019 school year, each student shall have a student success plan (SSP) developed by school personnel in collaboration with the student’s parents and the student that is reviewed and updated annually. A student’s SSP shall use multiple academic measures to personalize learning in order for students to achieve their grade-level expectations and individual growth. The SSP will identify if the student is in need of additional support or acceleration. Academic measures to be used in creating and updating a student’s SSP shall include, but are not limited to:

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

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

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

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

An SSP shall be created:
1. By no later than the end of the school year for a student in grade eight (8) or below who enrolls in the District during the school year; or
2. As soon as reasonably possible for a student in grade nine (9) or above who enrolls in the District at the beginning or during the school year.

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

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

Cross References: 3.30—PARENT-TEACHER COMMUNICATION
4.56—EXTRACURRICULAR ACTIVITIES - SECONDARY SCHOOLS
4.56.1—EXTRACURRICULAR ACTIVITIES - ELEMENTARY

Legal References:
A.C.A. § 6-15-2001
A.C.A. § 6-15-2005
A.C.A. § 6-15-2006
A.C.A. § 6-15-2907
A.C.A. § 6-15-2911
A.C.A. § 9-28-205
ADE Rules Governing the Arkansas Educational Support and Accountability Act
Murphy v. State of Ark., 852 F.2d 1039 (8th Cir. 1988)

Date Adopted: August 7, 2017
Last Revised: May 23, 2017

4.56—EXTRACURRICULAR ACTIVITIES – SECONDARY SCHOOLS
Definitions:
“Academic Courses” are those courses for which class time is scheduled, which can be credited to meet the minimum requirements for graduation, which is taught by a teacher required to have State licensure in the course or is otherwise qualified under Arkansas statute, and has a course content guide which has been approved by the Arkansas Department of Education (ADE). Any of the courses for which concurrent high school credit is earned may be from an institution of higher education recognized by ADE. If a student passes
an academic course offered on a block schedule, the course can be counted twice toward meeting the requirement for students to pass four (4) academic courses per semester as required by this policy.

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

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

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

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

“Supplemental Improvement Program (SIP)” is an additional instructional opportunity for identified students outside of their regular classroom and meets the criteria outlined in the current Arkansas Activities Association (AAA) Handbook.

**Extracurricular Eligibility**

The Board believes in providing opportunities for students to participate in extracurricular activities that can help enrich the student’s educational experience. At the same time, the Board believes that a student’s participation in extracurricular activities cannot come at the expense of his/her classroom academic achievement. Interruptions of instructional time in the classroom are to be minimal and absences from class to participate in extracurricular activities shall not exceed one per week per extracurricular activity (tournaments excepted). Additionally, a student’s participation in, and the District’s operation of, extracurricular activities shall be subject to the following policy. All students are eligible for extracurricular activities unless specifically denied eligibility on the basis of criteria outlined in this policy.

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

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

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

**Interscholastic Activities**
Each school in the District shall post on its website its schedule of interscholastic activities, including sign-up, tryout, and participation deadlines, at least one semester in advance of those activities. A hard copy of the schedule shall be available upon request.

**ACADEMIC REQUIREMENTS: Junior High**
A student promoted from the sixth to the seventh grade automatically meets scholarship requirements. A student promoted from the seventh to the eighth grade automatically meets scholarship requirements for the first semester. The second semester eighth-grade student meets the scholarship requirements for junior high if he/she has successfully passed four (4) academic courses the previous semester.
The first semester ninth-grade student meets the scholarship requirements for junior high if he/she has successfully passed four (4) academic courses the previous semester.

The second semester ninth-grade student meets the scholarship requirements for junior high if he/she has successfully passed (4) academic courses the previous semester which count toward his/her high school graduation requirements.

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

**ACADEMIC REQUIREMENTS: Senior High**
In order to remain eligible for competitive interscholastic activity, a student must have passed (4) academic courses the previous semester and either:

Have earned a minimum Grade Point Average (GPA) of 2.0 from all academic courses the previous semester; or

If the student has passed four (4) academic courses the previous semester but does not have a 2.0 GPA the student must be enrolled and successfully participating in an SIP to maintain their competitive interscholastic extracurricular eligibility.

**STUDENTS WITH AN INDIVIDUAL EDUCATION PROGRAM**
In order to be considered eligible to participate in competitive interscholastic activities, students with disabilities must pass at least four (4) courses per semester as required by their individual education program (IEP).

**ARKANSAS ACTIVITIES ASSOCIATION**
In addition to the foregoing rules, the district shall abide by the rules and regulations of AAA governing interscholastic activities. AAA provides catastrophic insurance coverage for students participating in AAA governed extracurricular activities that are enrolled in school. As a matter of District policy, no student may participate in an AAA governed extracurricular activity unless he or she is enrolled in a district school, to ensure all students are eligible for AAA catastrophic insurance.

**Intrascholastic Activities**

**AAA Governed Activities**

Students participating in intrascholastic extracurricular activities that would be governed by AAA if they were to occur between students of different schools shall meet all interscholastic activity eligibility requirements to be eligible to participate in the comparable intrascholastic activity. The District will abide by the AAA Handbook for such activities to ensure District students are not disqualified from participating in interscholastic activities.

**Non-AAA Governed Activities**

Unless made ineligible by District policies, all students shall be eligible to participate in non-AAA governed intrascholastic extracurricular activities. Intrascholastic activities designed for a particular grade(s) or course(s) shall require the student to be enrolled in the grade(s) or course(s).

It shall be the policy of the Board of Education that the District will adhere to the requirements established by the Arkansas Activities Association in regard to extra-curricular activities. Students must meet the eligibility requirements to be eligible. Students in grades 7-12 must return a signed drug consent form.

Students must be in attendance for the full school day in order to participate or attend any extra-curricular activities. In some circumstances a student may receive prior approval by the principal to attend or participate in extra-curricular activities.

Once a student has been assigned ISS, suspended, or expelled that student may not be on campus and may not attend any school event until the assigned time has been completed, which includes the last complete day. Students may return to school and activities at 8:00 a.m. the following day. This also includes school activities held at other schools or locations.

Students assigned After-School-Detention (ASD) will not be allowed to participate in extra-curricular activities while in ASD.

Students must be transported to and from extra-curricular activities and school sponsored trips by bus. Students may ride home with parents if the parents are present. With prior approval from principal, students may ride to an event with parents.

The Board of Education recognizes the importance of extra-curricular activities while preserving the educational environment. It shall be the policy of East Poinsett County Schools that extra-curricular activities shall be limited and scheduled so the instructional time is not disturbed.

School dances shall be for grades 7-12 only. Students may invite one guest if they are in grades 7-12. Principal must approve students from other schools and students of East Poinsett County High School are responsible for the behavior of their guests.
The high school prom shall be for students in grades 11 and 12. Students must meet the requirements of their class sponsor before they can attend. Student may invite guests in grades 9-12 and those out of high school. The principal must approve all guests and the students of East Poinsett County High School are responsible for the behavior of their guest. Dress for the prom will be appropriate for a school event, which is formal in nature. Gentlemen must wear dress slacks and coat and ladies must wear a dress or pant suit. The ladies dress should not be risqué in nature. Examples of this include but are not limited to exposing lower back, side, and abdomen area; deep plunging neck lines, mini-skirts, and extreme slits in skirts. If you have any questions prior to purchasing attire the principal should be consulted.

A student assigned to In-School-Suspension 2 times in a semester or 3 times for the year or who has been suspended 2 times for the year will be ineligible to travel off campus on a school activity. This may be overturned at the discretion of the principal or if the off campus trip is essential to an assignment (alternate assignments may be given at the discretion of the teacher). Students who have reached 7 or more unexcused absences, will be held to the above mention criteria. The principal has the discretion to prevent a student from attending or participating in extra-curricular activities if he/she feels the circumstances warrant such actions.

Students in grades K-6 attending extra-curricular events (i.e. athletic events) must be accompanied by an adult. Students are expected to be seated at such events and students in grades K-6 should be supervised by the accompanying adult. Any student disrupting the event may be asked to leave the event and prevented from attending future events.

Cross References: 4.55—STUDENT PROMOTION AND RETENTION
4.56.1—EXTRACURRICULAR ACTIVITIES - ELEMENTARY

Legal References: State Board of Education Standards for Accreditation 10.05 and 10.06
Arkansas Activities Association Handbook
A.C.A. § 6-4-302
A.C.A. § 6-15-2907
A.C.A. § 6-18-712

Date Adopted: August 7, 2017
Last Revised: May 23, 2017

4.56.1—EXTRACURRICULAR ACTIVITIES - ELEMENTARY
Definitions
“Extracurricular activities” are defined as: any school sponsored program where students from one or more schools meet, work, perform, practice under supervision outside of regular class time, or are competing for the purpose of receiving an award, rating, recognition, or criticism, or qualification for additional competition. Examples include, but are not limited to, inter/intrascholastic athletics, cheerleading, band, choral, math, or science competitions, field trips, and club activities.
“Field Trips” are when individual students or groups of students are invited to programs or events when there is no competition and the students are not interacting with each other for the purpose of planning, qualifying, or arranging for future programs or for the purpose of receiving recognition.

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

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

**Extracurricular Eligibility**

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

A student may lose his/her eligibility to participate in extracurricular activities when, in the opinion of the school’s administration, the student’s participation in such an activity may adversely jeopardize his/her academic achievement. Students may also be denied permission to participate in extracurricular activities as a consequence of disciplinary action taken by the administration for inappropriate behavior.

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

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

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

Cross References: 4.55—STUDENT PROMOTION AND RETENTION
4.56—EXTRACURRICULAR ACTIVITIES – SECONDARY SCHOOLS

Legal References: State Board of Education Standards for Accreditation 10.05 and 10.06
A.C.A. § 6-4-302
4.56.2—EXTRACURRICULAR ACTIVITY ELIGIBILITY FOR HOME SCHOoled STUDENTS
Home-schooled student means a student legally enrolled in an Arkansas home school and who meets or has met the criteria for being a home-schooled student, as established by A.C.A. § 6-15-503.

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

Each school in the District shall post on its website its schedule of interscholastic activities, including sign-up, tryout, and participation deadlines, at least one semester in advance of those activities. A hard copy of the schedule shall be available upon request.

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

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

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

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

A student who meets the requirements for eligibility to participate in an interscholastic activity is required to register for no more than one course in the District's school where the student is intending to participate in an interscholastic activity.
The student shall regularly attend the class in which the student is registered beginning no later than the eleventh (11th) day of the semester in which the student's interscholastic activity participation is desired. The student must attend the practices for the interscholastic activity to the same extent as is required of traditional students.

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

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

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

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

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

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

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

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

Cross References: 4.55—STUDENT PROMOTION AND RETENTION, 4.56—EXTRACURRICULAR ACTIVITIES – SECONDARY SCHOOLS
Legal References: State Board of Education Standards for Accreditation 10.05 and 10.06, A.C.A. § 6-4-302
Date Adopted: August 7, 2017
4.57—IMMUNIZATIONS

Definitions

"In process" means the student has received at least one dose of the required immunizations and is waiting the minimum time interval to receive the additional dose(s).

“Serologic testing” refers to a medical procedure used to determine an individual’s immunity to Hepatitis B, Measles, Mumps, Rubella and Varicella.

General Requirements

Unless otherwise provided by law or this policy, no student shall be admitted to attend classes in the District who has not been age appropriately immunized against1:

- Poliomyelitis;
- Diphtheria;
- Tetanus;
- Pertussis;
- Red (rubeola) measles;
- Rubella;
- Mumps;
- Hepatitis A;
- Hepatitis B;
- Meningococcal disease;
- Varicella (chickenpox); and
- Any other immunization required by the Arkansas Department of Health (ADH).

The District administration has the responsibility to evaluate the immunization status of District students. The District shall maintain a list of all students who are not fully age appropriately immunized or who have an exemption provided by ADH to the immunization requirements based on medical, religious, or philosophical grounds. Students who are not fully age appropriately immunized when seeking admittance shall be referred to a medical authority for consultation.

The only types of proof of immunization the District will accept are immunization records provided by a:

A. Licensed physician;
B. Health department;
C. Military service; or
D. Official record from another educational institution in Arkansas.

The proof of immunization must include the vaccine type and dates of vaccine administration. Documents stating “up-to-date”, “complete”, “adequate”, and the like will not be accepted as proof of immunization. No self or parental history of varicella disease will be accepted. Valid proof of immunization and of immunity based on serological testing shall be entered into the student’s record.

In order to continue attending classes in the District, the student must have submitted:
1) Proof of immunization showing the student to be fully age appropriately vaccinated;
2) Written documentation by a public health nurse or private physician of proof the student is in process of being age appropriately immunized, which includes a schedule of the student’s next immunization;
3) A copy of a letter from ADH indicating immunity based on serologic testing; and/or
4) A copy of the letter from ADH exempting the student from the immunization requirements for the current school year, or a copy of the application for an exemption for the current school year if the exemption letter has not yet arrived.

Students whose immunization records or serology results are lost or unavailable are required to receive all age appropriate vaccinations or submit number 4 above.

**Temporary Admittance**

While students who are not fully age appropriately immunized or have not yet submitted an immunization waiver may be enrolled to attend school, such students shall be allowed to attend school on a temporary basis only. Students admitted on a temporary basis may be admitted for a maximum of thirty (30) days (or until October 1st of the current school year for the tetanus, diphtheria, pertussis, and meningococcal vaccinations required at ages eleven (11) and sixteen (16) respectively if October 1st is later in the current school year than the thirty (30) days following the student’s admittance). No student shall be withdrawn and readmitted in order to extend the thirty (30) day period. Students may be allowed to continue attending beyond the thirty (30) day period if the student submits a copy of either number 2 or number 4 above.

Students who are in process shall be required to adhere to the submitted schedule. Failure of the student to submit written documentation from a public health nurse or private physician demonstrating the student received the vaccinations set forth in the schedule may lead to the revocation of the student’s temporary admittance; such students shall be excluded from school until the documentation is provided.

The District will not accept copies of applications requesting an exemption for the current school year that is older than two (2) weeks based on the date on the application. Students who submit a copy of an application to receive an exemption from the immunization requirements for the current year to gain temporary admittance have thirty (30) days from the admission date to submit either a letter from ADH granting the exemption or documentation demonstrating the student is in process and a copy of the immunization schedule. Failure to submit the necessary documentation by the close of the thirty (30) days will result in the student being excluded until the documentation is submitted.

**Exclusion from School**

In the event of an outbreak, students who are not fully age appropriately immunized, are in process, or are exempt from the immunization requirements may be required to be excluded from school in order to protect the student. ADH shall determine if it is necessary for students to be excluded in the event of an outbreak. Students may be excluded for twenty-one (21) days or longer depending on the outbreak. No student excluded due to an outbreak shall be allowed to return to school until the District receives approval from ADH.

Students who are excluded from school are not eligible to receive homebound instruction unless the excluded student had a pre-existing IEP or 504 Plan and the IEP/504 team determines homebound instruction to be in the best interest of the student. To the extent possible, the student’s teacher(s) shall place in the principal’s office a copy of the student’s assignments:

- for the remainder of the week by the end of the initial school day of the student’s exclusion; and
● by the end of each school’s calendar week for the upcoming week until the student returns to school. It is the responsibility of the student or the student’s parent/legal guardian to make sure that the student’s assignments are collected.

Students excluded from school shall have five (5) school days from the day the student returns to school to submit any homework and to make up any examinations. State mandated assessments are not included in “examinations” and the District has no control over administering state mandated make-up assessments outside of the state’s schedule. Students shall receive a grade of zero for any assignment or examination not completed or submitted on time.

4.58—FOOD SHARING AND ITS REMOVAL FROM FOOD SERVICE AREA

Food Sharing Table

In an effort to reduce wasted food and to provide students access to healthy foods when possible, the District shall have in the district cafeteria a food sharing table located at the end of the service line. Prior to leaving the service line, students may place on or retrieve items from the table, at no additional charge, any of the following:

- Raw whole fruit traditionally eaten without the peel (e.g. bananas and oranges);
- Raw whole fruit traditionally eaten with the peel provided the fruit is wrapped to prevent contamination (e.g. apples and grapes);
- Raw whole vegetables provided the vegetable is wrapped to prevent contamination (e.g. carrot sticks);
- Milk; and
- Juice.

Fruit and vegetables to be shared are to be placed into a designated container on the table. Milk and juice to be shared are to be placed in an ice-filled cooler. Milk and juice may not be taken by another student unless the carton is unopened and was completely covered by ice while in the cooler. A student may not return to the table to place an item for sharing after the student has left the service line.

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

Removing Food Items from the Food Service Area

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

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

Legal References:  Commissioner’s Memo FIN 08-076, Commissioner’s Memo FIN 15-052

Date Adopted: July 13, 2015
4.59—ACADEMIC COURSE ATTENDANCE BY PRIVATE SCHOOL AND HOME SCHOOL STUDENTS

The District allows private school and home school students whose parents, legal guardians, or other responsible adult with whom the student resides are residents of the District to attend academic courses offered in grades 7-12. The District will place a list of courses that a private school or home school student may request to attend on its website by:

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

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

a. August 1 for Fall semester courses; or
b. December 1 for Spring semester courses.

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

- Require the addition of staff or classrooms;
- Exceed the capacity of a program, class, grade level, or school building;
- Cause the District to provide educational services the District does not currently provide; or
- Cause the District to be out of compliance with applicable laws and regulations regarding desegregation.

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

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

- Indicate the course(s) the private school or home school student is interested in attending;
- If the course(s) the private school or home school student is interested in attending is being offered by the District in both a physical and a digital format, whether the private school or home school student intends to attend the physical course or the digital course;
- Agree to follow the District’s discipline policies; and
- Submit immunization documentation required by Policy 4.57—IMMUNIZATIONS. In addition to the documentation methods provided in Policy 4.57, a home school student may submit a letter to the superintendent, or designee, stating an objection to immunizations and listing the immunizations the student has received, if any.
A private school or home school student who fails to attend an academic course by the eleventh (11) day of class shall be dropped from the course.

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

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

Cross References: 4.6—HOMESCHOOLING

4.56.2—EXTRACURRICULAR ACTIVITY ELIGIBILITY FOR HOME SCHOOLED STUDENTS

4.57-- IMMUNIZATIONS

Legal References: A.C.A. § 6-15-509

A.C.A. § 6-18-232

A.C.A. § 6-18-702

A.C.A. § 6-47-401 et seq.

ADE Rules Governing Distance and Digital Learning

ADE Rules Governing Kindergarten Through 12th Grade Immunization Requirements in Arkansas Public Schools

Date Adopted: August 7, 2017

Last Revised: May 23, 2017

4.13F—OBJECTION TO PUBLICATION OF DIRECTORY INFORMATION
(Not to be filed if the parent/student has no objection) (PLEASE NOTE THAT SIGNATURES ARE NOT REQUIRED)
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 East Poinsett County School District of directory information, as defined in Policy No. 4.13 (Privacy of Students’ Records), concerning the student named below. The district is required to continue to honor any signed opt-out form for any student no longer in attendance at the district.

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

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

I object and wish to deny the disclosure or publication of directory information as follows:
  Deny disclosure to military recruiters ____
  Deny disclosure to Institutions of postsecondary education ____
  Deny disclosure to Potential employers ____
  Deny disclosure to all public and school sources ____
Selecting this option will prohibit the release of directory information to the three categories listed above along with all other public sources (such as newspapers), AND result in the student’s directory information not being included in the school’s yearbook and other school publications.

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

__________________________________________
Name of student (Printed)

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

__________________________________________
Date form was filed (To be filled in by office personnel)
PERMISSION TO DISPLAY PHOTO OF STUDENT ON WEB SITE

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

The student’s name may be used in conjunction with the photograph or video clip. It is understood, however, that once the photograph or video clip is displayed on a web site, the District has no control over how the photograph or video clip is used or misused by persons with computers accessing the District’s web site.

________________________________________
Name of student (Printed)

________________________________________
Signature of student (only necessary if student is over 18)

________________________________________
Signature of parent (required if student is under 18)

Date
STUDENT ELECTRONIC DEVICE and INTERNET USE AGREEMENT

Student’s Name (Please Print) ____________________________  Grade Level ______

School_____________________________________________________ Date__________

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

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

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

3. Penalties for Improper Use: If the Student violates this agreement and misuses the Internet, the Student shall be subject to disciplinary action.

First offense: Students will be reprimanded and parents will be notified
Second offense: Students will lose Internet access for five school days and parents will be notified
Third offense: Students will lose Internet access for the remainder of the school year.
Under extreme circumstances as deemed by the principal, the student may lose Internet access after the first violation of the Internet policy.

4. “Misuse of the District’s access to the Internet” includes, but is not limited to, the following:
A. using the Internet for other than educational purposes;
B. gaining intentional access or maintaining access to materials which are “harmful to minors” as defined by Arkansas law;
C. using the Internet for any illegal activity, including computer hacking and copyright or intellectual property law violations;
D. making unauthorized copies of computer software;
E. accessing “chat lines” unless authorized by the instructor for a class activity directly supervised by a staff member;
F. using abusive or profane language in private messages on the system; or using the system to harass, insult, or verbally attack others;
G. posting anonymous messages on the system;
H. using encryption software;
I. wasteful use of limited resources provided by the school including paper;
J. causing congestion of the network through lengthy downloads of files;
K. vandalizing data of another user;
1. obtaining or sending information which could be used to make destructive devices such as guns, weapons, bombs, explosives, or fireworks;
M. gaining or attempting to gain unauthorized access to resources or files;
N. identifying oneself with another person’s name or password or using an account or password of another user without proper authorization.
o. invading the privacy of individuals;
P. divulging personally identifying information about himself/herself or anyone else either on the Internet or in an email unless it is a necessary and integral part of the student's academic endeavor. Personally identifying information includes full names, address, and phone number.
Q. using the network for financial or commercial gain without district permission;
R. theft or vandalism of data, equipment, or intellectual property;
S. attempting to gain access or gaining access to student records, grades, or files;
T. introducing a virus to, or otherwise improperly tampering with the system;
U. degrading or disrupting equipment or system performance;
V. creating a web page or associating a web page with the school or school district without proper authorization;
W. providing access to the District’s Internet Access to unauthorized individuals;
X. failing to obey school or classroom Internet use rules; or
Y. taking part in any activity related to Internet use, which creates a clear and present danger of the substantial disruption of the orderly operation of the district or any of its schools.
z. installing or downloading software on district computers without prior approval of the technology director or his/her designee.

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

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

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

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

Student’s Signature: ________________________________ Date________

Parent/Legal Guardian Signature: ________________________________ Date________
4.35F—MEDICATION ADMINISTRATION CONSENT FORM

Student’s Name (Please Print) _______________________________________________________

This form is good for school year 2015 – 2016. This consent form must be updated anytime the student's medication order changes and renewed each year and/or anytime a student changes schools.

Medications, including those for self-administration, must be in the original container and be properly labeled with the student’s name, the ordering provider’s name, the name of the medication, the dosage, frequency, and instructions for the administration of the medication (including times). Additional information accompanying the medication shall state the purpose for the medication, its possible side effects, and any other pertinent instructions (such as special storage requirements) or warnings.

I hereby authorize the school nurse or his/her designee to administer the following medications to my child.

Name(s) of medication(s) __________________________________________________________

Name of physician or dentist (if applicable) __________________________________________

Dosage _________________________________________________________________________

Instructions for administering the medication _________________________________________
_________________________________________________________________________________

Other instructions _________________________________________________________________
_________________________________________________________________________________

I acknowledge that the District, its Board of Directors, and its employees shall be immune from civil liability for damages resulting from the administration of medications in accordance with this consent form.

Parent or legal guardian signature __________________________________________________

Date __________________

Date Adopted: July 13, 2015

Last Revised:
4.35F3—GLUCAGON AND/OR INSULIN ADMINISTRATION CONSENT FORM

Student’s Name (Please Print) _______________________________________________________

This form is good for school year ___________. This consent form must be updated anytime the student's medication order changes and renewed each year and/or anytime a student changes schools.

The school has developed an individual health plan (IHP) acknowledging that my child has been diagnosed as suffering from diabetes. The IHP authorizes the school nurse to administer Glucagon or insulin to my child in an emergency situation.

In the absence of the nurse, trained volunteer district personnel may administer to my child in an emergency situation:

Glucagon ______ Insulin ______

I hereby authorize the school nurse to administer Glucagon and insulin to my child, or, in the absence of the nurse, trained volunteer district personnel designated as care providers, to administer the medication(s) I selected above to my child in an emergency situation. I will supply the medication(s) I selected above to the school nurse be in the original container properly labeled with the student’s name, the ordering provider’s name, the name of the medication, the dosage, frequency, and instructions for the administration of the medication (including times). Additional information accompanying the medication shall state the purpose for the medication, its possible side effects, and any other pertinent instructions (such as special storage requirements) or warnings.

I acknowledge that the District, its Board of Directors, its employees, or an agent of the District, including a healthcare professional who trained volunteer school personnel designated as care providers shall not be liable for any damages resulting from his/her actions or inactions in the administration of Glucagon or insulin in accordance with this consent form and the IHP.

Parent or legal guardian signature _______________________________________________________

Date ________________
4.35F2—MEDICATION SELF-ADMINISTRATION CONSENT FORM

Student’s Name (Please Print) ________________________________________

This form is good for school year ________. This consent form must be updated anytime the student's medication order changes and renewed each year and/or anytime a student changes schools.

Medications, including those for self-administration, must be in the original container and be properly labeled with the student’s name, the ordering provider’s name, the name of the medication, the dosage, frequency, and instructions for the administration of the medication (including times). Additional information accompanying the medication shall state the purpose for the medication, its possible side effects, and any other pertinent instructions (such as special storage requirements) or warnings.

I hereby authorize the school nurse or his/her designee to administer the following medications to my child.

Name(s) of medication(s) _____________________________________________________________

Name of physician or dentist (if applicable) ___________________________________________

Dosage ____________________________________________________________________________

Instructions for administering the medication _________________________________________

___________________________________________________________________________________

Other instructions ___________________________________________________________________

___________________________________________________________________________________

I acknowledge that the District, its Board of Directors, and its employees shall be immune from civil liability for damages resulting from the administration of medications in accordance with this consent form.

Parent or legal guardian signature ___________________________________________________

Date ______________
4.35F4—EPINEPHRINE EMERGENCY ADMINISTRATION CONSENT FORM

Student’s Name (Please Print) _______________________________________________________

This form is good for school year __________. This consent form must be updated anytime the student's medication order changes and renewed each year and/or anytime a student changes schools.

My child has an IHP developed under Section 504 of the Rehabilitation Act of 1973 which provides for the administration of epinephrine in emergency situations. I hereby authorize the school nurse or other school employee certified to administer auto-injectable epinephrine in emergency situations when he/she believes my child is having a life-threatening anaphylactic reaction.

The medication must be in the original container and be properly labeled with the student’s name, the ordering provider’s name, the name of the medication, the dosage, frequency, and instructions for the administration of the medication (including times). Additional information accompanying the medication shall state the purpose for the medication, its possible side effects, and any other pertinent instructions (such as special storage requirements) or warnings.

Date of physician's order __________________________________________________________

Circumstances under which Epinephrine may be administered __________________________

________________________________________________________________________________

Other instructions __________________________________________________________________

________________________________________________________________________________

I acknowledge that the District, its Board of Directors, and its employees shall be immune from civil liability for damages resulting from the administration of auto-injector epinephrine in accordance with this consent form, District policy, and Arkansas law.

Parent or legal guardian signature __________________________________________________

Date __________________

4.41F—OBJECTION TO PHYSICAL EXAMINATIONS OR SCREENINGS

I, the undersigned, being a parent or guardian of a student, or a student eighteen (18) years of age or older, hereby note my objection to the physical examination or screening of the student named below.

Physical examination or screening being objected to:

___ Vision test
___ Hearing test
___ Scoliosis test
___ Other, please specify ____________________________________________________________

Comments:

__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________

__________________________________________
Name of student (Printed)

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

__________________________________________
Date form was filed (To be filled in by office personnel)
4.5F—SCHOOL CHOICE CAPACITY RESOLUTION

Whereas:

● The Board of Directors of the East Poinsett County School District has approved by a vote of the Board, the following capacity resolution for school choice applicants for the 2015 - 2016 school-year under the provisions of policy 4.5—SCHOOL CHOICE and applicable Arkansas law.

● Applicants, whose applications meet the provisions of policy 4.5—SCHOOL CHOICE, will be sent a provisional acceptance notification letter which will give instructions on the necessary steps and timelines to enroll in the District. Provisional acceptance shall be determined prior to July 1 with a final decision to be made by July 1 based on the district's available capacity for each academic program, class, grade level, and individual school.

● Applications that are not received on or before May 1, are to a student's resident district that has declared itself exempt due to an existing desegregation order, or, the acceptance of which would exceed the applicant's resident district's statutory limitation on student transfers out of its district will not be accepted.

● The district reserves to itself the ability to determine, based on an examination of student records obtained from the prior district, and other information, whether any student would require a different class, course or courses, program of instruction, or special services than originally applied for. If such an examination determines that capacity has been reached in the appropriate class, course or program of instruction, or that additional staff would have to be hired for the applicant, the District shall rescind the original provisional acceptance letter and deny the Choice transfer for that student.

● The district reserves to itself the ability to decline to accept under school choice any student whose acceptance would require the district to add additional staff, for any reason.

THEREFORE, let it be resolved that these shall constitute the School Choice openings at the beginning of the School Choice enrollment period for the school-year 2017 – 2018.

___________________________  ____________________________
Board President  Board Secretary

___________________________  ____________________________
Date  Date

Date Adopted: July 13, 2015

Last Revised:
CONSENT FOR MENTAL HEALTH SERVICES

I hereby give my permission for __________________________________________

Name of Student
to receive mental health intervention services from Families, Inc. Counseling Services, Day Springs, Life Strategies, or similar offering as deemed necessary and at the request of school personnel (teacher, counselor, principal, superintendent). These services will be provided by a licensed and/or certified mental health service provider.

I understand that I, as the parent/guardian: will be contacted by the school when this service has been requested; will not be charged for this intervention service. Should the need for further assessment/treatment for the student be indicated, Families, Inc. staff will make this recommendation to the school. School personnel will work with the family and Families, Inc. in arranging these services. An additional parental/guardian consent will be required for these extended services. At no time will an outside mental health employee provide services to a student without parental/guardian consent.

I hereby acknowledge receipt of information pertaining to the availability of school-based mental health intervention services and give my permission for the student named above to receive these services as needed:

______________________________________________

Parent/Guardian Signature

______________________________________________

Witness Signature

Date

Date
STUDENT DRIVER AGREEMENT

Student’s Name (Please Print) _______________________________________
Grade Level__________

School____________________________________________________________ Date____________

The East Poinsett Co. School District agrees to allow the student identified above ("Student") to drive a motor vehicle to and from school under the following terms and conditions:

1. Conditional Privilege: The Student’s use of a motor vehicle is a privilege conditioned on the Student’s abiding to this agreement. No student may drive a motor vehicle to and from school unless the Student and his/her parent or guardian have read and signed this agreement. Driving privileges also extend to extracurricular activities after school on our campus.

2. Acceptable Use: The Student agrees that he/she will use the motor vehicle for transportation to and from school purposes only. In operating the motor vehicle, the Student agrees to obey all state laws and regulations, which includes maintaining proper insurance. The student must also operate the vehicle in a safe manner to ensure the safety of the Student operating the vehicle, pedestrians, and drivers and passengers in other vehicles. The Student will also only use the vehicle to leave the campus early after they have properly checked out in the principal’s office.

3. Penalties for Improper Use: If the Student violates this agreement and misuses the motor vehicle, the Student shall be subject to disciplinary action. The action will range from a formal reprimand to suspension of driving privileges to loss of driving privileges for the remainder of the school year. The principal has the discretion to use steps of disciplinary actions or if the violation of this agreement is severe may terminate the driving privileges after one violation of this agreement.

4. “Misuse of the motor vehicle includes, but is not limited to, the following:
aa. using the motor vehicle for other than driving to and from school;
bb. using the motor vehicle to transport other students off campus without permission from the office;
c. using the motor vehicle in an unsafe manner that may jeopardize the safety of themselves and others;
d. allowing other students to ride the back of a truck or ride on the hood of the vehicle;
ee. placing stickers on the vehicle that contain alcohol advertisements or logos, drug promotions, or sexual statements;
ff. setting in the vehicle or allowing other students to sit in the vehicle during the school day;
g. allowing other students to use the vehicle;
h. transport drugs and alcohol onto school grounds;

5. Liability for damages: Students and their parents shall be liable for any and all costs for damages that may result through the Student’s use of the motor vehicle while on school grounds.

6. No Expectation of Privacy: The Student and parent/guardian signing below agree that if the Student drives a motor vehicle to school and parks it on school grounds, that the Student waives any right to privacy. The Student and the parent/guardian agree that the principal or his designee may search the Student’s vehicle if the
principal feels the search is warranted. If the search reveals illegal activity the local police department will be notified.

7. No Guarantees: The District will make good faith efforts to protect all students and their property from damage. At the same time, in signing this agreement, the parent and Student recognize that the District makes no guarantees about preventing injury or damage to a Student’s vehicle. The District is not liable for injuries to students or damages to their vehicle whether it was an accident or vandalism.

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

Student’s Signature: ____________________________________________ Date _____________

Parent/Legal Guardian Signature: ________________________________ Date _____________
SCHOOL-PARENT COMPACT

The East Poinsett County Schools, and the parents of the students participating in activities, services, and programs funded by Title I, Part A of the Elementary and Secondary Education Act (ESEA) (participating children), agree that this compact outlines how the parents, the entire school staff, and the students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership that will help children achieve the State’s high standards. This school-parent compact is in effect during school year 2015-2016.

School Responsibilities

The East Poinsett County School District will:

Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet the State’s student academic achievement common core standards as follows:

Teach classes through interesting and challenging lessons that promote student achievement
Endeavor to motivate my students to learn.
Have high expectation, and help every child to develop a love of learning.
Communicate regularly with families about student progress.
Provide a warm, safe and caring learning environment.
Actively participate in collaborative decision-making and consistently work with families and school colleagues to make schools accessible and welcoming places for families and help each student achieve the school’s high academic standards.

Hold two parent-teacher conferences during which this compact will be discussed as it relates to the individual child’s achievement. Specifically, those conferences will be held:

In October and March of each school year a parent teacher conference is scheduled.

Provide parents with frequent reports on their children’s progress. Specifically, the school will provide reports as follows:

Every four weeks progress reports are sent home and each nine week period report cards are sent home. As needed, parents are contacted through emails, phone calls and parent teacher conferences about their child’s progress.

Provide parents reasonable access to staff. Specifically, staff will be available for consultation with parents as follows:

Parents can access the schools web site to obtain the staffs email accounts and phone numbers or call the school and schedule a conference.

Provide parents opportunities to volunteer and participate in their child’s class, and to observe classroom activities, as follows:
During the school wide annual public meeting and during parent teacher conference, parents are asked to sign up to volunteer on various committees. They can call or email the school principal to schedule to volunteer reading to a class or participate in classroom activities or observe classroom activities.

Parent /Guardian Responsibilities
We, as parents, will support our children’s learning in the following ways:

- Monitoring attendance.
- Making sure that homework is completed.
- Monitoring amount of television their children watch.
- Volunteering in my child’s classroom.
- Participating, as appropriate, in decisions relating to my children’s education.
- Promoting positive use of my child’s extracurricular time.
- Staying informed about my child’s education and communicating with the school by promptly reading all notices from the school or the school district either received by my child or by mail and responding, as appropriate.
- Serving, to the extent possible, on policy advisory groups, such as being the Title I, Part A parent representative on the school’s School Improvement Team and attending parent teacher conferences.
- Respect the school, staff, students, and families.

Student Responsibilities
We, as students, will share the responsibility to improve our academic achievement and achieve the State’s high standards. Specifically, we will:

- Do my homework every day and ask for help when I need to.
- Read at least 30 minutes every day outside of school time.
- Give to my parents or the adult who is responsible for my welfare all notices and information received by me from my school every day.
- Come to school ready to learn and work hard.
- Bring necessary materials, completed assignments, and homework.
- Know and follow school and class rules.
- Limit my TV and computer game playing and instead study or read every day after school.
- Respect the school, classmates, staff, and families.

The East Poinsett County Schools will:

- Involve parents in the planning, review, and improvement of the school’s parental involvement policy, in an organized, ongoing, and timely way.

- Involve parents in the joint development of any school wide program plan, in an organized, ongoing, and timely way.

- Hold an annual meeting to inform parents of the school’s participation in Title I, Part A programs, and to explain the Title I, Part A requirements, and the right of parents to be involved in Title I, Part A programs. The school will convene the meeting at a convenient time to parents, and will offer a flexible number of additional parental involvement meetings, such as in the morning or evening, so that as many parents as possible are able
to attend. The school will invite to this meeting all parents of children participating in Title I, Part A programs (participating students), and will encourage them to attend.

Provide information to parents of participating students in an understandable and uniform format, including alternative formats upon the request of parents with disabilities, and, to the extent practicable, in a language that parents can understand.

Provide to parents of participating children information in a timely manner about Title I, Part A programs that includes a description and explanation of the school’s curriculum, the forms of academic assessment used to measure children’s progress, and the proficiency levels students are expected to meet.

On the request of parents, provide opportunities for regular meetings for parents to formulate suggestions, and to participate, as appropriate, in decisions about the education of their children. The school will respond to any such suggestions as soon as practicably possible.

Provide to each parent an individual student report about the performance of their child on the State assessment in at least math, language arts and reading.

Provide each parent timely notice when their child has been assigned or has been taught for four (4) or more consecutive weeks by a teacher who is not highly qualified within the meaning of the term in section 200.56 of the Title I Final Regulations (67 Fed. Reg. 71710, December 2, 2002

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<tr>
<th>School</th>
<th>Parent(s)</th>
<th>Student</th>
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SUMMER SCHOOL POLICIES
Students may enroll in summer school in order to recover credit lost from previous semesters (9-12). The student is responsible for the transportation to and from school. Students will receive credit under the supervision of a certified teacher. For each 1/2 credit a student will be required to attend 3 hours a day 4 days a week for 4 weeks. Students will be given assessment via the Plato software. Grades will be awarded following the grading scale. Students will be allowed one unexcused absence for each 1/2 credit. Once a student has two unexcused absence they may be dropped from the program. Students will be allowed two excused absences from parent notes. Due to the limited time of the summer school program excessive absences with doctor’s excuses may lead to the student being dropped from the program at the discretion of the principal.

CORRESPONDENCE COURSE POLICIES
Students may, after losing credit in a course, take correspondence courses in order to recover credit. The courses must receive prior approval from the principal. The cost of the correspondence course will be the responsibility of the student. Students may only take correspondence courses as the Initial course with prior approval from the principal under circumstances that may create a hardship on the student (example: the schedule will not allow the student to take a particular course, the school does not offer the course). If the schedule allows, a student must take the course offered at East Poinsett County School or a concurrent course allowed under Arkansas Law.

Students may also re-take the course they lost credit in the following year.

CONCURRENT, COLLEGE, AND HIGH SCHOOL CREDIT
A ninth through twelfth grade student who successfully completes a college course(s) from an institution approved by the Arkansas Department of Education shall be given credit toward high school grades and graduation at the rate of one high school credit for each three (3) semester hours of college credit. Unless approved by the school’s principal, prior to enrolling for the course, the concurrent credit shall be applied toward the student’s graduation requirements as an elective.

A student who takes a three-semester hour remedial/developmental education course, as permitted by the ADE Rules Governing Concurrent College and High School Credit, shall be the equivalent of one-half unit of credit for a high school career focus elective. The remedial/developmental education course cannot be used to meet the core subject area/unit requirements in English and mathematics.

Participation in the concurrent high school and college credit program must be documented by a written agreement between:
The District’s student, and his or her parent(s) or guardian(s) if the public school student is under the age of eighteen (18); The District; and The publicly supported community college, technical college, four-year college or university, or private institution the student attends to take the concurrent credit course.

Students are responsible for having the transcript for the concurrent credit course(s) they’ve taken sent to their school in order to receive credit for the course(s). Credit for concurrent credit courses will not be given until a transcript is received. Transcripts for students who take concurrent credit courses as partial fulfillment of the required full day of class for students in grades 9-12 (see Policy 4.44) are to be received by the school within 20 school days of the end of the semester in which the course is taken. Students may not receive credit for the
course(s) they took or the credit may be delayed if the transcripts are not received in time, or at all. This may jeopardize students’ eligibility for extracurricular activities or graduation.

Students will retain credit earned through the concurrent credit program which was applied toward a course required for high school graduation from a previously attended, accredited, public school.

Any and all costs of higher education courses taken for concurrent credit are the student’s responsibility.

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

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

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

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

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

The first year of this policy’s implementation all employees required to be licensed as a condition of their employment shall receive training regarding this policy so that they will be able to help successfully implement it. In subsequent years, 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.
COMMUNITY SERVICE CREDIT

A student who has completed a minimum of seventy five (75) clock hours of documented community service in grades nine (9) through twelve (12), as licensed by the service agency or organization to the school, shall be eligible to receive one (1) academic credit that may be applied as an elective toward a high school diploma or high school graduation. The community service shall be in programs or activities approved by the State Board of Education and the local school board and shall include preparation, action and reflection components. A local school board may grant a waiver of this requirement with notice to the State Board of Education. The State Board of Education is hereby authorized to promulgate rules and regulations necessary for the implementation of this act. (Community Service Act 648 of 1993)
Committee Members:
Christie Austin – District Parental Involvement Coordinator
Marla Blain – High School Parental Involvement
Paige Tyler – Lepanto Elementary Parental Involvement
Ashley Howard – Tyronza Elementary Parental Involvement
Sarah Holt – Parent
Sandra Benton – Parent
Lori McCorkle – Parent
Jeff Worsham – Parent

Goal 1: How will East Poinsett County School District foster effective parental involvement strategies and support partnerships among school, parents, and the community to improve student achievement?

Contact Person: Christie Austin (870-475-2632 caustin@mail.epc.k12.ar.us)

1. East Poinsett County School District will develop and disseminate a district parental involvement policy. This policy will be sent home to each family, and can also be found on the district website.

2. East Poinsett County School District will conduct an annual meeting in the spring to update the Parental Involvement Policy for the next year’s Title I, Part A program. The meeting will be held April 14, 2016 at 6:00.

3. East Poinsett County School District will work to coordinate parental involvement activities with those of other programs such ABC preschool program, TLI, ELLA, and ELF. Opportunities will be offered to transition students from preschool to kindergarten, and from elementary to junior/senior high.

4. East Poinsett County School District has a parental involvement contact person at each of the Title 1, Part A schools.
   EPC High School – Marla Blain
   EPC Lepanto Elementary – Paige Tyler
   EPC Tyronza Elementary – Ashley Howard
   EPC District Parental Involvement - Christie Austin.

5. East Poinsett County School District will conduct an annual review of the effectiveness of the parental involvement policy. Christie Austin, District Parental Involvement Coordinator will collaborate with the school staff, and other stakeholders to revise all district policies to meet current requirements. Input from parent and community stakeholders at the annual Title 1 meeting will also be considered. The meeting will be held in April of 2015.

6. East Poinsett County School District will develop a district parental involvement committee to create a parental involvement policy and implement parental involvement activities as well as disseminate information to the community to promote parental involvement in the Title 1, Part A schools. The
committee will consist of staff members and parents from each of the district schools. Members are listed at the top of the policy.

7. East Poinsett County School District will involve parents in the process of school review and improvement under Section 1116 of NCLB.

**Goal 2: How will East Poinsett County school district provide coordination, technical assistance, and other support necessary to assist participating schools in planning and implementing effective parental involvement?** Contact Person: Christie Austin (870-475-2632 caustin@mail.epc.k12.ar.us)

1. East Poinsett County School District will conduct ongoing site visits to observe parental involvement practices. School Calendars are posted on the school website and district staff will participate in numerous building parental involvement activities each school year. Parent Involvement practices are discussed at staff meetings.
2. East Poinsett County will enhance the awareness and skills of teachers, pupil service personnel, principals, and staff in reaching out to, communicating with, and working with parents as equal partners. The district insures that staff members work collaboratively with other teachers in their grade/department. Together with their group, staff members discuss parental involvement including communication, activities, etc.
3. East Poinsett County will ensure, to the extent possible, that information is sent home in a language and form parents can understand. Parent information sent home will be translated as needed, often in Spanish. Interpreters will be available to assist in communication with parents as needed. Person responsible: Carrie Skipper
4. East Poinsett County School will monitor each Title 1, Part A school to ensure that each school performs the following tasks:
   1. Develop parental involvement policy – The policy is developed district wide with the assistance of the parental involvement committee, and is posted on the school website, and is sent home with each child.
   2. Offer Flexible meeting times – In addition to the scheduled parent teacher conference times, conferences are scheduled at the request of the parents.
   3. Provide information to parents about the school’s program, include parent information guide.
   4. Develop and use the School-Parent Compact. It is distributed and collected annually to each school.
   5. Provide training for parents in working with their child to improve academic achievement, to include training on the phone notification system in order to have real-time access to their child’s attendance and achievement. Each school will offer multiple opportunities for parental involvement.

**Goal 3: How will the East Poinsett County School district build the school's capacity for strong parental involvement?** Contact Person: Christie Austin (870-475-2632 caustin@mail.epc.k12.ar.us)

1. East Poinsett County will provide information to participating parents in such areas as national, state, and local education goals, including parents’ rights as defined in Title 1, Part A. The building principals will meet each month to discuss various topics including parental
involvement. The school district will hold a Title 1 parent meeting annually. Educational goals are discussed on each campus during parent activities.

2. East Poinsett County will assist in the development of parent engagement groups at each school. Each school has a parent organization.

3. East Poinsett County will involve parents through an annual survey to improve school effectiveness. Parents will complete surveys annually to voice opinions about the effectiveness of the school via paper and pencil. Person Responsible: Christie Austin

4. East Poinsett County will provide any reasonable support for parental involvement at the request of participating Title 1, Part A schools. Through the school improvement process (ACSIP) the needs of each school are identified and plans are developed to meet the needs of the school. The district provides on-going support to schools to insure quality parent involvement programs.

Goal 4: How will East Poinsett County schools conduct, with the involvement of parents, ongoing evaluation of the content and effectiveness of the parental involvement policy as it relates to strategies for increasing parental participation and identifying barriers to greater participation? Contact Person: Christie Austin (870-475-2632 caustin@mail.epc.k12.ar.us)

1. East Poinsett County will survey parents annually, including questions to identify barriers to parental involvement. Surveys are conducted regularly during the school improvement process.

2. East Poinsett County will provide an opportunity for the parents to assist in the development of the evaluation procedures, including analysis of data collected. During the ACSIP school improvement process, teams review data to determine the effectiveness of school improvement plans. Data is also reviewed at annual Title 1 meetings, advisory committee meetings, etc.

3. East Poinsett County will use findings from evaluation process to:
   - Make recommendations to each participating school for parental involvement policy revision.
   - Provide suggestions for designing school improvement policies, as they relate to parental involvement. The school district staff will collaborate with building staff to monitor progress toward annual measurable objectives.

4. East Poinsett County will develop and disseminate an annual parent activity evaluation report to share with parents, staff and the community. The evaluation of the parent involvement program is included in the ACSIP and is posted on the district’s website.

Goal 5: How will East Poinsett County School involve parents in the joint development of the district Title I Application under section 1112 (ACSIP)? Contact Person: Christie Austin (870-475-2632 caustin@mail.epc.k12.ar.us)

1. East Poinsett County will recruit parents to serve on district ACSIP committee to develop the Title 1 Application. Parents will serve on the ACSIP team from each school. The school improvement process includes analyzing data. Person Responsible: High School – Jennifer Fithen, Lepanto Elementary – Paige Tyler, Tyronza Elementary – Ashley Howard.
4.56.2F— HOME SCHOoled STUDENTS' LETTER OF INTENT TO PARTICIPate IN AN EXTRACurricular ACTIVITY AT RESIDENT DISTRICT

Student’s Name (Please Print) __________________________________________________

Parent or Guardian’s Resident Address
Street ________________________________________________ Apartment _____________

City _______________________________________________ State _____ Zip Code___________

Student's date of birth ___/__/__ Last grade level the student completed ____________

Student has demonstrated academic eligibility by obtaining a verifiable minimum test score of the 30th percentile or better in the previous 12 months on the Stanford Achievement Test Series, Tenth Edition, or another nationally recognized norm-referenced test approved by the State Board of Education.___________

Name of test, Date taken, and score achieved__________________________________________

Extracurricular activity(ies) the student requests to participate in

______________________________________________

Course(s) the student requests to take at the school _________________________________

Proof of identity ____

Date Submitted ___/__/__

Parent's Signature ______________________________________________________________

Date Adopted: August 7, 2017

Last Revised: May 23, 2017
4.56.2F2— HOME SCHOOLED STUDENTS’ LETTER OF INTENT TO PARTICIPATE IN AN EXTRACURRICULAR ACTIVITY AT NON-RESIDENT DISTRICT

Student’s Name (Please Print) _______________________________________________________

Parent or Guardian's Resident Address

Street ________________________________________________________________ Apartment ______

City ___________________________________________ State _______ Zip Code__________

Student's date of birth __/__/__ Last grade level the student completed _____________

Student has demonstrated academic eligibility by obtaining a verifiable minimum test score of the 30th percentile or better in the previous 12 months on the Stanford Achievement Test Series, Tenth Edition, or another nationally recognized norm-referenced test approved by the State Board of Education.___________

Name of test, Date taken, and score achieved________________________________________________________________________

Extracurricular activity(ies) the student requests to participate in

_____________________________________________________________________

Course(s) the student requests to take at the school ______________________________________________

Proof of identity ____

Date Submitted __/__/__
As the superintendent of the above student’s resident district, I agree that the above student may participate in extracurricular activities at _____________ School District.

Resident Superintendent’s Signature: ________________

As the superintendent of the _____________ School district, where the above student desires to participate in extracurricular activities, I agree to allow the student to participate in extracurricular activities at _____________ School District.

Non-resident Superintendent’s Signature: ________________

Date Adopted: August 7, 2017

Last Revised: May 23, 2017
DEAR PARENT:

ACCORDING TO STANDARDS THE SCHOOL IS TO PROVIDE EACH STUDENT AND HIS/HER PARENT OR GUARDIAN A COPY OF THE DISCIPLINE POLICIES, GUIDELINES PERTAINING TO ATTENDANCE, BULLYING AND PRIVACY OF STUDENT INFORMATION. A COPY OF THIS HANDBOOK IS AVAILABLE AT EACH PRINCIPALS OFFICE AND ONLINE AT http://epc.k12.ar.us

EACH STUDENT WILL RECEIVE A COPY OF THE HANDBOOK UPON REQUEST.

PARENTS: YOU ARE TO SIGN THE RETURN SHEET IN THE APPROPRIATE PLACE, REMOVE IT FROM THE BOOK AND RETURN IT TO THE STUDENT’S BUILDING PRINCIPAL’S OFFICE EITHER BY SENDING IT BY YOUR CHILD OR BY MAILING IT TO:

TYRONZA CAMPUS: Sandi Carroll, PRINCIPAL
Tyronza Elementary School
412 SOUTH MAIN
TYRONZA, AR 72386

LEPANTO CAMPUS: Hunter Brian, PRINCIPAL
Lepanto Elementary School
502 McClellan
LEPANTO, AR 72354

Brian Weathers, PRINCIPAL
EAST POINSETT COUNTY HIGH SCHOOL
502 McClellan
LEPANTO, AR 72354

YOU ARE ENCOURAGED TO CONTACT YOU STUDENT’S PRINCIPAL IF YOU HAVE ANY QUESTIONS.

TYRONZA ELEMENTARY 870-487-2259
LEPANTO ELEMENTARY 870-475-2632
JR/HIGH SCHOOL 870-475-2331

____________________________
STUDENT’S NAME
________________
GRADE

____________________________
STUDENT’S SIGNATURE

____________________________
PARENT’S NAME
________________
DATE

____________________________
PARENT’S SIGNATURE
CHEMICAL SCREEN TEST POLICY FOR EAST POINSETT COUNTY SCHOOL

1.0 STATEMENT OF POLICY

1.1 The EAST POINSETT COUNTY SCHOOL DISTRICT recognizes chemical abuse or misuse as a significant health problem for students, detrimentally affecting overall behavior, learning ability, reflexes, and the total development of each individual. The EAST POINSETT COUNTY BOARD OF EDUCATION is determined to help students by providing another option for them to say “NO”.

1.2 The District believes this program should be used in a manner which would deter the use of drugs and provide parents with accurate information concerning possible substances abuse. Unannounced screening, spread throughout the year should achieve a high degree of deterrence.

1.3 The testing program must be fair and confidential. Collections should be private and not invasive. To help meet these requirements the District will use a Third Party Administrator (TPA). A professional outside firm will help assure that all elements of the program, including random selections, are unbiased and correct procedures are maintained. The use of a TPA will eliminate internal tampering of the program.

2.0 PURPOSE

2.1 To allow the students of EAST POINSETT COUNTY SCHOOL to know the School is concerned about their total well being. The School District is interested in helping the students who may be having problems.

2.2 To emphasize concerns for the health of students in areas of safety while they are participating in activities, as well as the long-term physical and emotional effects of chemical use on their health. To confirm and support state laws which restrict the use of such mood-altering chemicals.

2.3 To assist students of EAST POINSETT COUNTY SCHOOLS to resist the peer pressure that directs them toward the abuse or misuse of chemical substances.

2.4 To establish standard of conduct for students of EAST POINSETT COUNTY SCHOOLS, who are considered leaders and standard bearers among their peers.

2.5 To work cooperatively with the parents by assisting them in keeping their children free from mood-altering chemicals.

2.6 To provide referrals for students who need evaluation regarding their use of mood altering chemicals.

2.7 To deter chemical abuse or misuse by all students through the use of random drug testing

3.0 SCOPE

3.1 The provisions of this policy apply to all students grades seven through twelve participating in extracurricular activities and/or has activated their student driving privileges in EAST POINSETT COUNTY SCHOOLS whose parent/guardian sign Consent Form “A” of the Chemical Screen Policy.

4.0 GENERAL PROVISIONS

4.1 Illegal drugs are defined as drugs, or the synthetic or generic equivalent or derivative of drugs, which are illegal under federal, state, or local laws including, but not limited to, marijuana, heroin, hashish, cocaine, hallucinogens, depressants, and stimulants not prescribed for the user. Illegal drugs include steroids and its derivatives or related substances, which are not authorized by a physician for uses not authorized by the manufacturer of the drug. Alcohol is defined as ethyl alcohol or any beverage containing ethyl alcohol.
4.2 The use or possession of illegal drugs during school activities or prior to School activities where the illegal drug has the possibility of impairing the participant is a violation of this policy. The presence of an illegal drug and its metabolites in a student’s body is considered possession.

4.3 Any student undergoing medical treatment prescribed by a physician that includes the use of drug or medication capable of affecting the student’s mental or physical capabilities must notify the appropriate school official. If there is any doubt concerning the effects of the drug or medication, the appropriate school official should be notified. A student’s failure to notify the appropriate school official that the student is undergoing medical treatment that includes the use of any drug or medication capable of affecting the student’s mental and physical abilities is in violation of this policy. The penalty for this violation may be the same as an initial positive test under the random testing provisions.

4.4 Split-specimen testing (two tamper proof samples from one specimen) will be utilized. The initial urinalysis method on specimen (A) shall be an immunoassay Screen. If a specimen test is positive for any substance being checked a gas chromatography/mass spectrometry GC/MS shall be conducted on the same specimen (A). If requested a separate urinalysis can be done on specimen (B). Providing another collected specimen will not be accepted. The student will be allowed to provide another specimen at the end of the 20-day probation period at his/her expense.

5.0 RANDOM TESTING PROVISIONS

5.1 The District requires students whose name/number has been randomly drawn to provide a urine specimen. Urinalysis will be the method utilized to test for the presence of chemicals in the body. All students selected must go to a pre-designated collection site and give a urine specimen.

5.2 While students are in school, they must be subject to random selection for testing. Each student will be assigned a number. Particular days will be selected for testing. The amount of numbers drawn from any pool will be no less than (5) or greater than (15). If any student whose number is drawn is absent on that day, the selection process will continue from an alternate list until the correct number of students designated for random testing has been obtained.

6.0 REFUSAL

6.1 Students not consenting to be tested (not in the random pool) are allowed to join clubs or organizations, but are not allowed to attend after school meetings, participate in off-campus trips, prom, prom fundraisers, working in the concession stands at school functions, and/or driving to school.

6.2 Any student who consents to participate in the substance program but refused to submit to a drug screen when randomly selected shall not be allowed to participate in any school activity for the remainder of the year.

6.3 Refusal includes but not limited to:

*Failure to immediately go to collection site *
*Not cooperating with collection site personnel *
* Attempting to and/or tamper with or adulterate the urine specimen *
*Not providing specimen within two hours (unless donor can provide documented medical reason)

7.0 TESTS RESULTS

7.1 All test results from the laboratory shall be communicated to the Superintendent or designee. The Superintendent or designee shall notify the student and the student’s custodial parents/legal guardians of any positive result. The Superintendent or designee shall schedule a conference with student’s custodial parents/legal guardians to explain results,
Counseling and rehabilitations for the student will be strongly recommended for the student who tests positive. All cost associated with treatment are the student’s responsibility.

7.2 Upon receipt of a positive test result a student may request specimen (B) of the split sample be tested at his/her expense within a 24-hour period of a positive result. Specimen (B) is stored intact with tamper-proof seal and original Cain-of-custody at the lab. If requested the specimen can be tested at a different lab. Test results will be considered and remain positive during this time frame.

7.3 The student will be placed on probation for twenty days and cannot participate in any extra-curricular activities, including driving to school. After twenty-one days, the student will provide another specimen for urinalysis. An extended time frame for certain chemicals that take more than twenty days to leave the student’s system will be considered if a MRO’s written opinion details the residual effects of that particular substance. A written copy of the results will be given to the Superintendent or designee. If the test is negative, the probation will be lifted. If the Probationary test is positive, the student cannot participate in any form of extra-curricular activity involving EAST POINSETT COUNTY SCHOOLS, including driving to school, for one calendar year.

7.4 To regain eligibility for participation in activities for the next year, a student must have a negative chemical screen test result. This must be administered at the predesignated collection-site at the student’s expense,

8.0 TESTING PROCEDURES

8.1 To ensure proper testing procedures, EPC will apply the Department of Health and Human Services’ standards as defined by the National Institute of Drug Abuse certified laboratories.

8.2 All urine specimens will be taken at a designated restroom. Any student who is requested to provide a urine specimen shall be directed to the collection site where the student will complete the necessary forms. Students selected as part of the random test will be required to execute an additional consent form,

8.3 The following precautions will be taken, as appropriate, at the collection site:

1. Positively identify the donor

2. The observer shall ask the individual to remove any unnecessary outer garments (i.e. coat, jacket) that might conceal items or substances that could be used to tamper with or adulterate the urine specimen. All personal belongings (i.e. purse, briefcase, etc.) must remain with the garments. The observer shall note any unusual behavior or appearance.

3. The student shall be instructed to wash and dry his/her hands prior to providing the specimen. After washing his/her hands, the student shall not be outside of the presence of the observer and not have access to water fountains, faucets, soap dispensers, or cleaning agents until after the specimen has been provided and sealed. Only one person will be allowed at a time in the washroom.

4. The student will allowed to provide the specimen in a stall or other partitioned area that allows for individual privacy.

5. At the collection site, toilet bluing agents shall be placed in the toilet tanks, whenever possible. No other source of water shall be available in the enclosure where urination occurs.

6. After the specimen has been provided to the observer, the observer will continue with chain of custody procedure and determine whether it contains at least 45 milliliters of urine. If there is not at least 45 milliliters, additional urine should be collected. The student may be given reasonable amounts of water for drinking. If a student fails for any reason to provide the necessary amount of specimen with in two hours the observer shall contact the Superintendent or designee for guidance. 7. Immediately after collection the observer shall check the temperature of the specimen and inspect the specimen for color and signs of contaminants. 8. Both the observer and the student being tested shall keep the specimen in view at all times prior to its being sealed and labeled. - 9. The student shall observe the tamper-proof seal. The labels for
the specimen bottle must have all information completed before being placed over the bottle cap down the sides of the bottle. The observer will place the identification label securely on the bottle. 10. The student and the observer will sign the chain of custody form. 11. The identification label/seal on specimen container shall contain:

- the date
- the student’s initials
- the student’s assigned number

12. The student shall be asked to read and sign a certification statement regarding the urine specimen.

9.0 SUBSTANCES TESTED

*Drug Initial Test Cutoff Levels Confirmatory Test Cutoff Levels*

<table>
<thead>
<tr>
<th></th>
<th>(ng/ml)</th>
<th>(ng/ml)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Marijuana Metabolites</td>
<td>50</td>
<td>15</td>
</tr>
<tr>
<td>Cocaine Metabolites</td>
<td>300</td>
<td>150</td>
</tr>
<tr>
<td>Opiate Metabolites</td>
<td>300</td>
<td>300</td>
</tr>
<tr>
<td>Phencyclidine</td>
<td>25</td>
<td>25</td>
</tr>
<tr>
<td>Amphetamines</td>
<td>1,000</td>
<td>500</td>
</tr>
</tbody>
</table>

*25ng/ml of immunoassay specific for free morphine

EPC has confirmed the approval of Physicians Reference Laboratory (PRL) as being certified by the U.S. Substance Abuse and Mental Health Services Administration, which is part of the U.S. Department of Health and Human Services. Every specimen is required to undergo an initial screen followed by confirmation of all positive screen results. This screen-confirmation process utilizes highly sophisticated techniques to detect minute levels of prohibited substances in urine. The initial test shall use an immunoassay which meets the requirements of DHHS. PRL will assure that this method is used in the testing process. The initial cutoff levels shall be used when screening specimens to determine whether they are negative for the five (5) drugs or classes of drugs. ------ -- All specimens identified as positive on the initial test shall be confirmed using gas chromatography/mass spectrometry (GC/MS) techniques at the cutoff levels listed above for each drug. All confirmation shall be by quantitative analysis. Concentrations that exceed the linear region of the standard curve shall be documented in the laboratory record as “greater than highest standard curve value”. These cutoff levels are subject to change by the Department of Health and Human Services as advances in technology or other considerations warrant identification of these substances at other concentrations.

10.0 RECORDS

10.1 All records concerning chemical abuse testing shall be maintained by the superintendent or designee in a separate file under lock and key. The records shall not be kept in student’s regular file. Only the Superintendent or his Designee shall have access to the files.

10.2 The files on each student shall be destroyed upon graduation or two years after termination of enrollment. A student and the student’s custodial parents/legal guardian may obtain a copy of their chemical abuse testing records upon written request.

11.0 GRIEVANCES

11.1 The procedure for appealing is found in the EAST POINSETT COUNTY STUDENT HANDBOOK.

12.0 CONSENT FORM

12.1 Students and parents/guardians will be strongly encouraged to sign a consent form to the random testing at various times of the year. The form must be co-signed by the student’s custodial parent/legal guardian. No student shall be allowed to participate in any school activity (any activity outside the regular curriculum) until the consent form has been signed by both student and custodial parent/legal guardian and returned to the principal.
Annual Public Notice

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