

# Hardin Elementary School



## Student Handbook

2020-2021

Jeff Glover, Principal  
gloverj@whitehallsd.org

**White Hall School District**  
Parent-Student Handbook  
Statement of Responsibility  
(Complete and Return to School)

\_\_\_\_\_  
Student Name (Please Print)

\_\_\_\_\_  
Grade

\_\_\_\_\_  
Date

This handbook contains the White Hall School District's Attendance, Cell Phone Use, Food Service Pre-payment-Meal Charges/Alternative Meals, Discipline, Equal Educational Opportunity, Homework, Search, Seizure and Interrogations, Student Medication, Smart Core/Core Curriculum, Parent Involvement, Procedural Policies, Prohibited Conduct, Weapon and Dangerous Instruments. for White Hall School District schools. These policies will be enforced. Parents and students should read them carefully. Please contact the building principal or assistant principal if clarification is needed.

Students in violation of the school rules will have disciplinary action taken against them. As a minimum, disciplinary action may consist of a student conference of one (1) hour to fifteen (15) hours of detention for less severe violations of the rules. For more severe violations, the school will suspend a student for a minimum of one (1) day to ten (10) days with the maximum disciplinary action being a recommendation to the superintendent for the expulsion of the student for the remainder of the year. The exact consequences are determined by the seriousness and frequency of disciplinary infractions.

Elementary Schools may have early detention before school in the mornings. Detention will be at the discretion of the building principal. Detention will be monitored by the principal or designee.

State law (*Arkansas Code 6-18-502*) requires documentation that parents and students have received copies of these policies. The statement below, when signed and dated by student and parent/guardian, provides that documentation and will become part of the student's file. Any student who fails to return this signed form within one week may be excluded from classes until the form is returned.

We understand that all students will participate in the state mandated Smart Core Curriculum beginning with the seventh-grade class unless we waive our child's right to participate. In such case of a waiver, our child will be required to participate in the Core Curriculum. If you choose to sign a waiver or reversal form, contact your child's counselor.

We have received a copy of the White Hall School District's Student Handbook containing Attendance, Absences, Cell Phone Use, Food Service Pre-payment-Meal Charges/Alternative Meals, Discipline, Communicable Diseases and Parasites, Equal Educational Opportunity, Homeless Students, Homework, Search, Seizure and Interrogations, School Lunch Substitutions, Student Medication, Smart Core/Core Curriculum and Graduation Requirements, Suspension, Parent Involvement, Physical Examination or Screenings, Procedural Policies, Prohibited Conduct, Retention, Weapon and Dangerous Instruments. We understand that these policies will be enforced. AR code §6-18-502(e); §6-18-503; §6-18-222(a)(b)(c)(d); §6-18-209; §6-18-201; §6-18-202; §6-18-207; §6-18-208; §6-15-902; §6-18-223; §9-28-205(d).

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

**ARKANSAS GRADUATION REQUIREMENTS  
SMART CORE INFORMATION**

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

**English – 4 credits**

- 9<sup>th</sup> Grade English\*
- 10<sup>th</sup> Grade English\*
- 11<sup>th</sup> Grade English\*
- 12<sup>th</sup> Grade English\*

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

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

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

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

**Social Studies – 3 credits**

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

**Oral Communication\* – ½ credit**

**Physical Education\* – ½ credit**

**Health and Safety\* – ½ credit**

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

**Fine Arts\* – ½ credit**

**Career Focus\* – 6 credits**

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

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

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

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

*Arkansas Department of Education— May 9, 2019*

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

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

**Name of Student:** \_\_\_\_\_

**Name of Parent/Guardian:** \_\_\_\_\_

**Name of District:** \_\_\_\_\_

**Name of School:** \_\_\_\_\_

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

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

**STATE MINIMUM GRADUATION REQUIREMENTS**

**English – 4 credits**

- 9<sup>th</sup> Grade English\*
- 10<sup>th</sup> Grade English\*
- 11<sup>th</sup> Grade English\*
- 12<sup>th</sup> Grade English or Transitional English 12\*

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

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

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

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

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

**Social Studies – 3 credits**

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

**Oral Communications – ½ credit**

**Physical Education – ½ credit**

**Health and Safety – ½ credit**

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

**Fine Arts – ½ credit**

**Career Focus – 6 credits**

**Personal Finance\*** – Beginning with the freshmen class of 2017-18, A.C.A. § 6-16-135 requires students to complete a course that includes specific personal finance standards in either grades 9, 10, 11, or 12. **course options as listed under each applicable subject area in the ADE Course Code Management System**

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

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

*By signing this form, I acknowledge that I have been informed of the requirements and implementation of the Smart Core Curriculum and am choosing to waive the Smart Core curriculum. I understand the potential negative consequences of this action as outlined on this form.*

\_\_\_\_\_  
Parent/Guardian/Adult Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
School Official Signature

\_\_\_\_\_  
Date

*Arkansas Department of Education— May 9, 2019*

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

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

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

Enough 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 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 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—ENROLLMENT.

### GRADUATION REQUIREMENTS

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

#### Digital Learning Courses

The District shall offer one or more digital learning course(s) through one or more District approved provider(s) as either a primary or supplementary method of instruction. The courses may be in a blended learning, online-based, or other technology-based format. 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 meeting the **graduation** requirement, but only serve as one unit each toward fulfilling the **Smart Core** requirement.

3. Algebra II; and

4. The fourth unit may be either:

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

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

One unit of Biology; and either:

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

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

One unit from the three categories above and one unit of computer science chosen from ADE Essentials of Computer Programming, ADE Computer Science and Mathematics, AP Computer Science, 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 unit
- American History - one unit

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

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

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

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

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

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

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

**CORE: Sixteen (16) units**

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

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

Mathematics: four (4) units

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

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

Science: three (3) units

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

Two units chosen from the following three categories:

- Physical Science;
- Chemistry;
- Physics; or

One unit from the three categories above and one unit of computer science chosen from ADE Essentials of Computer Programming, ADE Computer Science and Mathematics, AP Computer Science, 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 (1/2) unit – dependent upon the licensure of the teacher teaching the course, this can count toward the required three (3) social studies credits or the six (6) required Career Focus elective credits.

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

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

All career focus unit requirements shall be established through guidance and counseling based on the student’s contemplated work aspirations. Career focus courses shall conform to the curriculum policy of the district and reflect state curriculum frameworks through course sequencing and career course concentrations where appropriate. *A.C.A. § 6-4-302.*

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. *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 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;*



White Hall School District  
Parent and Family Engagement Plan  
2020-2021

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Parent, Family and Community Engagement Plan members and White Hall School Board understand the importance of involving parents and the community in promoting higher student achievement and collaboration between the district and those it serves.

The White Hall District, in collaboration with district and community stakeholders, has committed to a cohesive plan that targets four goals at the district and school level: communication, technology, social-emotional needs, and intervention.

**Communication:** The Covid 19 pandemic will limit the face to face time that parents and schools have utilized in the past. The committee determined that a system of communication will be used that involves using digital formats for meetings, use of the district website and Facebook page, postal services, and phone calls.

**Technology:** Providing teacher and parent training in the use of technology programs that will be used in the 20-21 school year. The district's new website will include how-to videos for accessing and using computer programs and devices.

**Social-Emotional:** School counselors and mental health service plans address our students' return to school.

**Intervention and Academic Progress:** Teachers and parents on each campus will work together to address academic deficits that may be identified from time away from onsite instruction.

Literacy instruction will be a continued focus for all students. Students support plans include procedures for student intervention teams and frequent discussions of student data through professional learning communities.

Each school in the district, in collaboration with parents, develops a Parental Involvement Plan, which includes programs and practices that enhance parental involvement and reflect the specific needs of our students and their families.

The district will offer flexible meeting times and encourage parent participation by scheduling activities during the morning and evening, in order to maximize the opportunities for parents to participate in school-related activities.

Each district campus will develop and use the School-Parent Compact.

#### Building Staff Capacity through Training and Technical Assistance

White Hall School District teachers use digital resources to build a library of lessons. The lessons will be utilized to prepare students and parents for pivoting home. Teachers receive ongoing training in digital programs and apps that expand their knowledge in lesson development and implementation.

The principal of each school designates one certified staff member to serve as a parent facilitator. The district pays the facilitator. The facilitator conducts an annual parent survey to improve school effectiveness. The survey results are compiled and shared with building staff and parents.

Two hours of parental involvement training is required on a rotational year schedule.

#### Building Parent Capacity

Technology sessions are available for parents to address access to apps, google classroom, google meet, district website, and the Bulldog Virtual school program. Parent communication will include an explanation of instructional data results includes, Renaissance data, formative assessment data, and ACT ASPIRE data.

District media specialists provide a guided document for parents on apps, software, google and troubleshooting.

Each campus has a parent resource library that provides guidance documents on child rearing practices, academic strategies, and community support agencies.

#### Reservation and Evaluation

The Parental Engagement plan is evaluated on the school level through surveys and the use of allotted funds to support students and their family's needs.

Ready for Learning meetings, Parental Engagement meetings, parent surveys, and phone calls document the progress towards meeting the district's four goals.

**FERPA CONSENT**

**Notice to Parents:**

As a student of White Hall School District your child may receive services through our Health Services Department. White Hall School District currently has six (6) nurses employed full time for our district. It is the goal of Health Services to provide quality care to all our students, help parents by being a resource to keep students healthy, in the classroom and learning!!

Part of our services includes routine screenings of vision and hearing as required by Arkansas law. The grades screened are Kindergarten, 1<sup>st</sup>, 2<sup>nd</sup>, 4<sup>th</sup>, 6<sup>th</sup>, 8<sup>th</sup>, and any student transferring into the district. These screenings are very important to the overall health and wellness of our students. Through the screening programs we can help identify and refer students who may be in need of further evaluation to help them see or hear better, which will also help them learn better.

Arkansas Medicaid Program allows school districts to bill a student’s Medicaid or AR Kids A and B for the services of vision and hearing screenings. Parents must sign a consent allowing our district to have permission to bill. Revenue remains in Health Services and is used to provide continued care to your student and improve health and wellness throughout the district.

- \*Parents must consent annually for billing.
- \*Parents have the right to withdraw consent at any time during the year.
- \*If consent is denied or withdrawn, services will still be provided for the student.

**WHITE HALL SCHOOL DISTRICT**

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

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

personally, identifiable information/student education records to be disclosed to a Third-Party Billing

Agent for the purpose of billing Medicaid and/or private insurance.

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

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

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

**STUDENT ELECTRONIC DEVICE and INTERNET USE AGREEMENT**  
**(Signature Required for All Students)**

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

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

The White Hall 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.

1<sup>st</sup> Offense – Access to Computer Use Denied

2<sup>nd</sup> Offense – Refusal to reinstate Access to the Network and or Internet

3<sup>rd</sup> Offense – Suspension

4. "Misuse of the District's access to the Internet" includes, but is not limited to, the following:

- a. using the Internet for other than educational purposes;
- b. gaining intentional access or maintaining access to materials which are "harmful to minors" as defined by Arkansas law;
- c. using the Internet for any illegal activity, including computer hacking and copyright or intellectual property law violations;
- d. making unauthorized copies of computer software;
- e. accessing "chat lines" unless authorized by the instructor for a class activity directly supervised by a staff member;
- f. using abusive or profane language in private messages on the system; or using the system to harass, insult, or verbally attack others;
- g. posting anonymous messages on the system;
- h. using encryption software;
- i. wasteful use of limited resources provided by the school including paper;
- j. causing congestion of the network through lengthy downloads of files;
- k. vandalizing data of another user;
- l. obtaining or sending information which could be used to make destructive devices such as guns, weapons, bombs, explosives, or fireworks;
- m. gaining or attempting to gain unauthorized access to resources or files;
- n. identifying oneself with another person's name or password or using an account or password of another user without proper authorization;
- o. invading the privacy of individuals;
- p. divulging personally identifying information about himself/herself or anyone else either on the Internet or in an email 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;
- 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 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 \_\_\_\_\_

**Parent Release Form for Digital and Print Media**

I, the undersigned, do hereby grant or deny permission to the White Hall School District to use the image of my child, \_\_\_\_\_, as marked by my selection below. Such use includes the display, distribution, publication, transmission, or otherwise use of photographs, images, and/or video taken of my child for use in materials that include, but may not be limited to, printed materials such as brochures and newsletters, videos, and digital images such as those on the White Hall School District Website.

Check one for **print media**:

\_\_\_ Allow permission to use my child’s image: I give unrestricted permission for my child’s image to be used in **print, such as the school yearbook**. I agree that these images may be used by the White Hall School District for a variety of purposes and that these images may be used without further notifying me. I do understand that the child’s last name will not be used in conjunction with any video or digital images.

\_\_\_ Deny permission to use my child’s image in **print media**, including the school **yearbook**. ***I understand that by denying permission, my child’s image will not appear in the school yearbook.***

Check one for **digital media**:

\_\_\_ Allow permission to use my child’s image: I give unrestricted permission for my child’s image to be used in **digital media and video**. I agree that these images may be used by the White Hall School District for a variety of purposes and that these images may be used without further notifying me. *I do understand that the child’s last name will not be used in conjunction with any video or digital images.*

\_\_\_ Deny permission to use my child’s image on **digital media** or video, such as an electronic newsletter and the district website.

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

Student’s Name: \_\_\_\_\_ Homeroom Teacher: \_\_\_\_\_

## Consent for Medical Treatment of a Minor

This form serves as consent for physical examination and medical treatment with **First Aid topical medications by Arkansas Licensed Medical Staff of the White Hall School District.**

This consent for treatment is for the **2020-2021** school year.

If you should decide to revoke the above-mentioned caregiver's consent **or a specific item listed below,** you should provide written notice to the Health Office on the campus your child attends.

Such treatment may include **but not limited to the use of:**

- Triple Antibiotic Ointment
- Burn Spray
- Hydrocortisone Cream
- Sting Away (Benzocaine)
- Muscle Gel (Icy Hot)
- Throat Spray (chloraseptic)
- Menthol Sore Throat Lozenges
- First Aid Antiseptic Spray
- Hydrogen Peroxide
- Calamine lotion or spray
- Anbesol Oral Anesthetic Gel
- Carmex lip balm
- Hygiene/perineal care/assistance
- **Non-emergent, invasive physical examination as defined in Policy 4.41 (*"Invasive Physical Examinations" is defined in federal law as any medical examination that involves the exposure of private body parts, or any act during such examination that includes incision, insertion, or injection into the body.*)**

\_\_\_\_\_  
Student Name (Printed)

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

**HOME SCHOOLED STUDENTS' LETTER OF INTENT TO PARTICIPATE IN AN EXTRACURRICULAR ACTIVITY**

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 30<sup>th</sup> 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 \_\_\_\_\_

**White Hall School District**  
Student Health Information Sheet

Student Name: \_\_\_\_\_ Birthdate \_\_\_\_\_ Grade/Teacher \_\_\_\_\_

Doctor's Name: \_\_\_\_\_ Dentist's Name: \_\_\_\_\_

**Please list Emergency Contacts including Parents/Guardians:**

1) Name: \_\_\_\_\_ Number: \_\_\_\_\_ Relationship to student: \_\_\_\_\_

2) Name: \_\_\_\_\_ Number: \_\_\_\_\_ Relationship to student: \_\_\_\_\_

3) Name: \_\_\_\_\_ Number: \_\_\_\_\_ Relationship to student: \_\_\_\_\_

4) Name: \_\_\_\_\_ Number: \_\_\_\_\_ Relationship to student: \_\_\_\_\_

**Is your child CURRENTLY UNDER THE CARE OF A DOCTOR for any of the following conditions? If yes, is your child taking medication, and if so please list all medications.**

MEDICAL CONDITION MEDICATION LIST (✓ Check Yes or No)		Medical Condition	(If yes, list Medications)
NO	YES	ADD/ADHD	
NO	YES	Asthma	
NO	YES	Diabetes	
NO	YES	Migraines	
NO	YES	Heart Condition	
NO	YES	Seizures	

Any other health condition not mentioned above? \_\_\_\_\_

Will your child need to take medication during school hours? \_\_No \_\_Yes

**Allergies: Does your child use an epi-pen for allergies to any of the following:**

**Wasp/Bee Stings** \_\_No \_\_Yes **Food** \_\_No \_\_Yes Please list what foods \_\_\_\_\_

**Other** \_\_No \_\_Yes If yes, please list: \_\_\_\_\_

If your child has asthma or life-threatening allergies, any medication prescribe by the child's physician must be kept in the Nurse's Office for immediate use. (Examples: inhaler or epi-pen). The student may also carry an inhaler and/or epi-pen, if you wish, when all appropriate paperwork has been completed, and signed by parents and physicians. Please see White Hall School District Medication Policy.

All medication must be brought to school by a parent/guardian. Students are NOT to transport medications on the bus. Do NOT bring any medication to school without speaking to the nurse. No medicines will be administered without required paperwork completed by parents and physicians and on file in the Nurse's Office. Medications must be brought in their original container, all prescription medications must be labeled for the student, with directions noted. **Medications brought in zipper bags will not be accepted.** Please see White Hall School District Medication Policy for complete policy information.

OVER→→



Has your child ever had a major illness? No Yes Please specify illness\_\_\_\_\_

Has your child ever had a major injury? No Yes Please specify injury\_\_\_\_\_

Has your child ever had a major surgery? No Yes Please specify surgery\_\_\_\_\_

**Will your child use any special equipment while at school (wheelchair, walker, protective headgear, glucometer, hearing aids, etc.)?**

No Yes If yes, what kind of equipment? \_\_\_\_\_

**If it becomes medically necessary, in the opinion of the school nurse, I give my permission for the following non-prescription medication(s) to be given to my child if needed during school hours. Dosage will be as directed on the label.**

**Tylenol (acetaminophen)** may be given for temperature **100.0** or higher, headache, mild pain. No Yes

**Benadryl** may be given for allergic reactions. Parents will be notified to pick up student No Yes

**Antacids (Tums)** may be given for complaint of upset stomach. No Yes

These medications will be supplied by the school. Please see the White Hall School District Medication Policy, Tylenol Policy, and Benadryl Policy for complete information regarding these medications. The Medication Policy will instruct parents on what to do if your child may need another medication.

**Please list any additional health related information or comments** \_\_\_\_\_

Health information must be updated annually or as changes in health condition or treatment occurs.

By signing below, I acknowledge the above information to be correct, and staff may call the emergency contacts listed on this form. I give my permission for staff to be notified of my child’s health information as deemed necessary by the Health Services Personnel. As the parent or guardian, it is my responsibility to be aware of district policies concerning medications, contagious illness, etc.

I have completed the Student Health Information Form and I have read the Health Services information and policies in the Student Handbook.

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

(Return this form to your child’s school)

**FOOD SERVICE PREPAYMENT**

*(Complete this form and return to the Classroom Teacher.)*

**Meal Charges**

The district does not provide credit for students to charge for meals, a la carte, or other food and beverage items available for purchase in the school food service areas, ***with one exception***, the district allows elementary students (K-5) ***only*** to charge up to \$30.00 when money is unavailable, and the student would have to miss meal service. 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. 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 to the student’s homeroom teacher and/or cafeteria aide;
- 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 to inform them the student’s account is low. Parents are contacted by phone and/or by a letter with the student’s balance amount thus preventing the student’s balance reaching zero.

Students, who submit proper documentation from a licensed physician to receive a meal substitution for a Special Needs Medical Diet in accordance with Policy 4.50 — SCHOOL LUNCH SUBSTITUTIONS, shall receive the same type of substitution for an alternative meal.

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.

*By signing this form, I acknowledge that I have been informed of the requirements stated in this Food Service Pre-Payment, Meal Charges.*

**Student Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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

**School Official Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

(Return this form to your child’s school)

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The building principal is the administrative head of the school and oversees the organization, administration, supervision, and instruction in the school. The principal will help with any problem you might have if you seek his/her help.

Hardin Elementary  
700 Schoolwood Drive  
Redfield, Arkansas 72132  
501-397-2450

**AMY ALLEN, GUIDANCE COUNSELOR**

The guidance counselors exist to serve students. They will help with educational planning, interpretation of test scores, occupational information, scheduling, study helps, help with home, school, and/or social concerns, or any question the student would like to discuss with the counselors. Emergencies are handled immediately. Appointments can be scheduled with the counselors.

**JASON ANZALDUA (SRO)**

The School Resource Officer is a full time White Hall Police Department police officer stationed at the school. The SRO serves as a resource person for students, school staff, and parents regarding law enforcement and other related matters. The SRO will also investigate any criminal activity that occurs on the campus.

In addition to the SRO officer, the School District has access to K-9-Officer Boston stationed in Redfield.

**SECRETARY/OFFICE**

CAROL EAGLE, SECRETARY  
CHRIS BOWLES, SECRETARIAL/MEDIA AIDE

**LIBRARIAN**

JOAN SIMS, LIBRARIAN

**NURSE**

LISA NUTTER, LPN

*"Lead, Excel, Achieve, Dream"*

## HARDIN ELEMENTARY FACULTY

### JEFF GLOVER, PRINCIPAL

Kim Bulloch.....	Kindergarten
Sydnee Clark.....	Kindergarten
Jennifer Oldner.....	1 <sup>st</sup> Grade
Natalie Ritchie.....	1 <sup>st</sup> Grade
Amanda Ferris.....	2 <sup>nd</sup> Grade
Jeannie Shirley.....	2 <sup>nd</sup> Grade
Alicia Mizell.....	3 <sup>rd</sup> Grade
Stephanie Koonce.....	3 <sup>rd</sup> Grade
Alexandria Knight.....	4 <sup>th</sup> Grade
Brandi Shaw.....	4 <sup>th</sup> Grade
Hayley Netherton.....	5 <sup>th</sup> Grade
Misti Reinoshek.....	5 <sup>th</sup> Grade
Samantha Peckham.....	Special Education
Susan Maynard/Ashley Thompson.....	Art
Amy Allen.....	Counselor
Marybeth Passmore.....	GATE
Joan Sims.....	Media Director
Sharyla Thompson.....	Music
Betsy McCarty.....	Physical Education
Lori Copeland.....	Title 1 Reading
Sharyla Thompson.....	Title 1 Math Support
Sarah Rushing.....	Speech Therapist
Anna Hollowell/Gina Richardson.....	Duty Aide

*"Lead, Excel, Achieve, Dream"*

**WHITE HALL SCHOOL DISTRICT ADMINISTRATION**

Doug Dorris	Superintendent	247-2196
Assistant Superintendents		
Doug Brown	Business, Finance & Human Resource	247-2196
Cedric Hawkins	Transportation & Maintenance	247-2171
Debbie Jones	Curriculum, Instruction, Federal Programs & Technology	247-2196

**WHITE HALL SCHOOL BOARD OF DIRECTORS**

Dr. Raymond Jones	Board President
Scott Ray	Board Vice-President
Roy Agee	Board Member
Dr. Doug Coleman	Board Member
Scott Lockhart	Board Secretary
Scott Pittillo	Board Member
James Welden	Board Member

**WHITE HALL SCHOOL DISTRICT WEBSITE**

**[www.whitehallsd.org](http://www.whitehallsd.org)**



## WHITE HALL SCHOOL DISTRICT

### **ASSURANCE OF SCHOOL DISTRICT COMPLIANCE WITH CIVIL RIGHTS RESPONSIBILITIES**

The undersigned superintendent for the White Hall School District and Jefferson County assures The Director, General Division, and Arkansas Department of Education that all schools within the district follow the Civil Rights Regulations as stated:

#### **TITLE VI, SECTION 601 OF THE CIVIL RIGHTS ACT OF 1964**

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

##### **The District Title VI Civil Rights Coordinator is:**

**Doug Dorris, Superintendent:** Phone (870) 247-2196  
1020 West Holland  
White Hall, AR 71602

#### **TITLE IX, SECTION 901, OF THE EDUCATION AMENDMENT OF 1972**

No person in the United States shall, based on sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.

##### **The District IX Civil Rights Coordinator is:**

**Doug Dorris, Superintendent:** Phone (870) 247-2196  
1020 West Holland  
White Hall, AR 71602

#### **SECTION 504 OF THE REHABILITATION ACT OF 1973 AND TITLE II**

No otherwise qualified handicapped individual in the United States...shall, solely because of handicap, be excluded from the participation in, be denied the benefit of, or be subject to discrimination under any program or activity receiving Federal financial assistance.

##### **The District Civil Rights Section 504 Coordinator is:**

**Debbie Jones:** Phone - 247-2196  
1020 West Holland  
White Hall, AR 71602

#### **TITLE II, THE AMERICANS WITH DISABILITY ACT OF 1990**

No otherwise qualified handicapped individual in the United States...shall, solely because of handicap, be excluded from the participation in, be denied the benefit of, or be subject to discrimination under any program or activity receiving Federal financial assistance.

##### **The District Title II Civil Rights Coordinator is:**

**Debbie Jones:** Phone - 247-2196  
1020 West Holland  
White Hall, AR 71602

## **VISION STATEMENT**

The White Hall School District exists to serve the needs and interests of each student by providing a quality educational program consisting of curricular and extracurricular activities designed to further enhance the strength of this nation and by exerting continuous efforts toward the improvement and enrichment of the quality of life.

## **MISSION STATEMENT**

The school district will promote the development of an understanding of the world and inculcate in the students a loyalty to the values of a free society. Also, the district will continue to stress the universal human heritage, stimulate and encourage creative thinking, and contribute to the appreciation and advancement of the arts and sciences.

Through the educational program, all schools within the district will support each individual student's efforts:

- a. To achieve mastery of basic competency skills in reading, mathematics, communications, and problem solving.
- b. To expand intellectual development of learning skills for critical thinking and decision making and to require independent study skills to facilitate continued learning throughout life.
- c. To become economically self-reliant by developing respect for the dignity of work, acquiring job entry skills, and developing an understanding of the economic relationships between management of time, money, and personal resources.
- d. To identify and clarify ethical, moral, and spiritual values necessary for becoming a responsible and humane citizen.
- e. To develop an understanding of the political heritage and democratic principles of society and acquire a sense of responsibility to the American democracy.
- f. To realize self-limitations and capabilities and develop insights into the unity and interrelatedness of knowledge.
- g. To improve the quality of personal and professional technology-based decisions and participate in the transition from an industrialized society to a service and information age.

## **WHITE HALL SCHOOL DISTRICT**

### **TO THE STUDENTS OF THE WHITE HALL SCHOOL DISTRICT**

The goal of the White Hall School District is to help all students achieve success in every aspect of school life. Each student should strive to attain a high level of competency in all academic areas and participate in activities that will help develop their own interests and talents.

The opportunity to get an education is a privilege that should not be abused. Among the lessons one learns in school, a very important one, is self-discipline. Discipline is not taught as a subject but your success in getting an education and even your success in life depends upon good self-discipline. In your training, you should develop self-control, character, orderliness, and efficiency. These characteristics will be of increasing value as you strive to attain your goals throughout life.

The District urges each of you to give much thought toward trying to understand the purpose of proper discipline so that you may form a positive attitude toward it, and not only do your part in making your school an effective place for learning, but in developing habits of self-restraint and self-control that will make you a better person.

You have every opportunity to be a successful, happy student in the White Hall School system. You will enjoy many privileges, but these privileges carry with them increasing responsibilities. We want you to establish a standard of conduct that reflects responsible citizenship and pride in the school, faculty, students, organizations, and other activities.

This Student Handbook is presented to each of you with hope and anticipation that it will aid you in being a successful student in the White Hall School District.

### **STUDENT RIGHTS, RESPONSIBILITIES AND LIMITATIONS**

The school is a community and the rules and regulations of a school are the laws of the community. All those enjoying the rights of citizenship in the school community must also accept the responsibilities of citizenship. A basic responsibility of those who enjoy the rights of citizenship is to respect the laws of the community.

Students' rights are the same as those extended to any other citizen of the United States of America. Individual rights must be exercised carefully to preserve the rights of others. Students are responsible for the way they behave. For any actions committed outside the boundaries of acceptable behavior, students must accept the consequences. All students are protected by due process of law.

Administrators and teachers also have rights and duties. The teacher is required by law to maintain a suitable environment for learning, and administrators have the responsibility for maintaining and facilitating the educational program.

The principal is authorized to suspend students for cause up to ten (10) days. The Board of Education has the authority to expel students for cause for periods longer than ten (10) days.

The White Hall School District rules, regulations, and procedures are designed to protect all members of the educational community in the exercise of their rights and duties.

## WHITE HALL SCHOOL DISTRICT POLICIES AND PROCEDURES

### **(ABSENCES) ATTENDANCE POLICY (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; person having lawful control of the student; or person standing in loco parentis, presented in the timeline required by this policy, shall be considered as unexcused absences. Students with (*insert number*) 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 (*insert number equal to 1/2 above number*) unexcused absences, his/her parents, legal guardians, persons with lawful control of the student, or persons standing in loco parentis shall be notified. Notification shall be by telephone by the end of the school day in which such absence occurred or by regular mail with a return address sent no later than the following school day.

Whenever a student exceeds (*same number as in the first paragraph of this section*<sup>5</sup>) unexcused absences in a semester, the District shall notify the prosecuting authority and the parent, legal guardian, person having lawful control of the student, or persons standing in loco parentis shall be subject to a civil penalty as prescribed by law.

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

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

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

The District shall notify the Department of Finance and Administration whenever a student fourteen (14) years of age or older is no longer in school. The Department of Finance and Administration is required to suspend the former student's operator's license unless he/she meets certain requirements specified in the statute. *Legal References: A.C.A. § 6-4-302; A.C.A. § 6-18-107; A.C.A. § 6-18-209; A.C.A. § 6-18-220; A.C.A. § 6-18-222; A.C.A. § 6-18-229; A.C.A. § 6-18-231; A.C.A. § 6-18-507(g); A.C.A. § 6-18-702; A.C.A. § 7-4-116; A.C.A. § 9-28-113(f); A.C.A. § 27-16-701; Division of Elementary and Secondary Education Rules Governing Distance and Digital Learning*

#### **ACADEMIC COURSE ATTENDANCE BY PRIVATE AND HOMESCHOOLED STUDENTS**

The District allows private school and home-schooled students whose parents, legal guardians, or other responsible adult with whom the student resides are residents of the District to attend academic courses offered by the District. The District will place a list of courses that a private school or home-schooled student may request to attend on its website by:<sup>21</sup>

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

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

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

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

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

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

- Require the addition of staff or classrooms;
- Exceed the capacity of a program, class, grade level, or school building;
- Cost the District more for the student to attend the academic course than the District receives for the student's attendance;
- Cause the District to provide educational services the District does not currently provide at a financial burden to the District;

- Cause the District to be out of compliance with applicable laws and regulations regarding desegregation.

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

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

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

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

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

The opportunity provided to home schooled students under this policy is in addition to the opportunity provided in Policy 4.56.2—EXTRACURRICULAR ACTIVITY ELIGIBILITY FOR HOME SCHOOLED STUDENTS. *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.; DESE Rules Governing Distance and Digital Learning; DESE Rules Governing Kindergarten Through 12<sup>th</sup> Grade Immunization Requirements in Arkansas Public Schools; Commissioner's Memo COM-19-021*

### **ACCESS OF STUDENT RECORDS**

This notice informs parents and eligible students (those ages 18 or older) of their rights concerning educational records maintained by the White Hall School District. These rights include those of access to the records, opportunity to challenge such records, limitations on disclosure, and provisions to file a complaint with the Department of Education. These rights are explained in the Family Educational Rights and Privacy Act of 1984 (FERPA) as amended (Public Law 93-380) and 1232g. The School Laws of Arkansas (1975), a copy of which may be reviewed in the office of the principal.

The laws and regulations require school systems such as White Hall to:

1. Provide parents and eligible students the opportunity to inspect educational records. Requests should be directed to the school principal.
2. Provide parents and eligible students the opportunity to challenge the contents of the records when they believe it contains information that is inaccurate, misleading, or an invasion of the student's right to privacy. This does not apply to grades.
3. Limit disclosure of information from the student's record to those who have written consent of the parent or eligible student, or to officials specifically permitted under the law (such as White Hall School District officials); to those of other schools in which the student seeks to enroll; and under certain conditions and for specific purposes to local, state and federal officials.

An amendment to FERPA permits educational agencies and institutions to disclose, without the consent or knowledge of the student or parent, personally identifiable information from the student's education records to the Attorney General of the United States or to his designee in response to an *ex parte* connection with the investigation or prosecution of terrorism crimes specified in *Sections 2332b (g) (5) (B) & 2331 of title 18, U.S. Code*.

Parents and eligible students may file a complaint with the Department of Education if they believe their rights under this law have been violated and if efforts to resolve the situation through appeal channels within the White Hall School District have not proved satisfactory. Complaints should be addressed to: Family Educational Rights, Switzer Building, Room 4511, Washington, D.C. 20202.

In addition, the law requires that each school system define "directory information," to inform parents and eligible students what it is and to explain how they can prevent any or all parts of directory information (to be released for school purposes):

- Student's name
- Address
- Telephone Number
- Date/place of birth
- Dates of attendance
- Honors/awards received
- School(s) attended
- E-mail address
- Participation in activities
- Height/weight, if member of athletic team
- Photographs

Parents and eligible students may refuse to allow the release of any or all items listed above. In such cases, they must notify the principal of the student's school in writing within two (2) weeks of receipt of this notice of the specific information to be withheld. Copies of the White Hall School District policy on privacy rights and student records may be obtained by contacting: Administration Office, 1020 West Holland, White Hall, Arkansas.

**ARKANSAS COMPREHENSIVE TESTING, ASSESSMENT AND ACCOUNTABILITY PROGRAM**  
***(EVERY STUDENT SUCCEEDS ACT (ESSA): Arkansas Plan: [www.ArkansasESSA.Org](http://www.ArkansasESSA.Org))***

Every student attending an Arkansas public school shall participate in the statewide program of educational assessments required in Ark. Code Ann. §§ 6-15-419, 6-15-433, 6-15-2009 and established by the State Board. The assessments administered to Arkansas students are detailed below. Federal and state law, as well as State Board of Education regulations, mandate testing for public school students in Arkansas. All students are expected to participate in state assessments. The laws and regulations require the administration of criterion-referenced tests (CRTs) and norm-referenced test (NRT). The Arkansas Department of Education has established a program of testing that focuses on measuring application of basic skills and problem-solving skills essential to the success of students in school.

The **ACT-Aspire** tests have been developed to measure achievement and will identify students who may need additional instruction in language arts, mathematics and science. Students, grades *three (3) through ten (10)*, will be tested in the spring with the *ACT-Aspire* exams for *Achievement and Growth* in *English Language Arts (English, reading, writing); Mathematics; and Science (SQSS indicators)*.

If a student does not score at either the *E-Exceeds* or *R-Ready* levels on the examination, a ***Student Success Plan (SSP)*** will be developed for students scoring at *C-Close* or *N-Needs Support* levels. Parents/guardians are to review test results with the classroom teachers/building administrator, attend parent/teacher conferences, and provide input into the development of the ***Student Success Plan (SSP)*** as required by law.

A new developmentally appropriate assessment for *Grades K, 1 & 2* has been selected and shall be administered three (3) times throughout the school year. Students who show evidence of a substantial reading deficiency based on test scores, ***at or below the 25% percentile***, shall be provided *Intensive Reading Instruction* by the school. An **Intensive Reading Improvement plan (IRI)** shall be developed for any student identified with a substantial reading deficiency. The IRI shall be developed by the teacher for use in remediation of the student. The remediation shall occur during the school day and shall supplement the daily core literacy classroom instruction. The IRI shall include periodic monitoring assessments based on student growth which leads to grade level performance. Student

achievement in each of the five essential elements, *comprehension, phonics, fluency, phonemic awareness, and vocabulary*, shall be monitored monthly after the student completes the intervention and meets requirements. Thirty minutes daily is required either in small group or individually by a highly qualified teacher and/or paraprofessional. The IRI contains a description of the student's reading deficiency, a description of current services and a description of the interventions and instructional strategies that are designed to remediate the identified areas of reading deficiencies.

The **ELPA21** Online Assessment for Grades K-12 shall be administered within the window, January-March. The English Language Proficiency Assessment for the 21st-Century (ELPA21) measures a student's growth in English language proficiency based on English Language Proficiency (ELP) Standards. It provides valuable information that informs instruction and facilitates academic proficiency in English to help make sure all ELs leave high school prepared for college and career success.

Alternate Assessment for Students with Significant Cognitive Disabilities will be assessed with **Dynamic Learning Maps** for 2018. Dynamic Learning Maps test English Language Arts, grades 3–10; *Math, grades 3–10*; and Science, grades 3–10 (SQSS indicator).

**ACT Grade 11 measures achievement with the percent** meeting ACT College Readiness in Reading, Math & Science Readiness Benchmarks. Additionally, the Advanced Placement (AP) exams are required for weighted credit and scheduled during the month of May.

ACT 35 of the 2<sup>nd</sup> Extraordinary Session does not allow students who score below proficient to opt out of the remediation program. Remedial instruction provided in grades kindergarten through twelve (K–12) may not be in lieu of English, mathematics, science, or social studies or other core subjects required for graduation. The district shall determine the extent of the required participation in remediation as set forth in the Student Success Plan (SSP). ACT 35 established that students in grades one through eight (1-8) *and scoring below E-Exceeds or C-Close* who do not participate in remedial programs developed by the schools, shall be retained.

Any student that has a Student Success Plan (SSP) and fails to remediate, but scores at the **E-Exceeds** or **R-Ready** levels on the criterion-referenced assessments, shall not be retained.

### **ALTERING GRADES**

Any student who knowingly or purposely alters officially recorded grades on a report card or elsewhere will be subject to disciplinary action.

### **AMBULANCE DISPATCH PROTOCOL/POLICY**

In the event a student experiences a life-threatening illness or injury, this protocol will be followed. The following situations will result in an immediate 9-1-1 call to dispatch an ambulance and then a call to the parents/guardians.

1. Any time CPR is done or an AED (Automated External Defibrillator) is used.
2. Loss of consciousness where the student cannot be easily aroused, or the student goes in and out of consciousness.
3. Allergic reactions that require the use of an epi-pen.
4. Diabetic unconsciousness that requires the use of glucagon.
5. A student having a seizure and who is not documented as having a history of seizures, or if the student is a documented seizure patient, medical doctor's orders will be followed as to when to activate EMS.
6. If a student has a compound fracture this is a broken bone that has punctured the skin and is protruding out.

Any other illnesses or injuries will be assessed by Health Services Personnel and if an ambulance is recommended, parents/guardians will be notified for authorization. If parents/guardians choose not to dispatch an ambulance and the student's condition deteriorates, Health Services Personnel reserve the right to dispatch an ambulance.



### **ANIMALS**

Animals will not be brought to school without the permission of the principal.

### **ARRIVAL AT SCHOOL**

The doors at Gandy Elementary, Taylor Elementary and Moody Elementary will be opened for students at 7:50 a.m. Parents who transport students are requested not to leave students unsupervised prior to 7:50 a.m. Hardin Elementary doors will be opened at 7:40 a.m.

### **ASSEMBLIES**

School sponsored *educational assemblies* are an important part of the learning process and are approved and scheduled by the building principal for students. School discipline policies are applicable for all assemblies. School sponsored *awards assemblies* are an integral part of the learning process and supports parental involvement. Awards assemblies are approved and scheduled by the building principal for students, parents and guests. School discipline policies are applicable for all assemblies. The principal and/or the teacher in charge will dismiss assemblies. Students shall remain quiet and seated until dismissed. Parents will be given notice of school assemblies.

### **ATTENDANCE**

The schools of the White Hall School District are open and free through completion of the secondary program to all persons between the ages of five (5) and twenty-one (21) years whose parents or legal guardians are residing in the District, and to all persons between those ages who have been legally transferred to the District for education purposes. Any person eighteen (18) years of age, but who has not attained the age of twenty-one (21) years, may establish a residence separate and apart from his parents or guardians for purposes of education and enroll in the District's schools. No person over the age of twenty-one (21) shall be permitted to enroll in the schools from kindergarten through grade twelve (12).

Every parent, guardian or other person residing within the state of Arkansas having custody or charge of any child or children age five (5) through seventeen (17) years on August 1 of that year, both inclusive, shall enroll and send the child or children to a public, private or parochial school, or provide a home school for the child or children under such penalty for noncompliance as shall be set by law with the following exception:

Any child, who has received a high school diploma, or its equivalent as determined by the State Board of Education, is not subject to this attendance requirement. The White Hall School District may grant a waiver of the attendance requirement to any student age 16 or 17 years to enroll in the adult education program only after the following criterion have been met.

- a. A formal application to the district for a waiver to enroll in the adult education program is submitted.
- b. The student and the student's parents, guardians or persons in loco parentis meet with the school principal and counselor to discuss academic options open to the student.
- c. The District determines that the student is a proper candidate for enrollment in adult education contingent upon approval by the appropriate adult education program. (A.C.A. 6-18-201)

The White Hall School District has adopted student attendance policies. The student attendance policy includes excessive absences as a mandatory basis for denial of promotion or graduation. Each school has developed strategies for promoting maximum student attendance, including, but not limited to, the use of alternative classrooms and in-school suspensions in lieu of suspension from school.

### **ATTENDANCE REQUIREMENTS FOR STUDENTS IN GRADES K- 12**

Students in grades kindergarten through twelve (K-12) are required to attend a full school day. Planned

instructional time must be three hundred sixty (360) minutes daily. (A.C.A. 6-18-211)

### **ATTENDANCE ZONE**

All resident students of the District shall be assigned, subject to policy limitations and judicial constraints, to the school serving their attendance zone. If a parent or legal guardian moves to a different attendance zone during a semester, the parent or guardian may choose to attend the school in either attendance zone for the remainder of the semester in which they moved. At the beginning of the following semester, the child must attend the school serving their new attendance zone, again subject to policy limitations and judicial constraints. If the parent elects to keep their child in their original attendance zone, transportation will not be provided.

### **BICYCLES**

Permission must be obtained from the building principal before a student will be permitted to ride a bicycle to school. Any student who rides a bicycle to school may not move that bicycle during the school day for any reason.

### **BULLYING**

#### **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;

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

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

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

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

- Incite violence towards a student, school employee, or person with whom the other student or school employee is associated.

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

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

Cyberbullying is prohibited whether the cyberbullying originated on school property or with school equipment, if the cyberbullying results in the substantial disruption of the orderly operation of the school or educational environment or is directed specifically at students or school personnel and maliciously intended for 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 because of the bullying:

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

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

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

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

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

1. As soon as reasonably practicable, but by no later than the end of the school day following the receipt of the credible report of bullying;

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

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

Notice of what constitutes bullying, the District's prohibition against bullying, and the consequences for students who bully shall be conspicuously posted in every classroom, cafeteria, restroom, gymnasium, auditorium, and school bus. Parents, legal guardians, person having lawful control of a student, persons standing in loco parentis, students, school volunteers, and employees shall be given copies of the notice annually.

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

Copies of this policy shall be available upon request.

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

### **BUS RULES AND REGULATIONS**

*Students and parents are asked to read these regulations carefully.* These regulations must be followed if we are to provide safe and efficient transportation for the students of the district. The purpose of the Transportation Department of the White Hall School District is to provide the safest, most efficient transportation possible for those students who are to be transported between their home and school. This process is the responsibility of the entire community and requires the cooperation of all students, parents, school personnel and citizens who drive on the streets in the presence of school buses. While the board of education offers, as needed, a system of pupil

transportation, it also requires parents of students to accept responsibility of supervision until the child boards the bus in the morning and leaves the bus at the end of the school day.

### **BUS CONDUCT**

- A. School buses are operated by the White Hall School District as an accommodation to students and parents. Riding a bus is a privilege that must not be abused by daily bus riders or those riding a bus for a field trip.
- B. Students will load and unload buses in an orderly manner. Students may not enter any bus parked on campus during the school day.
- C. Once a student boards the bus in the morning and only at that time does the student become the responsibility of the school district. Such responsibility shall end when the student is discharged at the regular bus stop at the close of the school day.
- D. Since the bus is an extension of the classroom, students are required to conduct themselves on the bus in a manner consistent with established standards for classroom behavior.
- E. When the student does not conduct himself/herself properly on a bus, the bus driver shall report such instances to the attention of the Principal. The Principal shall inform the parents of misconduct and require their cooperation in controlling the student's behavior. The Principal shall also discipline students as deemed appropriate.
- F. A student who becomes a serious disciplinary problem on the school bus may have their transportation privileges suspended or terminated. In such cases, the parents of the children involved shall become responsible for transporting their children to and from school.
- G. Students will not be permitted to ride a bus other than their assigned bus without written approval of the principal and parent.
- H. Students must remain seated facing the front while the school bus is moving. (A.C.A. 6-19-119).
- I. Other bus activities not permitted include:
  - 1. Damage to bus equipment (seats, windows, etc.) will be paid for by the offender.
  - 2. Defacing any part of a school bus by such action as writing or damaging seats.
  - 3. Eating and drinking.
  - 4. Playing radios, tape players, CD players or band instruments.
  - 5. Putting hands, arms or heads out of the windows.
  - 6. Scuffling or fighting.
  - 7. Smoking.
  - 8. Tampering with any of the bus safety devices.
  - 9. Throwing paper or other objects on the floor
  - 10. Yelling at anyone on the bus or outside the bus.

A. District policy for a student's inappropriate behavior resulting in a bus disciplinary report is as follows:

<b><u>NUMBER OF REPORTS</u></b>	<b><u>ACTIONS</u></b>
1. First Incident (Minor)	Warning by Administrator
2. First Incident (Major)	Disciplinary action: (Removal from bus by Administrator)
3. Second Incident	Removal from the bus (3 days)
4. Third Incident	Removal from the bus (5 days)
5. Fourth Incident	Removal from the bus (10 days)
6. Fifth Incident	Removal from the bus (20 days)
7. Sixth Incident	Removal from bus for the remainder of the school year

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

## **BUS CONDUCT TO AND FROM SCHOOL AND TRANSPORTATION ELIGIBILITY**

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

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

Students are eligible to receive district bus transportation if they meet the following requirements. The transportation to and from school of students who have lost their bus transportation privileges is the responsibility of the student's parent or guardian. *Legal References: A.C.A. § 5-60-122; A.C.A. § 6-19-119 (b); Ark. Division of Academic Facilities and Transportation Rules Governing Maintenance and Operations of Ark. Public School Buses and Physical Examinations of School Bus Drivers 4.0*

## **BUS RIDING RULES**

*Students cannot ride* any bus except the bus to which they are assigned without securing written permission from the principal. Visitors are not allowed to ride buses unless permission is first obtained from the Director of Transportation.

- a. Obey the instructions and directions of the driver. Students are under his/her supervision. The driver will submit a written report of all violations to the school principal
- b. Do not distract the driver's attention or disturb other riders on the bus. Students must remain reasonably quiet while on the bus.
- c. Remain seated while the bus is in motion or stopped except as the driver directs.
- d. Legs and feet should not be in the aisle.
- e. Keep all books, lunches, coats, etc., out of the aisle of the bus.
- f. Dangerous and illegal items such as firearms, weapons, knives or any other article determined to be a threat to the safety or security of others are not allowed on school buses. School authorities will seize the items. Appropriate disciplinary action will be taken.
- g. Sharp objects, clubs or animals are never allowed on a school bus.
- h. Students are not allowed to enter any bus at any time while the bus is parked on a school campus.
- i. Students displaying improper conduct while on a bus will be subject to punishment.

## **BUS STOP**

1. Be at the bus stop ten (10) minutes before the bus is scheduled to arrive. Do not arrive earlier than ten (10) minutes beforehand.
2. Before crossing a street to enter the bus, wait until the bus has come to a complete stop and the driver has given you directions.
3. Respect the property rights of others while waiting for the bus. Don't litter or make unnecessary noise. Don't gather under carports, on porches or on lawns without permission.
4. Stand-back ten (10) feet from the bus stop and do not approach the bus until it has come to a complete stop and the door is opened.
5. If you miss the bus, do not attempt to (1) ride another bus, (2) walk to or from school or (3) hitchhike.

## **BUS LOADING AND UNLOADING**

1. Students will enter and leave the bus in an orderly manner.
2. Do not enter or leave the school bus by the back door except in the case of an emergency or unless directed by the driver.

3. If you must cross the street after leaving the bus in the afternoon, go to a point on the shoulder of the street ten (10) feet in front of the bus. Wait until the driver signals you to cross. **NEVER CROSS BEHIND THE BUS**
4. If you drop any object (book, paper, pencil, etc.) while leaving the bus, do not attempt to retrieve the object until the bus has left the scene and the street is clear of other vehicles.
5. After exiting the bus at school, students are to go immediately to the playground, cafeteria, or classroom as instructed by their teachers.

#### **BUS EMERGENCY EVACUATION PROCEDURES**

1. In an emergency, students should remain calm and quiet and listen for instructions from the bus driver. If the driver is unable to conduct emergency measures, the students should follow the procedures below in leaving the bus:
2. If the exit is through the front door, students in the front seat to the left of the aisle will move out first, followed by the right front seat and proceeding in this manner until all seats are emptied.
3. If the exit is through the rear emergency door, those students sitting next to the aisle shall leave first, beginning with those students in the rear of the bus.
4. If a rapid exit is necessary and it is possible to exit from both doors, students in the rear half of the bus should move out the back door and those in the front half should move out the front door.
5. If the bus should be overturned, students should evacuate through windows or through either door.
6. Upon leaving the bus in an emergency exit, students are to move immediately off the roadway to a safe distance from traffic. They should not cross the road unless instructed by the driver.
7. In the event of a tornado or other natural disaster, students should follow the instructions of the bus driver regarding emergency procedures.

#### **BUS TRANSPORTATION TO AND FROM SCHOOL FUNCTIONS**

1. Students attending or participating in a school sponsored activity for which transportation is furnished by the school must travel to and from the activity on the transportation provided.
2. Only exception to this regulation will be when the parent/guardian of a student personally requests in writing to the building principal to allow the student to ride home with them.

Any superintendent who knowingly transports more students than can be reasonably seated in the school bus shall be guilty of a misdemeanor, and upon conviction shall be fined not less than fifty dollars (\$50.00) nor more than one hundred dollars (\$100).

The school district encourages any person, who observes an incident jeopardizing the safety of the students on a school bus, to report the incident to the Transportation Department. It is most helpful when a person can identify the bus by its number when making such reports. Any recommendations that will assist the department in its operation are also encouraged. The office of the Director of Transportation of the White Hall School District is located at the Julius S. Brown Administration, 1020 West Holland Avenue, White Hall, Arkansas, 71602. The phone number is (870) 247-2171.

**NOTE:** *Unauthorized entry of a school bus* is a violation of state law. Only eligible students, persons employed by the district and school activity volunteers are allowed entry to a school bus. This is a Class B misdemeanor. (A.C.A. 5-39-214)

#### **CAFETERIA VISITATION**

Parents are welcome to eat lunch with their child. ***We ask that you refrain from bringing "fast food" to be consumed in the cafeteria during lunch time.*** Eating "fast food" in front of other students causes unnecessary distraction. We ask that you be considerate of ALL children and understand that we want them to all feel special.

It's very hard to accomplish this when students feel excluded. It is special when parents take the time and can come eat lunch with their child and we surely encourage parents to eat with their children. Again, we simply ask for you to consider the feelings of children who aren't afforded this opportunity and help us encourage the students to eat the meals the district provides. Also, when eating lunch with your child please refrain from inviting other students to sit as a group. Often this turns into a "party" and again causes distractions. Guest meals cost \$4.00. If you insist upon bringing "fast food" when visiting with your child during lunch, we will provide you a private setting away from the other students. When planning a visit for lunch, please notify the office no later than 8:30 a.m. the day of the visit if you are purchasing an adult meal.

The school asks parents of all students plan their lunch visits accordingly by avoiding excessive visitation that may hinder a student's social growth or deter social independence. Please vary the days of your visits that may foster student expectations and cause undue stress. (example: visiting every Monday)

### **CELL PHONES AND OTHER ELECTRONIC DEVICES (POSSESSION AND USE)**

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 ESSA 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. The prohibition in the policy does not extend to the electronic device the District provides for the student's use during assessment administration to the extent the student is using the District provided device to complete the assessment.

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. Cell phones may not be used in the halls or restrooms at any time.
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/videos in anywhere on campus during school hours or the hours of drop-off or pick up;
5. Creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction of oneself or another person.
6. Videoing, taking pictures, recording sound, or any data of students, school personnel, and school grounds and facilities.
7. Smart watches will not be allowed on campus.
8. Personal headphones or ear buds are not allowed on campus.

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

Before and after normal school hours, possession of electronic devices is permitted on the school campus.

The 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 and disciplinary action will be taken for students violating this policy. 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. The confiscated device will be held for parent/guardian pick-up with the following disciplinary action(s) taken:

- 1<sup>st</sup> offense – Take up phone and call parent
- 2<sup>nd</sup> offense – 3 D-Hall
- 3<sup>rd</sup> and successive offense – 5 Days D-Hall

Students who use a school issued cell phones and/or computers for non-school purposes, except as permitted by the district's Internet/computer use policy, shall be subject to discipline, up to and including suspension or expulsion. Students are forbidden from using school issued cell phones while driving any vehicle at any time. Violation may result in disciplinary action up to and including expulsion. ***Legal Reference:*** *A.C.A. § 6-18-515, ADE Test Administration Manual*

If during any violation of the cell phone policy, the student has engaged in any activity involving the use of the cell phone that is deemed vulgar, infringes on another person's rights, or used in any other illegal way, immediate and more severe disciplinary action will be imposed. Possession of a cell phone that is turned on during the instructional day, even though it may not belong to the student who is in possession, is still considered a violation of the district's cell phone policy by the student who is in possession of the phone.

If the administration determines a cell phone was used during the school day, while on the bus or on campus even though the cell phone was not confiscated, it is still a violation of the district's cell phone policy and the above guidelines for disciplinary action will result. If a student uses a communication device to contact an individual without the administration's knowledge and that individual or the student acknowledges that the contact was made, it is a violation of this policy and disciplinary action will result.

Some cell phones beep, even when they are turned off. If a student has ownership of this type of cell phone, the administration recommends that the cell phone be left at home, because disciplinary action will be taken by the administration if the cell phone causes a distraction during instructional time even though the cell phone is in the off position.

Students may use a cell phone with the coach or sponsor's permission while attending or traveling to and from an extracurricular event. Students may not use school owned telephones on the campus except the one located at the receptionist's desk by the principal's office. The only exception would be using a school telephone with the teacher's permission following an extracurricular event. Disciplinary action will be taken for violating this rule.

All devices used for paging or communication via the internet/email, text messaging, Global Positioning Systems, etc. is included in this policy. The same disciplinary rules and regulations regarding cellular telephones also apply to these devices.

Any device used for playing or recording music/voice is not allowed at school. The device will be confiscated, held for parent pick-up and disciplinary action taken. These items would include CD/Tape players/radios, I-Pods, MP3 players, flash memory players and voice recorders. Laser pointers, electronic games and other such devices are also included in this list. This list is not inclusive. Any item that interferes with the educational process will be confiscated and disciplinary action taken. The same disciplinary rules and regulations regarding cellular telephones also apply to these devices.

Cameras and other electronic devices used to produce pictures, photographs, or video are not allowed on the middle school campus. Possession and/or the use of such items will result in the same disciplinary action as a cellular telephone.

Students shall not use any wireless communication devices 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. ***Legal References:*** *A.C.A. § 6-18-515, A.C.A. § 27-51-1602, A.C.A. § 27-51-1603, A.C.A. § 27-51-1609, ADE Test Administration Manual*

## CHEATING

All students are expected to be honest and to display a high standard of integrity in the preparation and presentation of work for credit in all classes. The attempt of any student to present as his/her own work which he/she has not honestly performed will be regarded as a serious offense which will subject the offender to a zero as a grading penalty, and possible disciplinary action. The teacher/school will contact the parents or guardian of any student who is found to be in violation of this policy.

Cheating Dishonesty of any kind on a test, examination, written assignment, project, illegal possession of a test or examination questions, the possession of unauthorized notes during a test or examination, taking notes from or giving notes to another student, assisting others to cheat, plagiarism or altering grade records are instances of cheating. Students will receive a zero for the complete process and will be subject to disciplinary action.

Plagiarism Offering the work of another as one's own without proper acknowledgement is plagiarism; therefore, any student who fails to give credit for quotations or essentially identical material taken from books, encyclopedias, magazines, Internet, and other reference works, or from the themes, reports, or writings of a fellow student, is guilty of plagiarism and will receive a zero for the complete process and will be subject to disciplinary action.

## CHECK OUT PROCEDURE

Parents or guardians who wish to check out any student from school for the day or part of the day should make this request in person in the Principal's office. Students will be called only at the end of class periods. Exception: Students will be called in case of an emergency. Please refrain from checking a student out between 2:30 p.m. and 3:15 p.m. This is an important time of the school day in the classroom and considered a PEAK time in the school office. Parents are asked to remain in the car during this time and wait for the car rider bell unless it is an emergency. Bus or Car Rider changes should be made with the office prior to 2:30 p.m. See section on TARDIES for checkout procedures after 2:30 p.m.

The parent/guardian must present picture identification and have their name verified in the computer or on the Emergency Contact form before the student can leave with them. If anyone other than the parent asks for a student to check out, a written note, signed by the parent must be delivered to the school office prior to the child being called to the office.

Car Rider Line-Parents are required to possess a car rider tag at the end of the school day to pick up their child. Parents without the tag will be required to sign their child out in the office following established check out procedures.

## CHILD ABUSE REPORTING

The White Hall School Board directs full compliance by district employees with all child abuse and neglect reporting laws. (A.C.A. 12-12-507) Any school official or employee who knows or suspects that a child has been subjected to physical abuse, sexual abuse or neglect will immediately report or cause a report to be made to the school counselor or building principal, who will then become responsible for making a report to the proper authorities. School officials or employees who initiate the report **are not** responsible for proving the suspected neglect or abuse.

### Reporting Guidelines

1. School employees are included in a list of persons required by law to report if they have **reasonable cause** to suspect that a child has been subjected to abuse, sexual or neglect, or conditions and/or circumstances that would reasonably result in abuse. Employees of a school staff are required to notify the school counselor or the building principal.

2. The school counselor or building principal once notified will become responsible for making a report to the child abuse hotline.
3. If documentation of marks is needed, the school nurse will be notified to photograph the marks. After the telephone report has been made by the school authorities, a written report will be completed, placed in a sealed envelope marked *confidential*, and sent to the Superintendent of Schools.
4. If school personnel report or files a complaint based on suspected child abuse or neglect as required under A.C.A. 12-12-507 and/or if access to the student is granted to law enforcement personnel for purposes of investigation of suspected child abuse or neglect, notification to parents or legal guardians is not required. (Act 1217 of 2001),

### CHILD NUTRITION

#### SCHOOL MEAL MODIFICATION

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

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

The medical statement should include:

1. A description of the student's disability that is enough 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:
  - Food(s) to avoid or restrict;
  - Food(s) to substitute;
  - Caloric modifications; or
  - The substitution of a liquid nutritive formula.

If the information provided in the medical statement is unclear, or lacks enough detail, the district's Director of Child Nutrition Patsy Garner, 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 504 Coordinator, who will schedule a hearing addressing the grievance, 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' Memo CNU-17-051; 7 CFR 210.10(g); 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.*

**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. Parents or students choosing to do so may pay weekly or monthly in advance for students' meals. Board Approved.

**CHILD NUTRITION MEAL**

<b><i>Grades K-5: Reduced Price for Lunch, Breakfast, &amp; Milk</i></b>	
Lunch	(\$0.40 per-day)
Breakfast	(\$0.30 per-day)
Extra Milk	(\$0.35)
<b><i>Grades K-5: Paid Price for Lunch, Breakfast, &amp; Milk</i></b>	
Lunch	(\$3.00 per-day)
Breakfast	(\$1.50 per-day)
Extra Milk	(\$0.35)
<b><i>All Guests/Adult &amp; Children: Cost for Lunch, Breakfast, &amp; Milk</i></b>	
Lunch	(\$5.00 per-meal)
Extra Milk	(\$0.35)
Breakfast	(\$2.25)
<b><i>White Hall School District Staff: Cost for Lunch, Breakfast, &amp; Milk</i></b>	
Lunch	(\$3.75 per -day)
Breakfast	(\$2.25 per-day)

**Unpaid meal charges** are not allowed in the Child Nutrition Program according to federal Regulations, 7 CFR, part 3015 and OMB Circular A-87. These guidelines state that school districts are NOT REQUIRED to serve students who pay reduced or full price for meals, but do not bring money to pay for meals. However, school districts may inform parents by written notice which would allow students to charge a limited number of meals. The White Hall School District allow elementary students in grades K-5 to charge meals with the following guidelines.

The White Hall School District will allow elementary students (K-5) to charge meals only on occasion when money is unavailable, and the students would have to miss meal service. This is a courtesy extended to the student and should not occur on a regular basis. More than \$30.00 in charges will be considered excessive and will not be permitted. All students must pay \$.35 for extra milk. Any student with excessive charges will be encouraged to apply for free or reduced-price meals.

Students are encouraged to pay their lunch account daily, weekly, or monthly. Students may pay by three methods, either check, cash or My School Bucks App. If paying by check, the check must be written for the correct amount. If paying by cash daily, weekly, or monthly, send the correct amount in an envelope labeled with the student's name, classroom teacher, and the exact amount enclosed.

One carton of milk is included with the meal. Additional milk may be purchased at the lunch counter for \$.35 per carton for paid, reduced, and free lunch students.

Students who bring lunch from home will take their lunch into the cafeteria. Milk is available for purchase at \$.35 per carton.

Students are required to conduct themselves in an acceptable manner while having lunch in the cafeteria. Due to the

large number of students having lunch in the cafeteria, everyone is encouraged to assist in keeping their area clean and neat by placing all waste products in the proper container provided.

Students cannot trade, share, or give anyone food in the cafeteria. It is not permissible for anyone to take any food items from the cafeteria or to remain in the cafeteria to visit after eating lunch. Students should leave the cafeteria when dismissed.

No food/lunch may be dropped off for students during the school day. Any lunch brought to school by parents must be brought to the office. Parents should decide with their child before school to check the office for their lunch. The school is not responsible for delivery of student lunches brought on campus.

**FOOD OTHER THAN MEALS SERVED BY THE SCHOOL:** The distribution of any food to the student body other than that approved by *Arkansas State Legislation Act 1220* is prohibited. This includes but is not limited to treats for classroom birthdays and the selling of snacks and drinks by students and/or faculty. A copy of Act 1220 is available from the *School Health & Wellness Office*.

### **CLOSED CAMPUS**

All schools in the White Hall School District operate under a “closed campus” policy. Therefore, no student after having arrived on any campus, will be permitted to leave the school grounds at any time during the school day unless an early dismissal form has been signed in the office by the parent or a person designated by the parent.

- a. **Truancy:** Leaving campus without permission from the principal or being absent from school without parent’s consent is truancy. In accordance with the closed campus policy, once a student arrives on campus (walk, bicycle, bus, car, etc.), he/she cannot leave the campus until 3:30 P.M. or until their bus leaves after the school day. Any student who needs to check out cannot do so without securing permission from the office. All students must remain on campus during lunch.
- b. **Cutting Class:** Any student who misses part or all a class or is away from their assigned area for any length of time without permission from school personnel will be considered as cutting class.

### **COMPLAINTS, PROBLEM SOLVING AND APPEAL PROCEDURE**

A good communication link between the school and the home is necessary if students are to receive the maximum benefit from the educational opportunities available to them in the schools of the White Hall School District. Good communication results from open, frequent, and objective dialogue among students, teachers, parents, and school administrators. Most school problems are the result of poor communication among the parties involved. Proper communication, therefore, usually solves most, if not all, problems that are related to the school. To ensure problems are discussed and solved as quickly and as possible, the following procedure is to be employed in the White Hall School District.

1. If a parent becomes concerned about a problem at the classroom level, the parent should make an appointment with the teacher and thoroughly discuss the matter. Most problems are solved at this level.
2. Should the problem not be solved through discussions between the teacher and parent, or if the problem is not related to classroom activities, the parent should contact the principal for further attempts to find a workable solution.
3. If a parent is not satisfied with solutions offered at the building level, the parent may appeal to the Superintendent of Schools. The Superintendent may uphold, overturn, or modify decisions made by other District administrators.
4. Only the School Board may hear an appeal of a decision by the Superintendent while an official meeting of the Board is being held.

### **COMPULSORY ATTENDANCE REQUIREMENTS**

Every parent, legal guardian, person having lawful control of the child, or person standing in loco parentis of any child age five (5) through seventeen (17) years on or before August 1 of that year who resides, as defined by policy (4.1—RESIDENCE REQUIREMENTS), within the District shall enroll and send the child to a District school with the following exceptions-:

1. The child is enrolled in private or parochial school.
2. The child is being home-schooled and the conditions of policy (4.6—HOME SCHOOLING) have been met.
3. The child will not be age six (6) on or before August 1 of that school year and the parent, legal guardian, person having lawful control of the child, or person standing in loco parentis of the child elects not to have him/her attend kindergarten. A kindergarten waiver form prescribed by regulation of the Division of Elementary and Secondary Education must be signed and on file with the District administrative office.
4. The child has received a high school diploma or its equivalent as determined by the State Board of Education.
5. The child is age sixteen (16) or above and is enrolled in a post-secondary vocational-technical institution, a community college, or a two-year or four-year institution of higher education.
6. The child is age sixteen (16) or seventeen (17) and has met the requirements to enroll in an adult education program as defined by A.C.A. § 6-18-201 (b). *Legal References: A.C.A. § 6-18-201; A.C.A. § 6-18-207*

### **CONDUCT**

Students are expected to conduct themselves appropriately at all activities during the school day and at school events. Inappropriate behavior includes, but is not limited to, the following:

1. public display of affection,
2. obscene or rude language/remarks, gestures or action directed to anyone,
3. failure to follow the directions of school personnel, and
4. gang behavior (clothing or gestures).

Student participation in or attendance at school sponsored activities (concerts, assemblies, sports events, etc.) requires orderly behavior and good sportsmanship always. Normal school rules and penalties for violating such rules will be in effect. Failure to obey reasonable instructions of school district personnel shall result in loss of eligibility to attend any school sponsored events and may result in disciplinary action applicable under the regular school program.

### **CONDUCT IN THE BUILDING**

1. Absolutely no running in the halls at any time
2. No excessive talking, screaming, yelling, etc. in the building will be tolerated.
3. No grabbing, slapping, pushing or any other playing in the building is allowed. Play fighting will be considered real fighting.
4. Keep hands, feet, and all objects to themselves always.
5. No congregating in the hallway to visit as this interferes with other students going to classes.
6. Students are to be in their designated hallway.
7. Students whose actions, such as arguments, cause other students to congregate in the hall will be subject to disciplinary action.
8. Students in the halls during instructional time without a hall pass may be subject to disciplinary action.
9. Follow all teachers' directions always.

### **CONDUCT OUTSIDE THE BUILDING**

1. Students shall remain in their assigned area and may not leave without permission.
2. Students must use equipment properly.

3. No grabbing, slapping, pushing, etc. is allowed as this may lead to fights. Play fighting will be considered real fighting.
4. Students are to keep hands, feet, and all objects to themselves always.
5. Obscene gestures, profanity, or other inappropriate language is not allowed.
6. "Bullying" (including cruel teasing and name-calling) will result in disciplinary action.
7. Follow all teachers' directions always.

**NOTE: Behavior Not Covered.** The School District reserves the right to discipline student behavior which is not conducive to good order and discipline in the schools, even though such behavior is not specified in the written rules of this handbook. Students shall make restitution of any property stolen by them and shall be subject to disciplinary measures. (A.C.A.6-18-502)

### **CONFERENCES**

Teachers have a daily conference period. Parents who would like a conference with a teacher should contact the teacher to arrange a conference by calling the school office. Teachers may schedule a parent/teacher conference on their conference time, before school or after school hours. As a courtesy to teachers, conferences should be scheduled 24 hours in advance. Teacher conferences will not be scheduled during class time unless the building principal approval has been given.

Students may make appointments to visit with a teacher, counselor or principal by obtaining a written pass from that individual before school or during lunch. Students will not be released from class without a written pass.

### **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 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 these limitations outlined in Policy 4.16/Policy 6.5.

To avoid continuing child custody controversies involving school personnel and disruptions to the educational atmosphere in District schools, Arkansas law provides that the transfer of a child between custodial parents and non-custodial parents shall not take place on school property during the school day and during school hours.

The custodial or non-custodial parent may send to and/or drop off the student at school to be sent to and/or picked up by the other parent on predetermined days in accordance with any court order or a signed agreement between the custodial and non-custodial parents 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 if 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 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, person having lawful control, or person standing in loco parentis.

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. **Legal References:** *A.C.A. § 6-18-513; A.C.A. § 12-12-509, 510, and 516; A.C.A. § 9-13-10*

### **CORPORAL PUNISHMENT**

The White Hall 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 explained 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 another school administrator or designee who shall be a licensed staff member employed by the District. **Legal Reference:** *A.C.A. § 6-18-503 (b), A.C.A. § 6-18-505 (c)*

### **CORPORAL PUNISHMENT PROCEDURES**

Good discipline in the school results when students are taught in the home to respect the rights of others and to settle disagreements in an amiable manner, attend a school that provides a relevant curriculum taught by effective personnel in pleasant surroundings, and live in a community that provides constructive outlets for its youth. The board encourages and supports this positive approach to developing a desirable climate of discipline in the school.

A need exists for firmness in dispensing with any problems calling for disciplinary action which occur in the classroom and during other school activities, whether on or off the school premises. Accordingly, the board expects:

1. That the principal and faculty of each school will always be able to take disciplinary action,
2. That disciplinary action will contribute to the general welfare of the school or class and will be directed toward the positive improvement of citizenship of the group or individual involved,
3. That each teacher will handle his/her own discipline always if possible; however, the more serious problems may be taken to the principal for advice and counsel.

To maintain discipline and order within the schools of the district, the board of education shall permit the use of corporal punishment, provided that the punishment is administered in accordance with the statute and the district’s written discipline policies. *(Act 51 of 1994)*

The law requires that it be administered only for cause, be reasonable, follow warnings that the misbehavior will not be tolerated, and be administered only in the presence of a school administrator. If the corporal punishment is



being administered by a school administrator, another licensed school employee must also be present and informed of the reason for the punishment.

Teachers and administrators in a school district that authorizes corporal punishment shall be immune from civil liability for administering corporal punishment to students, provided that the punishment is administered in substantial compliance with the district's written student discipline policies.

The board of directors and the administration shall support teachers in their efforts to teach good citizenship by requiring proper student conduct. While teachers shall be reasonable in all student-related issues, they need not tolerate disrespectful, boisterous, rough, and abusive outbursts of language and temper by students.

For corporal punishment to be defensible and valid, the following general guidelines shall be applied:

- a) Except for those acts of misconduct which are extremely anti-social or disruptive in nature, corporal punishment should never be used unless the student is informed beforehand that specific misbehavior could occasion its use; and subject to this exception, it should follow specific failures of other corrective measures to effect student behavior modification.
- b) In incidents when a student insists on innocence of the offense or ignorance of the rule, a brief but adequate opportunity should be provided for student explanation.
- c) School principals or teachers who have administered corporal punishment shall provide the child's parents or legal guardians, upon request, a written explanation of the reasons and the name of the school employee who was present as a witness.

In addition to the above, the following guides shall apply to any use of corporal punishment in district schools.

- a) Corporal punishment shall be administered in the office of the principal or in such place or places as may be designated by the principal.
- b) Corporal punishment shall not be administered in the visual presence of other students.
- c) Corporal punishment shall be used only by the principal or his/her professional representative. (i.e. teacher)
- d) Utmost care, tact and judgment shall be exercised, and all cases of corporal punishment shall be documented by both the person administering the punishment and the witness and kept on file in the principal's office.
- e) The use of corporal punishment shall always be reasonable and proper. Considerations in this regard shall include but not be limited to the following:
  - 1) Age of the child;
  - 2) Size of the child;
  - 3) Sex of the child;
  - 4) Ability of the child to bear the punishment;
  - 5) Overall physical condition of the child.
- f) Corporal punishment shall not be administered in anger or with malice at any time.
- g) Corporal punishment will be administered to the lower posterior only.
- h) Corporal punishment shall be limited to no more than five (5) licks with a paddle furnished or approved by the school board.
- i) Refusal to take corporal punishment may result in suspension.

#### **CUSTODIAL AND NON-CUSTODIAL PARENT RIGHTS AND RESPONSIBILITIES Repeated on page 59**

In accordance with the Family Educational Right to Privacy Act (FERPA), the Board of Education makes no distinction between the custodial and no custodial parent about access to school records unless evidence has been provided through a court order, state statute, or legally binding document that specifically revokes these rights. "Parent" means a parent of a student and includes a natural parent, a legal guardian, or an individual acting as a parent in the absence of a parent or guardian. For the school's purposes, the parent who enrolls the student in school and with whom the student resides is considered the custodial parent unless school officials are informed otherwise by a certified court order. Parents have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great

distance, it is impossible for parents to review the records. Schools may charge a fee for copies. Parents have the right to request that school correct records, which they believe to be inaccurate or misleading. Both parents can see the student at school unless prohibited by court order. Only the custodial parent has the right to remove the student from school property or grant permission for the student to be removed from school property by others.

### **DETENTION HALL**

Detention hall is an alternative to in-school suspension or out-of-school suspension. Detention Hall is held in the mornings before school. Students must complete assignments given by the D- hall supervisor or homework assignment given by the teacher.

- A. Students cannot leave campus after detention hall is dismissed unless signed out by a parent/guardian in the office.
- B. The length of assignment to detention hall will be determined by the school principal or teacher.
- C. The student will be given a copy of the disciplinary referral listing the days of detention hall. The student shall obtain a parent/guardian signature on the referral form and return it to the detention hall supervisor the first day of detention. An additional day of detention hall will be added to the original assignment for each day the referral is not signed and returned.
- D. If a student fails to report to detention hall, an extra day will be added to the original assignment. The second time a student misses detention hall, the student will be suspended for one-half (1/2) the remaining assignment, not to exceed five (5) days of suspensions. This also applies to consecutive assignments.
- E. The only exceptions to reporting to detention hall are for medical or legal appointments verified by a doctor, lawyer, or law enforcement official. If transportation arrangements cannot be made or a student misses detention, the student will be suspended from school for one-half (1/2) the number of days remaining, not to exceed five (5) days.
- F. Students assigned to detention hall must report promptly with materials for study. Students who arrive five (5) minutes late will be assigned an additional day of detention hall. Students who arrive more than ten (10) minutes late will not be permitted to enter detention hall.
- G. Students will not be permitted to talk, pass notes, play games, etc. while assigned to detention hall. Students will receive one warning from the detention hall supervisor if inappropriate conduct occurs. If the unacceptable behavior continues, the student will be dismissed from detention hall. The student will then be suspended from school for one-half (1/2) the time remaining in detention hall, but not to exceed five (5) days.

### **DISCIPLINE FOR THE HANDICAPPED**

Handicapped students who engage in misbehavior are subject to normal school disciplinary rules and procedures so long as such treatment does not abridge the right to free appropriate public education. The individualized education plan (I.E.P.) team should consider whether discipline procedures should be adopted for that student and included in the I.E.P.

Handicapped students may be excluded from school only in emergencies and only for the duration of the emergency. In no case should a handicapped student be excluded for more than ten (10) school days per offense. After an emergency suspension, an immediate meeting of the student's I.E.P team will be held with a view toward minimizing the harm resulting from the exclusion.

### **DISRUPTION OF SCHOOL**

No student shall be using 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 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. ***Legal Reference:*** A.C.A. § 6-18-511

### **DRESS CODE**

Students must dress in accordance with community standards and expectations. Dress that is determined to be inappropriate, disruptive, or distracting to the educational process will result in disciplinary action. We do not desire to occupy our time as clothing police and request the help of parents and guardians to ensure that students dress appropriately for a public elementary school that is focused on preparing them for success beyond the 5<sup>th</sup> grade. The policy wording of "*Inappropriate, disruptive, or distracting*", the administration offers this guidance:

- a. No head coverings of any kind. (Hats, Scarves, Beanies, Toboggans, etc.)
- b. All shirts must have sleeves. (Applies to both genders)
- c. No sunglasses
- d. Shorts should be AT LEAST mid-thigh and skirts and dresses should come to just above the knee
- e. No ear buds or headphones
- f. No Clothing displaying illegal drugs, tobacco, alcohol, gang symbols (such as bandanas, hats, etc.) or suggestive, vulgar or profane language
- g. No Hair color or styles that distract from the learning process
- h. No body piercings that distract from the learning process
- i. No pants with holes, tears, rips, frays or "cutoffs"
- j. No trench coats or outerwear that could be considered a trench coat
- k. No pajamas or house shoes are allowed on campus

Dangling keys, chains, dog collars, large belt buckles or spiked jewelry are not allowed. Nose rings or facial rings are not permitted. No body piercing except for the ears is permitted. Any extreme in clothing, cosmetics, jewelry, nonprescription glasses or other appearances will not be acceptable

Jewelry may not be worn in athletics or physical education classes because of safety concerns. This includes necklaces, earrings, watches, rings, etc. Shoes with wheels/skates are not allowed on the WHMS campus.

Repeated violation of the dress code will result in more severe disciplinary action. Building administrators will determine whether the student's appearance/clothing is appropriate and will take disciplinary action as needed. ***STUDENTS IN VIOLATION OF THE DRESS CODE WILL NOT BE PERMITTED TO ATTEND CLASS UNTIL THE CLOTHING IS CHANGED. FAILURE TO COMPLY WITH THE DRESS CODE OF WHITE HALL SCHOOLS WILL RESULT IN OTHER DISCIPLINARY ACTION.***

Disciplinary action for dress code violation will be as follows:

- 1<sup>st</sup> offense – Call Home/warning (Student must correct before returning to class)
- 2<sup>nd</sup> and successive offense – 3 days Detention Hall

### **DRUGS AND ALCOHOL**

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

Therefore, no student in the White Hall School District shall possess, attempt to possess, consume, use, distribute, sell, attempt to sell, give to any person, or be under the influence of any substance as defined in this policy, or what

the student represents or believes to be any substance as defined in this policy. This policy applies to any student who; is on or about school property; attends school or any school sponsored activity; has left the school campus for any reason and returns to the campus; is en route to or from school or any school sponsored activity. Prohibited substances shall include, but are not limited to, alcohol, or any alcoholic beverage, inhalants that alter a student's ability to act, think, or respond, LSD, or any other hallucinogen, marijuana, cocaine, heroin, or any other narcotic drug, PCP, amphetamines, steroids, "designer drugs," look-alike drugs, or any controlled substance. 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.

### **DRUG POLICY STATEMENT**

#### **ALCOHOL AND DRUG USE (POSSESSION OF/OR UNDER THE INFLUENCE):**

Students having possession of, or under the influence of alcoholic beverages, controlled substances (illegal drugs), marijuana or other materials expressly prohibited by federal, state or local law on school property, at school function, at the home school, or the visited school shall be suspended or recommended for expulsion. Furthermore, the students may be prosecuted by legal authorities.

- a. 10-day suspension - probation (First Offense).
- b. Recommendation for expulsion (Second Offense).

A student who is determined to be involved in the sale of alcoholic beverages, controlled substances (illegal drugs), marijuana, or other materials expressly prohibited by federal, state, or local law on school property, at school functions, at the home school, or at the visited school shall be recommended for expulsion. ARKANSAS CODE 5-64-401 states that a student who sells or attempts to sell or purchase illegal drugs (or any substance he claims to be a controlled substance) or alcohol, shall be reported to legal authorities. Sentences for sale of controlled substances within 1,000 feet of public or private schools shall be enhanced by two (2) years and a fine of no less than \$1,000. (A.C.A. 5-64-401)

**DRUG TEST POLICY:** Students desiring to either try out for or participate in any athletic activity, cheerleader or pep club must sign a consent form agreeing to comply with the provisions of the District's drug testing program. The consent form must also be signed by the student's parents or legal guardians prior to any participation. Students who fail to submit the required form will not be allowed to try out for or participate in the above-mentioned activities.

At or near the time of the physical examination and/or prior to either trying-out for or participation in any athletic activity, the student must undergo an initial mandatory drug test (at a time and location designated by the Board). Students who participate in more than one activity covered by this shall undergo only one initial mandatory drug test per academic year. All above mentioned students will be subject to random testing throughout their participation. Cost of the initial drug test will be paid by the School District.

**DRUG DOG:** Students of the district should be aware that school officials have access to a registered drug dog. The dog is a gentle dog which has been trained to locate alcohol, marijuana, and other illegal drugs in lockers, automobiles, and on persons. Periodic, unannounced visits to the school and school activities will be made by the dog and handled to prevent possession and use of alcohol and drugs on the campuses. Students are responsible for the contents of their lockers and automobiles. Should contraband be located, the responsible student will be subject to school district policies and local, state and federal laws. The White Hall School Board desires to go on record as soliciting the assistance of the narcotics squad to come on campus or employ other methods as deemed necessary to aid in the curtailment of use/or sale of drugs or alcoholic beverages.

### **DUE PROCESS**

Every student is entitled to the due process in every instance of disciplinary action for which the student be subjected to penalties of suspension or expulsion. The due process rights of students and parents are as follows:

1. Prior to any suspension, the school principal or his/her designee, shall advise the pupil in question of the misconduct of which he or she is accused, as well as the basis of such accusation.

2. The pupil shall be given an opportunity at that time to explain their version of the facts to the school principal or his/her designee.
3. Written notice of suspension & reason(s) for suspension shall be given to the parents of the pupil.
4. Any parent or legal guardian of a pupil suspended shall have the right to appeal to the superintendent of schools.

Detention hall is an alternative to in-school suspension or out-of-school suspension. Detention Hall is held in the mornings before school. Students must complete assignments given by the D- hall supervisor or homework assignment given by the teacher.

- H. Students cannot leave campus after detention hall is dismissed unless signed out by a parent/guardian in the office.
- I. The length of assignment to detention hall will be determined by the school principal or teacher.
- J. The student will be given a copy of the disciplinary referral listing the days of detention hall. The student shall obtain a parent/guardian signature on the referral form and return it to the detention hall supervisor the first day of detention. An additional day of detention hall will be added to the original assignment for each day the referral is not signed and returned.
- K. If a student fails to report to detention hall, an extra day will be added to the original assignment. The second time a student misses detention hall, the student will be suspended for one-half (1/2) the remaining assignment, not to exceed five (5) days of suspensions. This also applies to consecutive assignments.
- L. The only exceptions to reporting to detention hall are for medical or legal appointments verified by a doctor, lawyer, or law enforcement official. If transportation arrangements cannot be made or a student misses' detention, the student will be suspended from school for one-half (1/2) the number of days remaining, not to exceed five (5) days.
- M. Students assigned to detention hall must report promptly with materials for study. Students who arrive five (5) minutes late will be assigned an additional day of detention hall. Students who arrive more than ten (10) minutes late will not be permitted to enter detention hall.
- N. Students will not be permitted to talk, pass notes, play games, etc. while assigned to detention hall. Students will receive one warning from the detention hall supervisor if inappropriate conduct occurs. If the unacceptable behavior continues, the student will be dismissed from detention hall. The student will then be suspended from school for one-half (1/2) the time remaining in detention hall, but not to exceed five (5) days.

#### **EMERGENCY DRILLS/ACTIVE SHOOTER/FIRE/TORNADO/OTHER**

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

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

Drills may be conducted during the instructional day or during non-instructional time periods. Other types of emergency drills may also be conducted to test the implementation of the District's emergency plans in the event of an earthquake or terrorist attack that might include the use of biological or chemical agents. Students shall be included in the drills to the extent practicable.

Students must follow fire, tornado and evacuation drill procedures expediently and explicitly. As directed by the faculty, students must remain silent during these drills, so that if an emergency arises, special instructions can be heard and followed.

Drill procedures are discussed with the students several times each year and are posted in each room used for instructional purposes.

1. Three loud chirps separated by a pause or sounding the fire alarm will indicate a fire drill.
2. Drills must be held once a month.
3. An evacuation exit route is posted in each room.
4. Instructions will be given by the teacher.
5. Alternating tones repeated as necessary and/or an announcement on the intercom will indicate a tornado drill.
6. Tornado drills will be held in September, October, January, and February.
7. Students will be instructed in the proper safety procedure.

*Legal References: A.C.A. § 12-13-109, A.C.A. § 6-10-110, A.C.A. § 6-10-121, A.C.A. § 6-15-1302, A.C.A. § 6-15-1303, 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*

### **ENTRANCE REQUIREMENTS**

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

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

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

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

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

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

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

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

1. The parent, legal guardian, person having lawful control of the student, or person standing in loco parentis shall furnish the child's social security number, or if they request, the district will assign the child a nine (9) digit number designated by the Division of Elementary and Secondary education.
2. The parent, legal guardian, person having lawful control of the student, or standing in loco parentis shall provide the district with one (1) of the following documents indicating the child's age:
  - a. A birth certificate;
  - b. A statement by the local registrar or a county recorder certifying the child's date of birth;
  - c. An attested baptismal certificate;
  - d. A passport;
  - e. An affidavit of the date and place of birth by the child's parent, ~~or~~ legal guardian, person having lawful control of the student, or person standing in loco parentis;
  - f. United States military identification; or
  - g. Previous school records.
3. The parent, legal guardian, person having lawful control of the student, or person standing in loco parentis shall indicate on school registration forms whether the child has been expelled from school in any other school district or is a party to an expulsion proceeding. Any person who has been expelled from any other school district shall receive a hearing before the Board at the time the student is seeking enrollment in the District. The Board reserves the right, to not allow the enrollment of such students until the time of the person's expulsion has expired following the hearing before the Board.
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:

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

"Active duty" means full-time duty status in the active, uniformed services of the United States, including without limitation members of The National Guard and Reserve on active duty orders under 10 U.S.C. §§ 1209, 1210 and 1211.

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

"Eligible child" means the children of:

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

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

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

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

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 like 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.

If official copies of an eligible child’s education records are not available at the time the eligible child is transferring, then the District shall:

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

*Legal References: A.C.A. § 6-4-302; A.C.A. § 6-4-309; A.C.A. § 6-15-504; A.C.A. § 6-18-107; A.C.A. § 6-18-201 (c); A.C.A. § 6-18-207; A.C.A. § 6-18-208; A.C.A. § 6-18-510; A.C.A. § 6-18-702; A.C.A. § 9-28-113; Plyler v Doe 457 US 202,221 (1982)*

### **EQUAL EDUCATIONAL OPPORTUNITY**

No student in the White Hall 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 or his/her designee, who may be reached at 870-247-2196. For further information on notice of non-discrimination or to file a complaint, visit



<http://wdcrobcolp01.ed.gov/CFAPPS/OCR/contactus.cfm>; for the address and phone number of the office that serves your area, or call 1-800-421-3481. *Legal References: A.C.A. § 6-10-132; 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*

## **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 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 planning, qualifying, or arranging for future programs or for receiving recognition.

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

“Intra-scholastic 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 based on 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 because 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. 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.

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

## **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 interscholastic activities without discrimination. The District shall provide a reasonable alternative to any prerequisite for eligibility to participate in an interscholastic activity that the home-schooled student is unable to meet because of his or her enrollment in a home school.

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

To be eligible to try out and participate in interscholastic activities, the student or the parent of a student shall mail, or hand deliver the student's request to participate to the student's school's principal before the sign-up, tryout or participation deadline established for traditional students. Additionally, the student shall demonstrate academic eligibility by obtaining a minimum test score of the 30<sup>th</sup> 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<sup>3</sup> 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 (11<sup>th</sup>) day of the semester in which the student's interscholastic activity participation is desired. The student must attend the practices for the interscholastic activity to the same extent as is required of traditional students.

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

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

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

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

1. Immediately upon being approved for participation for all interscholastic activities other than athletic activities; and
2. One (1) calendar year after being approved to participate in interscholastic activities that are athletic activities unless the approval is prior to July 1 of the school year the student would have been enrolled in seventh (7<sup>th</sup>) 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. *Legal References: A.C.A. § 6-15-509; A.C.A. § 6-18-232; A.C.A. § 6-18-712; Arkansas Activities Association Handbook.*

### **EXPULSION**

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

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

Expulsion shall not be used to discipline a student in kindergarten through fifth (5<sup>th</sup>) 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.

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

The hearing shall be conducted no later than ten (10) school days<sup>1</sup> 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, legal guardian, person having lawful control of the student, person standing in loco parentis, or student if age eighteen (18) or older, requests that the hearing be conducted in executive session. Any action taken by the Board shall be in open session.

During the hearing, the Superintendent, or designee, or representative will present evidence, including the calling of witnesses, who gave rise to the recommendation of expulsion. The student, or his/her representative, may then present evidence include statements from persons with personal knowledge of the events or circumstances relevant to the charges

against the student. Formal cross-examination will not be permitted; however, any member of the Board, the Superintendent, or designee, the student, or his/her representative may question anyone making a statement and/or the student. The presiding officer shall decide questions concerning the appropriateness or relevance of any questions asked during the hearing.

Except as permitted by policy 4.22, the Superintendent shall recommend the expulsion of any student for a period of one (1) year for possession of any firearm prohibited on school campus by law. The Superintendent shall, however, have the discretion to modify the expulsion recommendation for a student on a case-by-case basis. Parents, legal guardians, persons having lawful control of a student, or persons standing in loco parentis of a student enrolling from another school after the expiration of an expulsion period for a weapons policy violation shall be given a copy of the current laws regarding the possibility of parental responsibility for allowing a child to possess a weapon on school property.<sup>2</sup> The parents, legal guardians, persons having lawful control of the student, or persons standing in loco parentis shall sign a statement acknowledging that they have read and understand said laws prior to the student being enrolled in school.

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

The District shall establish programs, measures, or alternative means and methods to continue student engagement and access to education during a student's period of expulsion. The District's program shall include offering an expelled student an opportunity for enrollment in digital learning courses or other alternative educational courses that result in the receipt of academic credit that is at least equal to credit the expelled student may have received from the District if the student had not been expelled. To satisfy a student's due process rights, make sure that all the IDEA requirements are met for students receiving special education services. Legal References: A.C.A. § 6-15-1406; A.C.A. § 6-18-502; A.C.A. § 6-18-507

#### **FERPA (CUSTODIAL AND NONCUSTODIAL PARENT RIGHTS AND RESPONSIBILITIES)**

In accordance with the Family Educational Right to Privacy Act (FERPA), the Board of Education makes no distinction between the custodial and non-custodial parent about access to school records unless evidence has been provided through a court order, state statute, or legally binding document that specifically revokes these rights. "Parent" means a parent of a student and includes a natural parent, a legal guardian, or an individual acting as a parent in the absence of a parent or guardian. For the school's purposes, the parent who enrolls the student in school and with whom the student resides is considered the custodial parent unless school officials are informed otherwise by a certified court order.

Except when a court order regarding a student has been presented to the district to the contrary, parents have the right to inspect and review all student education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents to review the records. Schools may charge a fee for copies. Parents have the right to request that school correct records, which they believe to be inaccurate or misleading. Both parents can see the student at school unless prohibited by court order. Only the custodial parent has the right to remove the student from school property or grant permission for the student to be removed from school property by others.

The 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. Unless a court order restricting such access has been presented to the district to the contrary, the fact of a person's status as parent or guardian enables that parent or guardian to review or copy his/her child's records.

**Notes:** Districts must annually notify parents or students if over the age of 18 of the provisions of this policy and "shall effectively notify parents who have a primary or home language other than English." (34 CFR 99.7 (b) (2))

Districts may release directory information (DI) (as presently defined by the district) of former students to the extent there is not a signed prohibition against such release. As the definition of DI changes over time, for example,

the addition of email addresses to the definition of D), districts may release DI according to the current definition. It also applies to the release of information that is now defined as DI for students who left the district prior to 1974, when there was no such thing as DI.

As stated in this policy, once a student turns 18, the rights to his/her educational records transfers to the student. The release of educational records to a parent becomes permissive and not a right. At that point, the school gets to decide if it wants to release educational records to parents. The student, however, doesn't have the right to object one way or the other. If the parents don't establish dependency, once the student turns 18, the parents don't have an absolute **right** to see their student's educational records. "Dependency" in this regard is defined according to the IRS; if the student is claimed by either of their parents (regardless of custody issues, or filing jointly or separately) as a dependent, then the rights of the parent once the student turns 18 is as described. Without dependency, the parents have no right to see their student's educational records once the student turns 18. ***Legal References:*** (A.C.A. §

### **FIELD TRIPS**

School sponsored educational field trips are an integral part of the learning process and are approved by the building principal for students. All field trips are approved by the Building Principal and District Administration. Field trips are not required and are considered a privilege. School discipline policies are applicable for all field trips.

Because of the amount of liability incurred when transporting students and taking students from the school setting into a public setting, there are factors that may limit or prohibit student participation in attending field trips. Field trips are not required, and it is considered a privilege to attend a field trip. If a student has a history of being disruptive, disobedient, or unruly, he/she may be denied field trip privileges as determined by the building principal.

Parents will be given advanced notice of school field trips. The notice will contain information pertaining to prior requirements for student participation. Parents must submit written permission for their child to attend a field trip. Verbal permission will not be accepted. Students who are denied participation by the building principal or who do not receive written permission from a parent to attend a field trip will remain at school in a classroom under the supervision of school personnel. Absence from a field trip or absence from school on the day of a field trip will be recorded and counted as any other absence from school regardless of permission or denial of field trip participation by the building principal.

Parents or guests are not permitted to participate in field trips unless prior permission is granted by the building principal or parents and/or guests are invited to attend. Parents or guests must provide their own transportation and their own tickets if allowed to accompany a school field trip requiring cost or tickets. The school will not purchase tickets on behalf of parents or guests nor provide transportation for parents or guests unless the parent is asked to chaperone and have volunteer responsibility for students under the supervision of a classroom teacher or the building principal.

School nurses will not attend field trips. Students with a chronic medical condition that have a Health Care Plan or 504 Plan and are receiving scheduled and/or rescue medications during school hours will still need to have these medications on field trip days. If the parent is not able to attend the field trip, then a trained volunteer school staff designee may administer oral scheduled medications and/or rescue medications with written permission from the parent. If the student has been trained to carry/administer their own medications as part of their HCP or 504 Plan, then they may do so on the field trip.

Students may not be transported by parents to or from a field trip unless given prior permission by the building principal. *(Students who are **granted** permission to be transported by a parent to a field trip location **are not** considered to be in attendance for the school day until school personnel supervising the field trip assume physical responsibility for the child. Students being transported home from a field trip are considered "checked out" once the student leaves the physical supervision of school personnel. It is imperative that parents understand when students are transported to or from a field trip in a personal vehicle the student(s) are not in attendance at school).*

### **FIGHTING**

Fighting on school property, at school sponsored events, or while riding on a school bus will not be tolerated. Fighting, which includes the use of *fists*, *weapons*, *shoving* or other forces in trying to beat or overcome someone, will result in disciplinary action by the school administrator and may include corporal punishment or suspension.

Play fighting will be considered real fighting. Administrators will determine consequences based on the severity of the fight, age, grade level, and any handicapping condition of those involved. The following is the minimum and maximum punishment.

- 1<sup>st</sup> Offense – One (1) to Three (3) day suspension
- 2<sup>nd</sup> Offense – Three (3) to Five (5) day suspension
- 3<sup>rd</sup> Offense – Five (5) to Ten (10) day suspension
- 4<sup>th</sup> Offense - Student will be suspended with recommendation for expulsion.

### **FINS PETITION (Family in Need of Services)**

Students that have not complied with mandatory attendance laws or have repeatedly violated school rules shall be subject to the filing of a FINS (Family in Need of Services) Petition through the juvenile court system. The filing of the motion can be initiated by the school administration and/or the parents of the student.

### **FIREWORKS**

A student shall not possess, handle or store firecrackers, smoke bombs, cherry bombs, incendiary devices, including ammunition, or any kind of fireworks that reasonably could be a danger to himself/herself or to other students, that could cause damage to school property or that could be disruptive to the learning environment of the school. Appropriate disciplinary action will be taken.

### **FLOWERS AND GIFTS**

Deliveries of balloons, flowers and similar gifts for students will not be allowed at any school in the White Hall School District. These items disrupt the educational process and create potential danger on school buses and other forms of transportation.

### **FOOD IN THE CLASSROOM**

The consumption of foods distributed to students in the classroom or school-wide that are not prepared by a commercial food distributor (commercially packaged or prepared in a commercial kitchen or bakery) is prohibited. Arkansas State Department of Education regulations grant schools nine days during the calendar year to offer foods to students other than meals prepared in the cafeteria. These nine event days are reserved for events such as school-wide holiday activities, special promotional days, etc. to be determined by the school administration. Parents are not allowed to bring any foods or beverages to school without explicit permission from the school administrator and will only be allowed on designated event days.

### **FOOD SHARING AND ITS REMOVAL FROM FOOD SERVICE AREA**

#### **Food Sharing Table**

To reduce wasted food and to provide students access to healthy foods when possible, the District may 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. At all times, the cooler will be under the supervision of the food service staff. Remaining items should be discarded at the end of the meal period, and no item is to remain in the cooler for longer than four (4) hours.

### **Removing Food Items from the Food Service Area**

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

Except for food service workers as required by their job duties, District employees may 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.

### **GAMBLING**

Students who play a game for money or property or who play a game to bet on an uncertain outcome will be disciplined. If money is confiscated, it will not be returned. Flipping coins, throwing dice, playing games on the computer are just a few examples. Appropriate disciplinary action will be taken.

### **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 occurs 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 extorting payment from any individual in return for protection from harm from any gang.
4. Students found to be in violation of this policy shall be subject to disciplinary action up to and including expulsion.
5. 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. **Legal References:** A.C.A. § 6-15-1005(b)(2), A.C.A. § 5-74-201
6. Students found to be in violation of this policy shall be subject to disciplinary action up to and including expulsion. See Appendix **Arkansas State Laws:** Disorderly Conduct & Membership in Gangs.

## **GIFTED AND TALENTED PROGRAM**

Paperwork for students screened and placed for the GATE program must contain the signature of the building principal. The curriculum for the GATE Program is, *in place of* rather than *in addition to* required classroom work. Students identified as *gifted and talented* have passed district requirements and guidelines for placement, therefore teachers will excuse these students from routine, repetitive work missed while attending GATE classes. If make-up is warranted, especially where new skills are introduced, the student will be advised and allowed *adequate* time to complete the assignment.

GATE students are expected to perform academically above the average level on regular classroom work. A review of students' placement in the gifted/talented program is made annually. Should a student fail to meet expected grade level standards and or continue to perform below average academically, the student will be placed on academic probation. Both the student and parent will be notified, by the GATE teacher, prior to placing the student on probation. A reasonable length of time will be extended to allow the student the opportunity to correct the academic deficiency. A committee consisting of the building principal, counselor, one regular classroom teacher, and the GATE teacher will re-evaluate whether the student shall continue the probationary time out, whether the student will be reinstated or dropped from the program.

### **GIFTED AND TALENTED PROGRAM AT THE SECONDARY LEVEL**

For the district to follow the Arkansas Department of Education, the following will be implemented during the 2009-2010 school year for the secondary GATE identified students. The GATE coordinator and GATE teachers will meet with the identified GATE students. Pre-AP and AP Courses are counted as a program at the secondary schools.

### **GIFTED AND TALENTED FIELD TRIPS**

The following criteria will be implemented:

1. The building principal must approve *Gifted and Talented* field trips.
2. Field trips should be related to *academic enhancement* in support of the school's ACSIP plan.
3. Gifted and Talented teachers requesting field trips should arrange for adequate supervision using volunteers.
4. The number of certified chaperones for field trips will be dependent on the number of students and the nature of the field trip.
5. For field trips requiring both Gifted and Talented teachers, the trips should be scheduled on Wednesdays, if possible. All parties, GATE teachers and Building Principals, must agree *before* arrangements are made.
6. Due to financial and academic concerns such as fuel costs, time out of class, etc; field trips for the Gifted and Talented Program will be limited.

### **GRADING POLICY**

Grades assigned to students for performance in a course shall reflect only the extent to which a student has achieved the expressed academic objectives of the course. Grades that reflect other educational objectives such as the student learning expectations contained in the curriculum framework may also be given. (*Arkansas State-Standard VII*)

Elementary report cards are given on a nine-week basis and are given to parents that attend the mandated Parent/Teacher Conference during the 1<sup>st</sup> and 3<sup>rd</sup> grading periods. For the 2<sup>nd</sup> grading period, report cards will be sent home in the "School to Home Folders" on the Monday following the end of the grading period and the 4<sup>th</sup> grading period report cards will be sent home with the student after the last school day. Four-and-a-half-week report will be sent midway between the quarters. The building principal will ensure the use of "School to Home" folders by designating a day of the week to communicate with parents regarding graded work, discipline reports, progress reports, and other relevant information intended for parents.



### **GRADING SCALE (KINDERGARTEN)**

The following grading scale is designed to report student progress of district kindergarteners. The purpose is to report how well the student performs: academically, socially, and emotionally; uses his/her abilities; and exhibits the use of study skills. Progress will be reported as follows.

S = Satisfactory Progress  
N = Progress Needs Improving  
U = Unsatisfactory Progress  
I = Improving

### **GRADING SCALE (GRADES 1-5)**

The following grading scale and quality points will be used for all regular academic courses. Quality points are used to calculate grade point average (GPA).

A = 90% - 100%	A=4 Quality points
B = 80% - 89%	B=3 Quality points
C = 70% - 79%	C=2 Quality points
D = 60% - 69%	D=1 Quality points
F = 59% - and below	F=0 Quality points

### **GUIDANCE SERVICES**

The Guidance Counselors and facilities are available to all students from 8:10 A.M. until 3:45 P.M. each day. Individual conferences may be requested by the student or the counselor.

Parents are encouraged to make an appointment with the counselor concerning their child's progress and plans. Parents and students are always welcome to visit the Guidance Department to see the many varied services provided. Information available in the Guidance Counselor's office includes: character education, grade level curricula, and social problem-solving. Information on standardized testing and resources for students with limited English skills is also available.

### **HALL PASSES**

A hall pass must be obtained from the classroom teacher before a student enters the hall to go to any destination within the building.

If a student must leave class, he or she must obtain a hall pass from the classroom teacher. The pass must be kept in the possession of the student until the student returns to the room. The pass will then be returned to the teacher who issued it. Students may only go to the place for which permission was requested. Students are not to ask to leave the classroom during class to go to the restroom or water fountain, or for any other reason except for an emergency.

### **HANDBOOK (STUDENT)**

It shall be the policy of the White Hall School District that the most recently adopted version of the Student Handbook be incorporated by reference into the policies of this district. If there is a conflict between the student handbook and a general board policy or policies, and the student handbook is more recently adopted than the general board policy, the student handbook will be considered binding and controlling on the matter.

### **WHITE HALL SCHOOL DISTRICT HEALTH SERVICES INFORMATION**

#### **MEDICATION POLICY**

The only medications students may self-administer are asthma inhalers and epi-pens. All other medications prescription and non-prescription must come through the nurse. ALL appropriate paperwork must be complete for

students to be given medications. **Students Are Not to Transport Medications of Any Kind, All Medications Must Be Brought by A Parent/Guardian and Picked Up by A Parent/Guardian.**

Students who have written permission from their parent or guardian and a licensed health care practitioner to self-administer either a rescue inhaler or auto-injectable epinephrine, or both and 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. Students are 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 can carry a rescue inhaler or auto-injectable epinephrine, or both 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 or auto-injectable epinephrine, or both on his/her person shall provide the school with the appropriate medication which shall be immediately available to the student in an emergency.

### **STUDENT MEDICATIONS**

Prior to the administration of any medication, including any dietary supplement or other perceived health remedy not regulated by the US Food and Drug Administration, to any student under the age of eighteen (18), written parental consent is required. The consent form shall include authorization to administer the medication and relieve the Board and its employees of civil liability for damages or injuries resulting from the administration of medication to students in accordance with this policy. All signed medication consent forms are to be maintained by the school nurse.

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

Medications, including those for self-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. 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.

#### **Schedule II Medications**

The only Schedule II medications that shall be allowed to be brought to the school are methylphenidate (e.g. Ritalin or closely related medications as determined by the school nurse), dextroamphetamine (Dexedrine), and amphetamine sulfate (e.g. Adderall or closely related medications as determined by the school nurse). For the student's safety, no student will be allowed to attend school if the student is currently taking any other Schedule II medication than permitted by this policy. Students who are taking Schedule II medications which are not allowed to be brought to school shall be eligible for homebound instruction if provided for in their IEP or 504 plans.

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

### **Emergency Administration of Rescue Medications**

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 or albuterol inhaler in emergency situations to students who have an *Individualized Health Plan* (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 or albuterol inhaler to the student when the employee believes the student is having a life-threatening anaphylactic reaction or asthma attack.

Students with an order from and a licensed health care provider to self-administer auto-injectable epinephrine or albuterol inhaler and who have written permission from their parent or guardian shall provide the school nurse an epinephrine auto-injector or albuterol inhaler. 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 or asthma attack 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 and albuterol inhalers 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 or albuterol inhaler to those students who the school nurse, or other school employee certified to administer auto-injector epinephrine or albuterol inhaler, in good faith professionally believes is having a life-threatening anaphylactic reaction or asthma attack.

Students may be administered Glucagon in emergency situations by the school nurse or, in the absence of the school nurse, a trained volunteer school employee designated care provider, provided the student has an IHP that provides for the administration of Glucagon, insulin, or both in emergency situations and a current, valid consent form on file from their parent or guardian.

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

### **ADMINISTRATION OF MEDICATIONS PROCEDURES**

Whenever possible, the White Hall School District requests that parents administer medication to their child at home before or after school. White Hall Schools recognize some medications are best given at Noon or another time during the school day to optimally enhance the student's educational experience.

- 1) All medication should be delivered to the school office by the student's parent/guardian in the original pharmacy-labeled or manufacturer's container. (Most pharmacists will provide an extra labeled prescription bottle for school use if asked). A medication release form will also be filled out at the time the medicine is brought to school.
- 2) Students are not allowed to have medication in their possession on school property or buses, except for inhalers, and epi-pens. For a student to carry an inhaler a self-medication form must be on file in the health office.
- 3) School staff will administer UP TO 4 DOSES per semester of pain reliever or other non-prescription

medication with **PARENTAL PERMISSION** (Student Health Information sheet found in the Student Handbook). White Hall Schools will have a supply of acetaminophen (Tylenol) regular strength (See Tylenol Policy). A parent will be required to supply any other nonprescription medication to the health office in the original container for their child. **NO ZIPPER BAGS WILL BE ACCEPTED.** The decision to administer medication under these conditions will be at the discretion of the school nurse. In the absence of a Health Services staff member each building administrator will make the decision if nonprescription medications will be dispensed. Students will not be administered medication more than the dosage stated on the bottle's directions. No more than one dose of medicine will be given during the school day without a DOCTOR'S ORDER.

- 4) A **DOCTOR'S ORDER** is **REQUIRED** for prescription medication or nonprescription medication after the first 4 doses and a *Medication Release Form* must be completed before medication can be given to a student.
- 5) In the absence of the school nurse, or if the student is away on a field trip, school staff trained by the nurse and delegated by the nurse or principal may administer medication if all appropriate paperwork is in place. However, medication not ordered by a physician and is nonprescription will be administered at the discretion of the building administrator.
- 6) Homeopathic substances or vitamins will not be given at school without a licensed doctor order and a completed Medication Release Form. Students are not allowed to self-administer these items at school.
- 7) **ALL MEDICATIONS MUST BE PICKED UP BY A PARENT/GUARDIAN.** 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. **Legal References:** Ark. State Board of Nursing: School Nurse Roles and Responsibilities, Arkansas Department of Education and Arkansas State Board of Nursing Rules Governing the Administration of Glucagon to Arkansas Public School Students Suffering from Type I Diabetes, *A.C.A. § 6-18-707, A.C.A. § 6-18-1005(a)(6), A.C.A. § 17-87-103 (11)* *\*\*If a situation arises where this policy cannot be met, a parent/guardian may come to school to administer medication to their child in the school office.*

#### **BENADRYL POLICY**

White Hall Schools will only use Benadryl in the case of an allergic reaction. We will not administer Benadryl for cold and congestion symptoms, unless ordered by a physician. Due to the nature of Benadryl and the most common side effect causing drowsiness, parents will be notified before the Benadryl is to be given and the student will need to be picked up from school.

#### **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 can transmit 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 (100.0 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 about 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 Arkansas Department of Health approves the student's return to school.

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 immediately. 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. *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 12<sup>th</sup> Grade Immunization Requirements*

### **CONTAGIOUS ILLNESS POLICY**

It is our goal in Health Services to keep students healthy, in class, and learning. However, there are times when a student is sick or potentially contagious to other students and staff. When these times are observed parents/guardians will be contacted to pick up their child.

Parents/Guardians will be notified with the following conditions:

- \*Temperature of 100 or higher;
- \*Vomiting;
- \*Diarrhea (if it interferes with classes);
- \*Infections of the eyes;
- \*Any open draining wound that has not been medically treated.

In the event of a Viral Epidemic/Pandemic type situation, the White Hall School District will defer to the Centers of Disease Control and Prevention and the Arkansas Department of Health for recommendation and implementation. Parents or legal guardians will be notified of potential risk to students and what precautions to take.

### **FEVER POLICY**

Any student running a temperature of 100 degrees or greater will be sent home. Tylenol will be given with prior written permission by parents (Student Health Information Sheet in the Student Handbook). Students should stay home until they are fever free for **48** hours without taking medication to reduce temperature.

Should your student get sent home the remainder of the day will be an excused absence, however, any day after that will either be a parent call-in excused day (if any are available), a medical excused day with a note from a doctor, or an unexcused day (if no parent call-in days are left).

### **HEAD LICE (Pediculosis)**

The fact that head lice are transmitted from one person to another necessitates that students infested with lice be excluded from school until full treatment has been completed. Effective control of head lice in the public schools is

essential; therefore, the following procedure will be followed in the identification and treatment of students with lice.

Identification of infestation will be made by the school nurse, principal or other trained school personnel. Parents will be required to come to school immediately and pick-up student for treatment. Information regarding treatment of student and home environment will be given to parent or legal guardian at that time.

Because pediculosis has varying effects on eggs or nits, the student must have all nits removed from hair. The benefit of nit removal is as follows:

1. Prevents self-re-infestation or transmission to others during the five (5) to seven (7) days prior to second treatment.
2. It eliminates diagnostic confusion and documents treatment for school nurse.
3. Reduces the need of pediculosis thereby permitting use of less toxic products.
4. Encourages parents to check children's hair often, which is the best form of prevention and control.
5. Environmental spraying of schools is to be avoided to the maximum extent possible. These sprays are of questionable benefit and can be toxic in the vaporous state; therefore, they are potentially harmful.

### **HEALTH CARE PLANS**

All students identified with a chronic medical condition will require a student health care plan be initiated on them. Parents will be contacted to set up a Health Conference with the District RN. At the meeting health information will be reviewed and paperwork will be updated as needed.

### **HEALTH AND SAFETY**

The school nurse is on duty during school hours. She is available to students who become ill or injured during school hours and will contact a parent/guardian when the situation warrants. Feel free to contact her with any questions or comments regarding the health and safety of your child. Because most of your child's waking hours are spent at school it is important that we have their health information on file as well as emergency contact names and phone numbers. Please update these with the school office when necessary.

### **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. Students who are eighteen (18) years of age or older are legal adults, and as such have the right to check themselves out of school.

If a student becomes seriously ill or is injured while at school and the parent/legal guardian cannot be contacted, the failure to make 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.

Students with minor injuries occurring at school will be treated and returned to class. First aid treatments and preparations used are in accordance with Red Cross First Aid as recommended by the Arkansas State Board of Education, School Health Services Program.

## **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 attending classes in the District who has not been age appropriately immunized against:

- 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.

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, this 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 1<sup>st</sup> is later in the current school year than the thirty (30) days following the student's admittance). No student shall be withdrawn and readmitted 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 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. *Legal References: A.C.A. § 6-18-702, ADE Rules Governing Kindergarten through 12<sup>th</sup> Grade Immunization Requirements in Arkansas Public Schools, ADH Rules and Regulations Pertaining to Immunization Requirements*

Annually by December 1, the District shall create, maintain, and post to the District's website a report that includes the following for each disease requiring an immunization under this policy: The number of students in the District that were granted an exemption by the Department of Health from an immunization; The percentage of students in the District that were granted an exemption by the Department of Health from an immunization; and The percentage of a population that must receive an immunization for herd immunity to exist. *Legal References: A.C.A. § 6-18-702, DESE Rules Governing Kindergarten Through 12<sup>th</sup> Grade Immunization Requirements in Arkansas Public Schools ADH Rules Pertaining to Immunization Requirements*



## **IMMUNIZATION REQUIREMENTS**

The Arkansas State Board of Health revised and clarified the immunization requirements under Ark. Code Ann. §§ 20-7-109, 6-18-702, 6-60-501-504, and 20-78-206. The updated requirements for entrance into Kindergarten and grades 1<sup>st</sup> thru 12<sup>th</sup> are as follows:

• 4 doses of <b>DTP/DT/Td/DTaP/Tdap</b> , with 1 dose on or after the 4 <sup>th</sup> birthday. <b><u>ALL STUDENTS K-12<sup>th</sup></u></b>
• 3 doses of <b>Polio</b> vaccine, with 1 dose on or after the 4 <sup>th</sup> birthday. <b><u>ALL STUDENTS K-12<sup>th</sup></u></b>
• 2 doses of <b>MMR</b> (measles, mumps, rubella), with 1 <sup>st</sup> dose on or after 1 <sup>st</sup> birthday. <b><u>ALL STUDENTS K-12<sup>th</sup></u></b>
• 3 doses of <b>Hepatitis B</b> vaccine. <b><u>ALL STUDENTS K-12<sup>th</sup></u></b>
• 2 doses of <b>Varicella</b> with 1 <sup>st</sup> dose on or after 1 <sup>st</sup> birthday. (Physician documentation only for history of disease will be accepted). <b><u>ALL STUDENTS K-12<sup>th</sup></u></b>
• Kindergarten and 1 <sup>st</sup> grade students will be required to have 1 dose of <b>Hepatitis A</b> . <b><u>KINDERGARTEN AND 1<sup>ST</sup> GRADE</u></b>
• ALL students 11 years and older by September 1 <sup>st</sup> of each year will be required to have a <b>Tdap</b> vaccination. <b><u>ANY STUDENT AGE 11 AND OVER</u></b>
• <u>All 7<sup>th</sup> graders</u> will be required to have one dose of <b>MCV4</b> (Meningococcal) vaccine with a second dose administered at age 16. If not vaccinated prior to age 16 years, 1 dose is required for all students who are age 16 on or before September 1 <sup>st</sup> of each year.

## **LIFE-THREATENING MEDICAL CONDITIONS**

If your child has been diagnosed with asthma, a severe allergy, or any other life-threatening illness, please provide the appropriate medication as prescribed by your child's physician to be kept at school for such emergencies. Having your child's medications immediately available is very important. It is acceptable for students to carry and self-administer inhalers for asthma and epi-pens for severe allergies. The proper paperwork must be on file in the office stating parental responsibility and physician's recommendation for self-administration. Duplicate medications should be kept in the Health Office.

## **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 providing written request or certification from a physician that he/she has recently examined the student.

This policy is not intended to and does not cover invasive physical examinations. "Invasive Physical Examinations" is defined in federal law as any medical examination that involves the exposure of private body parts, or any act during such examination that includes incision, insertion or injection into the body. It is our understanding that most students who would receive an invasive physical examination would do so as part of the student's individual health plan (IHP) or while at a school-based health clinic; neither situation is intended to be covered by this policy.

In the event a student did not fall under one of the above situations, districts should be aware that an invasive physical examination requires that the student's parent/legal guardian be "directly" notified of the specific or approximate dates (to the extent known) during the school year when the invasive physical examination is scheduled within a reasonable period that would provide the parent and opportunity to object. Parents of a student whose IHP covers an invasive physical examination have granted permission for that specific type of exam as part of the establishment of the IHP.

"Directly notified" means by mail or email; inclusion in the student handbook does not meet the law's requirements.

Districts with students who participate as athletes in the Arkansas Special Olympics programs should be aware that the student's physical examination for participation in the program must be signed by either an advanced practice nurse or a licensed physician. Many of the participating students often have multiple health challenges, which can sometimes be deadly in the right circumstances (These are often referred to as "co-morbidities".) As a result, it is important that the Special Olympics athlete medical form be completed by the parent and the qualified health care provider. *A.C.A. § 6-18-701 (b), (c), (f)*

Any student registering for Kindergarten must have a current physical exam by a licensed physician as well as a complete immunization record.

### **ANNUAL State Mandated Health Screenings:**

The health office will notify parents 7 days prior to the screening date. Parents must submit a letter of objection in writing for the student not to receive the screening.

**Dental:** All students in Kindergarten, 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> grades receive a dental screening. The exam is performed by a local dentist and a letter with his/her findings will be sent home.

**Vision and Hearing:** All students in Kindergarten, 1<sup>st</sup>, 2<sup>nd</sup>, 4<sup>th</sup>, 6<sup>th</sup>, and transfer students will have vision and hearing screenings. Should a student have difficulty with either screening, a letter of referral will be sent home.

**Body Mass Index (BMI):** All students in Kindergarten, 2<sup>nd</sup>, 4<sup>th</sup>, 6<sup>th</sup>, 8<sup>th</sup>, and 10<sup>th</sup> will have height and weight measured for BMI in accordance with current Arkansas School Law. A letter with the results will be sent home at the end of the school year.

**Scoliosis (curvature of the spine):** 6<sup>th</sup> grade female students and all 8<sup>th</sup> grade students are to be screened for scoliosis. You will be notified prior to the screening. Should any abnormalities be discovered, a letter of referral will be sent home.

### **TYLENOL POLICY**

Tylenol (acetaminophen) will be given as directed on the label for fever, headaches, or mild pain. A student will only be given Tylenol 4 times per semester unless ordered otherwise by a doctor. (Please see the Medication Policy for further explanation).

### **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 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, except for 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 a privilege 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 based on 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*

### **HOMELESS STUDENTS**

The White Hall 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 to carry out the duties required by law and this policy;

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

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

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

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

- 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
- 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:

- In any case in which a family becomes homeless between academic years or during an academic year; and
- For the remainder of the academic year, if the child or youth becomes permanently housed during an academic year; or
- Enroll the child or youth in any public school that non-homeless students who live in the attendance area in which the child or youth is 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 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;
- A. 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;
- B. Are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
- C. 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. LEA liaisons who receive appropriate training may now affirm that a child or youth who is eligible for and participating in a program provided by the LEA, or the immediate family of such a child or youth, is eligible for homeless assistance programs administered under Title IV of the McKinney Vento Homeless Education Assistance Improvements Act without further determinations from other governmental entities.

The District's liability for transportation is more fully covered by 42 U.S.C. § 11432(g) (1) (J) (iii) (I) and (II), which read as follows: *If the child or youth continues to live in the area served by the local educational agency in which the school of origin is located, the child's or youth's transportation to and from the school of origin shall be provided or arranged by the local educational agency in which the school of origin is located.*

*(II) If the child's or youth's living arrangements in the area served by the local educational agency of origin terminate and the child or youth, though continuing the child's or youth's education in the school of origin, begins living in an area served by another local educational agency, the local educational agency of origin and the local educational agency in which the child or youth is living shall agree upon a method to apportion the responsibility and costs for providing the child or youth with transportation to and from the school of origin. If the local educational agencies are unable to agree upon such method, the*

*responsibility and costs for transportation shall be shared equally 42 U.S.C. § 11431 et seq., 42 U.S.C. § 11431 (2), 42 U.S.C. § 11432(g) (1) (H) (I), 42 U.S.C. § 11432(g) (1) (H) (I)*

### **HOMEWORK POLICY**

It shall be the policy of the board of directors to delegate the responsibility of assigning homework for students to professional staff in accordance with the following principles and guidelines:

- A. Homework in grades K-12 will be assigned in accordance with the following principles and guidelines:
1. Assignments will be assigned to provide either massed practice for a skill/concept recently learned or distributive practice for a skill/concept, which was learned earlier, but review is needed to maximize retention.
  2. Massed practice of a new skill/concept is essential to achieve a high degree of mastery.
  3. Distributive practice (review) of previously learned skills/concepts is essential to promote maximum retention and recall.
  4. Practice is most effective if it is provided in short frequent sessions.
  5. Guided practice under the supervision of a teacher prior to independent practice is essential to ensure that the learner practices the skill/concept correctly.
  6. The more specific the linkage of practice to the skill/concept being taught for mastery or review, the more likely positive results will be achieved.
  7. The level of difficulty and complexity of practice must be at or below the level at which the learner may proceed without supervision and guidance.
  8. Increased meaningfulness of the practice increases the probability of effectiveness.
  9. Practice of specific and small bits of learning is most effective if meaning is not compromised.
- B. The following guidelines will be observed by professional staff in homework assignments:
1. Assignments will be considered as an extension of the classroom instruction for either independent skill practice for mastery or for review of previously mastered skills.
  2. Assignments will not involve skills/concepts, which have not been previously taught.
  3. Assignments to achieve mastery of new skills/concepts will focus specifically on these skills to promote mastery in a more effective and efficient manner.
  4. Assignments to achieve mastery of new skills/concepts will follow guided practice to ensure that the learner can successfully practice the skill/concept accurately.
  5. Maximum use of classroom time for input and supervised study should be planned for each lesson. Some homework assignments can best be accomplished during supervised study conducted as part of the allotted instructional period.
  6. Assignments will be designed to provide short frequent practice sessions focused on small segments of learning while maintaining maximum meaning for the learner.
  7. Assignments will be made which address common needs of groups of learners and specific needs of individuals rather than automatically assigning common homework to all learners without regard to individual learner's need or purpose of the assignment.
  8. Staff should provide immediate feedback to the learner. The feedback should communicate specifically what aspects of the assignment are correct and incorrect. At the elementary level, the time between completing the assignment and receiving knowledge of results should range from immediate to twenty-four hours while at the secondary level, this range should be from immediate to not more than three (3) days.
  9. Professional staff will exercise judgment relative to the quantity and frequency of homework assignments in relation to the above principles and guidelines. The emphasis will be on quality rather than quantity. The following guidelines should be considered in doing homework assignments:

#### **Grades K-1**

- a. Frequency of assignments: 2-3 days per week.
- b. Total time required to complete daily assignments: 15-30 minutes.

**Grades 2-3**

- a. Frequency of assignments: 3-4 days per week.
- b. Total time required to complete daily assignments: 30-45 minutes. \*

**Grades 4-6**

- a. Frequency of assignments: 3-5 days per week.
- b. Total time required to complete daily assignments: 30-60 minutes. \*

**INSURANCE**

The White Hall School District has arranged with an insurance company to offer accident insurance for students in the district. The accident insurance plan is neither required nor underwritten by the school district but is offered solely as a service to school patrons. It is each parent's option if to apply for the insurance. Any contract entered regarding this insurance exists between the parents and the insurance company without the involvement of the school district. Application forms are available in the school office.

**INTERNET SAFETY and ELECTRONIC DEVICES**

**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 minors; therefore, it is the policy of the District to protect each electronic device with Internet filtering software 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 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 (C) taken, lacks serious literary, artistic, political, or scientific value as to minors.

**Internet Use and Safety**

The District is dedicated to ensuring that students can use 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;
- Cyber-bullying awareness; and
- Cyber-bullying 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.

*Legal References: Children's Internet Protection Act; PL 106-554, FCC Final Rules 11-125 August 11,2011, 20 USC 6777, 47 USC 254(h)(1), 47 CFR 54.520, 47 CFR 520(c)(4), A.C.A. § 6-21-107, A.C.A. § 6-21-111.*

### **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. ***Legal References:*** A.C.A. § 6-18-512; A.C.A. § 5-60-122

### **LEAVING SCHOOL GROUNDS**

No student will be allowed to leave the school grounds before the official dismissal time unless an early dismissal form has been signed in the office by the parent or legal guardian

### **LOCKERS**

The homeroom teacher will issue students' lockers. Lockers are not to be opened by students during classes except in an emergency and then only with permission from the teacher.

Any school official employed in a supervisory capacity of students or other persons on school premises shall, upon receipt of information that drugs, or other contraband are concealed in school-owned property, have the authority to investigate and search any school-owned property for drugs, weapons, or other contraband which may be concealed in school-owned property, without the necessity of obtaining a search warrant from local authorities. In the event such contraband is discovered, it shall be seized and held by the supervisor of the school premises until appropriate action is taken.

- A. All students 4<sup>th</sup>-5<sup>th</sup> grade will be assigned lockers. All 4<sup>th</sup>-5<sup>th</sup> grade students will be permitted to use their lockers as directed by their teachers. Lockers may not be accessed during other times except with



- permission of a teacher or administrator.
- B. Always keep lockers locked. Locker privilege will be taken from students who do not lock their locker or use an object to prevent the locker from locking when closed.
  - C. Students are to keep books or other materials in their lockers and not leave them unattended anywhere on campus at any time. Keeping student possessions safe is the student's responsibility.
  - D. Student lockers are school property and are always subject to random and periodic general inspections by school officials without notice to or the consent of the student. Students will be held responsible for the contents of their locker.

### **LOST AND FOUND**

Clothing, books, lunch bags, notebooks, etc. found at school will be placed in the "Lost and Found" container. Students should check for lost articles before/after school and during lunch. This includes articles left in the classrooms, hallways, dressing rooms, and the courtyard. Lost items will be disposed of at the end of each year. Jewelry, wallets, purses and items of this nature found on campus should be taken to the school office.

### **MAKE-UP WORK**

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

1. *For K-5 Schools Only:* Teachers are responsible for providing students with missed assignments the student needs to make-up, the first day back for the student.
2. *For Middle and High School:* Students are responsible for asking the teachers of the classes they missed what assignments they need to make up.
3. Teachers are responsible for providing missed assignments when asked by returning student.
4. Students are required to ask for their assignments on their first day back at school or their first-class day after their return.
5. 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.
6. Students shall have one class day to make up their work for each class day they are absent.
7. Make-up work not turned in within the make-up schedule for an assignment shall receive a zero.
8. Students are responsible for turning in make-up work without the teacher having to ask for it.
9. Students who are absent on the day make-up work is due must turn in their work the day they return to school if the class for which the work is due meets the day of their return.
10. As required/permitted by the student's *Individual Education Program* or 504 Plan.
11. 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.
12. 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. Legal References: A.C.A. §6-15-1406. A.C.A. §6-18-502

Work for students serving an out-of-school suspension or expulsion shall be in accordance with the District's programs, measures, or alternative means and methods to continue student engagement and access to education during the student's period of suspension or expulsion, including offering an expelled student an opportunity for enrollment in digital learning courses or other alternative educational courses that result in the receipt of academic credit that is at least equal to credit the expelled student may have received from the District if the student had not been expelled.

### **MAKING UP MISSED SCHOOL DAYS**

Days missed during the approved school calendar will be made up at the discretion of the superintendent/school board, i.e. snow, loss of electricity, flood, etc.

### **MEDIA CENTER**

- A. The media center is open Monday through Friday from 8:00 to 3:35.
- B. Students are expected to follow media center procedures, to refrain from unnecessary talking and be courteous. Students who ignore these rules will be sent back to class.
- C. Students may have one to two books checked out at a time for a period to be determined by the media specialist.
- D. The book drop is never closed. Students may leave their book in the drop before school, between classes and after school. If the library is closed, the book is due, the student should leave it with their homeroom teacher.
- E. The borrower is responsible for damage to or loss of books.
- F. Students who have permission to use the media center will not be allowed to go elsewhere in the building or on campus.
- H. The cost of a lost book is the actual cost of replacing the book.
- I. Books may not be checked out or renewed if a student has an overdue book.

### **OFFICE TELEPHONES**

The office phone is off limits to students unless in case of an emergency. The building principal or designee will give permission for use of the phone by a student.

### **PARENT, FAMILY AND COMMUNITY ENGAGEMENT PLAN & POLICY; TITLE 1 PLAN**

*(Board Approved Annually)*

The White Hall School Board understands the importance of involving parents and the community in promoting higher student achievement and general good will between the district and those it serves. Therefore, the district shall strive to develop and maintain the capacity for meaningful and productive parental and community involvement that will result in partnerships that are mutually beneficial to the school, students, parents, and the community. To accomplish this, the parental involvement program in each school shall:

- 1. Involve parents of the school and community.
- 2. Be comprehensive and coordinated in nature.
- 3. Address grade levels and individual needs of the school.
- 4. Recognize that communication between home and school should be meaningful and two-way.
- 5. Schedule no less than two parent/teacher conferences.
- 6. Implement a volunteer plan.
- 7. Encourage communication with parents through planned activities and events to include:
  - a. Orientation and/or Open house
  - b. Elementary and Secondary School activities
  - c. Ensure the availability of resources such as book and magazines
  - d. Recognize parents collectively in local newspaper for conference attendance
  - e. Informational/Family Kits
  - f. Parent Centers
- 8. The principal in each school shall designate one (1) certified staff member that is willing to serve as a parent facilitator. Each building facilitator shall be district paid.
- 9. *Two hours of parental involvement training shall be required for each member of the teaching staff and for all administrators.*

### **PARENT/TEACHERS CONFERENCES**

The two scheduled Parent/Teacher Conference Days are extended days for the staff. Students will attend school from 8:30-3:30. (*Parent/Teacher Conference procedures, listed on the District School Calendar, are as follows*):

- Conferences begin at 3:30 and conclude at 8:00 p.m.
- Teacher ***“lunch time”*** should be scheduled for 7:30-8:00 p.m. (Lunch on your own.)
- Use sign-in sheets to document attendance.
- Submit a Written Report of the *“percentage of attendance”* to the Assistant Superintendent Curriculum.
- Send a list of parent/guardian’s names who participated to area newspapers
- The White Hall School District encourages all parents to participate in the scheduled Parent/Teacher Conferences held after the 1<sup>st</sup> and 3<sup>rd</sup> nine-week grading periods.

### **PARTIES/FOOD IN THE CLASSROOM**

Each homeroom will be allowed two (2) parties per year. One (1) first semester and one (1) second semester.

The consumption of foods distributed to students in the classroom or school-wide that are not prepared by a commercial food distributor (commercially packaged or prepared in a commercial kitchen or bakery) is prohibited. Arkansas State Department of Education regulations grant schools nine days during the calendar year to offer foods to students other than meals prepared in the cafeteria. These nine event days are reserved for events such as school-wide holiday activities, special promotional days, etc. to be determined by the school administration. Parents are not allowed to bring any foods or beverages to school without explicit permission from the school administrator and will only be allowed on designated event days.

### **PERMISSION TO LEAVE CLASSROOM**

Students may not leave class for any reason except illness or other emergency. Restroom usage should be restricted to time between classes unless more frequent times are recommended by a medical doctor in writing. Any student allowed to leave a class must be accompanied by a written Hall Pass and or an approved Student Agenda or Planner signed by the teacher. Students who are in the halls during instructional time without a Hall Pass and/or an approved Student Agenda or Planner signed by the teacher may be subject to disciplinary action.

### **PERSONAL PROPERTY**

Money or valuables should not be left in the lockers, dressing rooms, classrooms, hallways, or anywhere unattended on the school campus. Students, not the school, are responsible for their personal property.

### **PHYSICAL ACTIVITY TIME**

When the recess bell rings for an outdoor recess, students should go outside at once after being dismissed by their teacher. When the bell rings to indicate that recess is over, students should immediately stop playing and line up at the designated areas. There will be no talking or playing in the line. Students will go straight to their rooms without talking.

All students must go outside during physical activity time unless they are ill. During the physical activity time, students are to take problems to the physical activity supervising duty teacher. The supervising duty teacher is to be obeyed by all students. Students may not leave the playground without permission from the duty teacher. Approved athletic equipment may be used during recess. Rocks, sticks, or similar objects will not be picked up while on school property.

Students are not to climb on trees, swing sets, slides, or on any other playground equipment not designed for that

purpose. Students should not stand up on slides, swings, or on another playground equipment. Students should not “bail out” of swings or push other students who are on the swings. Tackle games are not allowed on the school grounds.

Fighting on the school grounds or bus stops will not be permitted. Students who fight will be subject to disciplinary action, which may include corporal punishment or suspension. Play fighting will be considered real fighting.

#### **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 has 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:

1. Detrimental to the educational achievement of one or more of the siblings;
2. Disruptive to the siblings’ assigned classroom learning environment; or
3. Disruptive to the school’s educational or disciplinary environment.

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

#### **PLEDGE OF ALLEGIANCE**

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

Students shall not be compelled to recite the Pledge, but students who choose not to recite the Pledge shall not disrupt those students choosing to recite the Pledge. Students choosing not to recite the Pledge shall not be subject to any comments, retaliation, or disciplinary action. ***Legal Reference:*** A.C.A. § 6-16-108

#### **PROGRESS REPORTS AND REPORT CARDS**

At the end of each nine-week period, four (4) times through the year, report cards will be sent to the parents of students. Progress reports will be sent to the parents of all students during the fifth week of a nine weeks grading period. Each academic teacher keeps a record of notices sent to parents. Notices may be sent at the teacher’s discretion regarding a student’s performance at other times during the year.

#### **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:

1. Disrespect for school employees and failing to comply with their reasonable directions or otherwise demonstrating insubordination;
2. Disruptive behavior that interferes with orderly school operations;

3. Willfully and intentionally assaulting or threatening to assault or physically abusing any student or school employee;
4. Possession of any weapon that can reasonably be considered capable of causing bodily harm to another individual;
5. Possession or use of tobacco in any form on any property owned or leased by any public school;
6. Willfully or intentionally damaging, destroying, or stealing school property;
7. Possession of any paging device, beeper, or similar electronic communication devices on the school campus during normal school hours unless specifically exempted by the administration for health or other compelling reasons;
8. Possession, selling, distributing, or being under the influence of an alcoholic beverage, any illegal drug, unauthorized inhalants, or the inappropriate use or sharing of prescription or over the counter drugs, or other intoxicants, or anything represented to be a drug;
9. Sharing, diverting, transferring, applying to others (such as needles or lancets), or in any way misusing medication or any medical supplies in their possession;
10. Inappropriate public displays of affection;
11. Cheating, copying, or claiming another person's work to be his/her own;
12. Gambling;
13. Inappropriate student dress;
14. Use of vulgar, profane, or obscene language or gestures;
15. Truancy;
16. Excessive tardiness;
17. Engaging in behavior designed to taunt, degrade, or ridicule another person based on race, ethnicity, national origin, sex, sexual orientation, gender identity, or disability;
18. Possess, view, distribute or electronically transmit sexually explicit or vulgar images or representations, whether electronically, on a data storage device, or in hard copy form;
19. Hazing, or aiding in the hazing of another student;
20. Gangs or gang-related activities, including belonging to secret societies of any kind, are forbidden on school property. Gang insignias, clothing, "throwing signs" or other gestures associated with gangs are prohibited;
21. Sexual harassment;
22. Bullying;
23. Operating a vehicle on school grounds while using a wireless communication device;
24. Theft of Another Individual's Personal Property

The Board directs each school in the District to develop implementation regulations for prohibited student conduct consistent with applicable Board policy, State and Federal laws, and judicial decisions. *Legal References: A.C.A. § 6-5-201, A.C.A. § 6-15-1005, A.C.A. § 6-18-222, A.C.A. § 6-18-502, A.C.A. § 6-18-506, A.C.A. § 6-18-514, A.C.A. § 6-18-707, A.C.A. § 6-21-609, A.C.A. § 27-51-1602, A.C.A. § 27-51-1603, A.C.A. § 27-51-1609*

### **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 parent of his/her student who is under the age of eighteen (18). At the age of eighteen (18), the right to inspect and copy a student's records transfers to the student. A student's parent or the student, if over the age of 18, requesting to review the student's education records will be allowed to do so within no more than forty-five (45) days of the request. The district forwards education records, including disciplinary records, to schools that have requested them and in which the student seeks or intends to enroll, or is already enrolled so long as the disclosure is for purposes related to the student's enrollment or transfer.

The district shall receive written permission before releasing education records to any agency or individual not authorized by law to receive and/or view the education records without prior parental permission. The District shall maintain a record of requests by such agencies or individuals for access to, and each disclosure of, personally identifiable information 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 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, about 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 consider 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 White Hall 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. Unless a court order restricting such access has been presented to the district to the contrary, the fact of a person's status as parent or guardian, alone, enables that parent or guardian to review and copy his child's records.

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

A parent or guardian does not have the right to remove any material from a student's records, but such parent or guardian may challenge the accuracy of a record. The right to challenge the accuracy of a record does not include the right to dispute a grade, disciplinary rulings, disability placements, or other such determinations, which must be done only through the appropriate teacher and/or administrator, the decision of whom is final. A challenge to the accuracy of material contained in a student's file must be initiated with the building principal, with an appeal available to the Superintendent or his/her designee. 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 in the back of the student handbook and must be completed and signed by the parent or age-eligible student and filed with the building principal's office no later than ten (10) school days after the beginning of each school year or the date the student is enrolled for school. Failure to file an objection by that time is considered a specific grant of permission. The district is required to continue to honor any signed-opt out form for any student no longer in attendance at the district.

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

Parents and students over the age of 18 who believe the district has failed to comply with the requirements for the lawful release of student records may file a complaint with the U.S. Department of Education (DOE) at Student Privacy Policy Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 2020, *Legal References: A.C.A. § 9-28 -113(b)(6)20 U.S.C. § 1232g, 20 U.S.C. § 7908, 34 CFR 99.3, 99.7, 99.21, 99.22, 99.30, 99.31, 99.32, 99.33, 99.34, 99.35, 99.36, 99.37, 99.63, 99.64*

### **REMEDIATION**

Any student in grades three through eight (3-8) failing to achieve at the proficient level on the state mandated Criterion Reference Test (CRT) and any student in grades Kindergarten through two (K-2) failing to score at the proficient level on the state mandated Norm Reference Test (NRT) shall be placed on an academic improvement plan (AIP) or (IRI) Intensive Reading Intervention.

All students scoring below the proficient level on the Math and/or Literacy sections of the previous spring Benchmark Exam and/or the End-Of-Course Algebra I Exam will be required to participate in a mandatory school remediation program.

ACT 35 does not allow students who score below proficient to opt out of the remediation program. Remedial instruction provided in grades K -12 may not be in lieu of English, Mathematics, Science, or Social Studies, or other core subjects required for graduation. The district shall determine the extent of the required participation in remediation as set forth in the student academic improvement plan (AIP). ACT 35 established that students in grades one through eight (1-8) *scoring below proficient* who do not participate in remedial programs developed by

the schools, shall be retained.

Any student that has an AIP and fails to remediate, but scores at the Proficient level on the criterion-referenced assessments, shall not be retained.

## **RESIDENCE REQUIREMENTS**

### **Definitions:**

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

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

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

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

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

The schools of the District shall be open and free through the completion of the secondary program to all persons between the ages of five (5) and twenty one (21) years whose parents, legal guardians, persons having lawful control of the student, or person standing in loco parentis reside within the District<sup>1</sup> and to all persons between those ages who have been legally transferred to the District for educational purposes.

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

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

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

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. *Legal References: A.C.A. § 6-4-302; A.C.A. § 6-18-107; A.C.A. § 6-18-202; A.C.A. § 6-18-203; A.C.A. § 9-28-113*



**SCHOOL CHOICE (Arkansas Opportunity Public School Choice Act.)**  
**Standard School Choice**

**Exemption**

The District is under an enforceable desegregation court order/court-approved desegregation plan<sup>1</sup> that explicitly limits the transfer of students between school districts and has submitted the appropriate documentation to the Division of Elementary and Secondary Education (DESE). As a result of the desegregation order/desegregation plan, the District is exempt from the provisions of the Public School Choice Act of 2015 (Standard School Choice) and the Arkansas Opportunity Public School Choice Act (Opportunity School Choice). The District shall notify the superintendents of each of its geographically contiguous school districts of its exemption. The exemption prohibits the District from accepting any school choice applications from students wishing to transfer into or out of the District through standard School Choice or Opportunity School Choice.

**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; the requirements and procedures for participation in the program; and include contact information for the primary point of contact at the District for school choice questions. Such pronouncements shall be made in the spring, but in no case later than March 1.

**Application Process**

The student's parent shall submit a school choice application on a form approved by ADE to this District along with a copy to the student's resident district. Except for students who have a parent or guardian who is an active-duty member of the military and who has been transferred to and resides on a military base, the transfer application must be postmarked, or hand delivered on or before May 1 of the year preceding the fall semester the applicant would begin school in the District. The District shall date, and time stamp all applications the District receives as both the resident and nonresident district as they are received in the District's central office. Except for applications from students who have a parent or guardian who is an active-duty member of the military and who has been transferred to and resides on a military base, applications postmarked, or hand delivered on or after May 2 will not be accepted. Statutorily, preference is required to be given to siblings of students who are already enrolled in the District. Therefore, siblings whose applications fit the capacity standards approved by the Board of Directors may be approved ahead of an otherwise qualified non-sibling applicant who submitted an earlier application as identified by the application's date and time stamp.

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

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

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

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

### **Accepted Applications**

Applications which fit within the District's stated capacity standards shall be provisionally accepted, in writing, with the notification letter stating a reasonable timeline by which the student shall enroll in the District by taking the steps detailed in the letter, including submission of all required documents. If the student fails to enroll within the stated timeline, or if all necessary steps to complete the enrollment are not taken, or examination of the documentation indicates the applicant does not meet the District's stated capacity standards, the acceptance shall be null and void.<sup>87</sup>

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

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

Students whose applications have been accepted and who have enrolled in the district shall not be discriminated against based on 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.<sup>98</sup>

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

An application may be provisionally rejected if the student's application was beyond the student's resident district's three percent (3%) cap. The student's resident district is responsible for notifying this District that it is no longer at its three

percent (3%) cap. If a student's application was provisionally rejected due to the student's resident district having reached its three percent (3%) cap and the student's resident district notifies this District that it has dropped below its three percent (3%) cap prior to July 1, then the provisional rejection may be changed to a provisional acceptance and the student would have to meet the acceptance requirements to be eligible to enroll in the District.

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

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

### **Transfers Out of the District**

All Standard School Choice applications shall be granted unless the approval would cause the District to have a net enrollment loss (students transferring out minus those transferring in) of more than three percent (3%) of the average daily membership on October 1 of the immediately preceding year. By December 15 of each year, DESE shall determine and notify the District of the net number of allowable choice transfers. Students are not counted for determining the three percent (3%) cap if the student transfers:

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

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

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

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

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

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

### **Opportunity School Choice**

#### **Transfers into or Within the District**

For the purposes of this section of the policy, a "lack of capacity"<sup>121</sup> is defined as when the receiving school has reached the maximum student-to-teacher ratio allowed under federal or state law, the DESE Rules for the Standards of Accreditation, or other applicable rules. There is a lack of capacity if, as of the date of the application for Opportunity School Choice, ninety-five percent (95%) or more of the seats at the grade level at the nonresident school are filled.

Unless there is a lack of capacity<sup>121</sup> at the District's school or the transfer conflicts with the provisions of a federal desegregation order applicable to the District, a student may transfer from the student's assigned school to another school in the District<sup>10</sup> or from the student's resident district into the District if:

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

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

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

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

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

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

A student's transfer under Opportunity School choice is effective at the beginning of the next school year and the student's enrollment 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 School Choice does not negate the student's right to apply for transfer to a district other than the student's assigned school or resident district under the Standard School Choice provisions of this policy.

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

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

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

Additionally, the District shall request public service announcements to be made over the broadcast media and in the print media at such times and in such a manner as to inform parents or guardians of students in adjoining districts of the availability of the program, the application deadline, and the requirements and procedure for nonresident students to participate in the program.<sup>154</sup>

### **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 DESE 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. 18-320; A.C.A. § 6-18-510; A.C.A. § 6-18-1901 et seq.; A.C.A. § 6-21-812; DESE Rules Governing Public-School Choice*

The Board of Directors of the White Hall School District has approved by a vote of the Board, the following capacity resolution for school choice applicants for the 2020-2021 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 will not be accepted if the applications:

Are not received or postmarked on or before May 1, unless the application is from a student who has a parent or guardian who is an active-duty member of the military and who has been transferred to and resides on a military base and the application is received within the fifteen (15) day period and accompanied by relevant documentation;

Are to a student's resident district that has declared itself exempt due to an existing desegregation order; or would exceed the applicant's resident district's statutory limitation on student transfers out of its district, unless the application is part of a sibling pair and the other sibling's application was the application that reached the district's statutory limit.

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 2020-2021.

\_\_\_\_\_  
Board President

\_\_\_\_\_  
Board Secretary

### **SCHOOL LUNCH SUBSTITUTIONS**

The district only provides substitute meal components on menus to accommodate students with handicapping conditions meeting the definition of a disability as defined in USDA regulations. A parent/guardian wishing to request such a dietary accommodation must submit to the district's Director of Child Nutrition a Certification of Disability for Special Dietary Needs Form completed by:

- Physicians, including those licensed by:
  - a) The Arkansas State Medical Board;
  - b) The Arkansas State Board of Chiropractic Examiners (Chiropractors);
  - c) 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 district will not prepare meals outside the normal menu to accommodate a family's religious or personal health beliefs. *Commissioner's Memo FIN-09-044, Commissioner's Memo FIN-15-122, 7 CFR 210.10(g).*

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

The District respects the rights of its students against arbitrary intrusion of their person and property. At the same time, it is the responsibility of school officials to protect the health, safety, and welfare of all students enrolled in the District to promote an environment conducive to student learning. The Superintendent, principals, and their designees have the right to inspect and search school property and equipment. They may also search students and their personal property in which the student has a reasonable expectation of privacy, when there is reasonable and individualized suspicion to believe such student or property contains illegal items or other items in violation of Board policy or dangerous to the school community. School 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 considering 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 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. Legal References: A.C.A. § 6-18-513, A.C.A. § 9-13-104, A.C.A. § 12-18-609, 610, 613, A.C.A. § 12-18

#### **SECTION 504 (REHABILITATION ACT of 1973)**

*Section 504 of the Rehabilitation Act of 1973* prohibits discrimination against persons with a disability in any program receiving federal financial assistance. *Section 504* defines a person with a disability as anyone who:

1. Has mental or physical impairment which substantially limits one or more major life activities such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning and working;
2. Has a record of such impairment; or is regarded as having such impairment.

No discrimination against any person with a disability shall knowingly be permitted in any program or practice in the school district.

Under *Section 504*, the school district has the responsibility to identify, evaluate, and if the student is determined to be eligible under *Section 504*, to afford access to appropriate educational services. Students may be eligible for services under the provisions of *Section 504* even though they do not require services pursuant to the *Individuals with Disabilities Education Act (IDEA) P.L. 105-17*.

If any person believes that the White Hall School District or any of the District's staff has inadequately applied the principles and/or regulations of *Section 504* of the *Rehabilitation Act of 1973*, he/she may bring forward a complaint, which shall be referred to as a grievance. The District 504 Coordinator may be contacted for information regarding grievances. (870-247-2196.)

#### **SELLING MERCHANDISE OR SOLICITING FUNDS**

The selling of merchandise or soliciting funds for non-school related activities at any school in the White Hall District must be approved in advance by the School Board.

Food items sold to raise funds for school activities and activities approved by the Board must be prepared in a place approved by the county, state, or federal agency. The school will not be held responsible for lost or stolen merchandise or money.

Students cannot sell or take orders for any items or fundraisers not approved by the principal. Students selling any

item on campus without approval of the principal will have all merchandise, money, and order forms confiscated and disciplinary action may be taken.

### **SEXUAL HARASSMENT/STUDENT**

The White Hall School District is committed to providing an academic environment that treats all students 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.

The District believes the best policy to create an educational environment free from sexual harassment is prevention; therefore, the District shall provide informational materials and training to students, parents/legal guardians/other responsible adults, and employees on sexual harassment. The informational materials and training on sexual harassment shall be age appropriate and, when necessary, provided in a language other than English or in an accessible format. The informational materials and training shall include, but are not limited to: the nature of sexual harassment; the District's written grievance procedures for complaints of sexual harassment;<sup>1</sup> that the district does not tolerate sexual harassment; that students can report inappropriate behavior of a sexual nature without fear of adverse consequences; the redress that is available to the victim of sexual harassment;<sup>2</sup> and the potential discipline for perpetrating sexual harassment.

"Sexual harassment" means conduct that is:

1. Of a sexual nature, including, but not limited to:
  - a. Sexual advances;
  - b. Requests for sexual favors;
  - c. Sexual violence; or
  - d. Other personally offensive verbal, visual, or physical conduct of a sexual nature;
2. Unwelcome; and
3. Denies or limits a student's ability to participate in or benefit from any of the District's educational programs or activities through any or all the following methods:
  - a. Submission to the conduct is made, either explicitly or implicitly, a term or condition of an individual's education;
  - b. Submission to, or rejection of, such conduct by an individual is used as the basis for academic decisions affecting that individual; and/or
  - c. 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 that 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.

Within the educational environment, sexual harassment is prohibited between any of the following: students; employees and students; and non-employees and students.

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 the surrounding circumstances and may occur regardless of the sex of the individuals involved. Depending upon such circumstances, examples of sexual harassment include, but are not limited to:

- Making sexual propositions or pressuring for sexual activities;
- Unwelcome touching;
- Writing graffiti of a sexual nature;
- Displaying or distributing sexually explicit drawings, pictures, or written materials;
- Performing sexual gestures or touching oneself sexually in front of others;
- Telling sexual or crude jokes;
- Spreading rumors related to a person's alleged sexual activities;
- Discussions of sexual experiences;



- Rating other students as to sexual activity or performance;
- Circulating or showing e-mails or Web sites of a sexual nature;
- Intimidation by words, actions, insults, or name calling; and
- Teasing or name-calling related to sexual characteristics or the belief or perception that an individual is not conforming to expected gender roles or conduct or is homosexual, regardless of if the student self-identifies as homosexual or transgender.

Students who believe they have been subjected to sexual harassment, or the parent/legal guardian/other responsible adult of a student who believes their student has been subjected to sexual harassment, are encouraged to file a complaint by contacting a counselor, teacher, Title IX coordinator, or administrator who will aid on 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.

Complaints will be treated in a confidential manner to the extent possible. Limited disclosure may be provided to: individuals who are responsible for handling the District's investigation to the extent necessary to complete a thorough investigation; the extent necessary to submit a report to the child maltreatment hotline; the Professional Licensure Standards Board for complaints alleging sexual harassment by an employee towards a student; or the extent necessary to provide the individual accused in the complaint due process during the investigation and disciplinary processes. Individuals who file a complaint have the right to request that the individual accused of sexual harassment not be informed of the name of the accuser; however, individuals should be aware that making such a request may substantially limit the District's ability to investigate the complaint and may make it impossible for the District to discipline the accused.

Students, or the parents/legal guardians/other responsible adult of a student, who file a complaint of sexual harassment shall not be subjected to retaliation or reprisal in any form, including threats, intimidation, coercion, or discrimination. The District shall take steps to prevent retaliation and shall take immediate action if any form of retaliation occurs regardless of whether the retaliatory acts are by District officials, students, or third parties.

Following the completion of an investigation of a complaint, the District will inform the parents/legal guardian/other responsible adult of the student, or the student if over the age of eighteen (18), who filed the complaint:

- The final determination of the investigation;
- Remedies the District will make available to the student; and
- The sanctions, if any, imposed on the alleged harasser relevant to the student.

Following the completion of an investigation of a complaint, the District will inform the parents/legal guardian/other responsible adult of the student, or the student if over the age of eighteen (18), who was accused of sexual harassment in the complaint:

- The final determination of the investigation; and
- The sanctions, if any, the District intends to impose on the student.

It shall be a violation of this policy for any student to be subjected to, or to subject another person to, sexual harassment. Following an investigation, any student who is found by the evidence to more likely than not have engaged in sexual harassment will be subject to disciplinary action up to, and including, expulsion.

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.

The U.S. Department of Education Office of Civil Rights requires that there are separate written grievance procedures in addition to the written policy. The grievance procedures should include the following:

- A statement of the school's jurisdiction over Title IX complaints;
- Adequate definitions of sexual harassment (which includes sexual violence) and an explanation as to when such conduct creates a hostile environment;
- Notice of where complaints may be filed;
- Reporting policies and protocols, including provisions for confidential reporting;
- Identification of the employee or employees responsible for evaluating requests for confidentiality;
- Provisions for adequate, reliable, and impartial investigation of complaints, including the opportunity for both the complainant and alleged perpetrator to present witnesses and evidence;
- Designated and reasonably prompt time frames for the major stages of the complaint process;
- Written notice to the complainant and alleged perpetrator of the outcome of the complaint;
- Notice that Title IX prohibits retaliation;
- Notice of a student's right to file a criminal complaint and a Title IX complaint simultaneously;
- Notice of available interim measures that may be taken to protect the student in the educational setting;
- The evidentiary standard that must be used (preponderance of the evidence) (i.e., more likely than not that sexual harassment occurred) in resolving a complaint;
- Notice of potential remedies for students;
- Notice of potential sanctions against perpetrators;
- Sources of counseling, advocacy, and support; and
- Assurance that the school will take steps to prevent recurrence of any sexual harassment and remedy discriminatory effects on the complainant and others, if appropriate.

Depending on the specific nature of the problem, remedies for the complainant might include, but are not limited to:

- Providing an escort to ensure that the complainant can move safely between classes and activities;
- Ensuring that the complainant and alleged perpetrator do not attend the same classes;
- Moving the complainant or alleged perpetrator to another school within the district;
- Providing counseling services (which must be free of charge to the student);
- Providing medical services;
- Providing academic support services, such as tutoring;
- Arranging for the complainant to re-take a course or withdraw from a class without penalty, including ensuring that any changes do not adversely affect the complainant's academic record; and
- Reviewing any disciplinary actions taken against the complainant to see if there is a causal connection between the harassment and the misconduct that may have resulted in the complainant being disciplined.

Factors to be considered when a complainant requests no investigation, or no disciplinary action be taken include:

- Circumstances that suggest there is an increased risk of the alleged perpetrator committing additional acts of sexual harassment or other violence, which include:
  - Whether there have been other sexual harassment complaints about the same alleged perpetrator;
  - Whether the alleged perpetrator has a history of arrests or records from a prior school indicating a history of violence;
  - Whether the alleged perpetrator threatened further sexual harassment or other violence against the student or others; and
  - Whether the sexual harassment was committed by multiple perpetrators;
- Whether the student's report reveals a pattern of perpetration, such as illicit use of drugs or alcohol, at a given location or by a group that suggests there is an increased risk of future acts of sexual harassment under similar circumstances;
- Whether the sexual harassment was perpetrated with a weapon;
- The age of the student subjected to the sexual harassment; and
- Whether the school possesses other means to obtain relevant evidence, such as through security cameras, eye witness accounts, or physical evidence.

*Legal References: Title IX of the Education Amendments of 1972, 20 USC 1681, et seq.; 34 CFR part 106A.C.A. § 6-15-1005 (b) (1)*

### **SILENCE (OBSERVANCE OF A MINUTE OF SILENCE)**

Teachers shall implement the *Minute of Silence*, required by statute, during the first-class period of each school day. Teachers shall include the *Minute of Silence* in their Classroom Schedules.

### **SMART CORE/CORE CURRICULUM TRAINING**

Beginning with the seventh-grade class, the Smart Core curriculum and Core curriculum are to be standard components of the required course of study to graduate from Arkansas public schools. Students are to enroll in the Smart Core curriculum, unless parents choose to substitute enrollment in the Core curriculum on the informed Consent form. Failure to complete the Smart Core curriculum for graduation may result in negative consequences such as conditional admission to college and ineligibility for scholarship programs.

All 7<sup>th</sup> grade students will choose from the following curriculum tracts to meet graduation requirements. Failure to complete the Smart Core curriculum for graduation may result in negative consequences such as conditional admission to college and ineligibility for scholarship programs.

Teachers in grades kindergarten through five (K-5) will be trained to recognize Smart Core/Core Curriculum requirements. The elementary building counselors will conduct the training prior to sixth grade student enrollment at White Hall Middle School.

### **SMOKING/TOBACCO/SMOKELESS TOBACCO PRODUCTS**

The District adheres to the fundamental elements of a *Comprehensive Tobacco Policy* to include the following:

1. Prohibits against tobacco/nicotine/smokeless tobacco use by anyone:
  - a. on school property;
  - b. in school vehicles;
  - c. at school events on campus;
  - d. at school-sponsored events off campus.
2. Prohibits against:
  - a. students exhibiting tobacco-related gear or paraphernalia;
  - b. tobacco industry sponsorship, marketing or giveaways.
3. Procedures for implementing or enforcing the policy:
  - a. Students: Offer smoking prevention and cessation curriculum.
  - b. Faculty/staff: Include information about tobacco cessation programs available within the community and/or Arkansas Tobacco Quitline (1-800-QUIT-NOW).

Students are not to smoke, have in possession, or use any type of tobacco on the school campus at any time during the school day. The school day is from the time you arrive on the campus until you leave the campus in the afternoon. This policy applies while riding on any school bus, at ballgames and all extracurricular activities. Possession of lighters or matches can also lead to disciplinary action. See Appendix – Arkansas State Laws – Smoking (A.C.A. 6-21-609)

Disciplinary action will be as follows:

1st offense	5 days In-School Suspension
2nd offense	10 days In-School Suspension
3rd offense	3 days suspension
4th offense	5 days suspension

## **SPECIAL EDUCATION IDEA (LEA) INFORMATION**

In accordance with the Individuals With Disabilities Education Act (IDEA), Section 504 of the Rehabilitation Act of 1973, the Americans With Disabilities Act, and Arkansas Statutes, the district shall provide a free appropriate public education and necessary related services to all children with disabilities who reside:

- Within the District boundaries; or
- Outside of the District boundaries but are enrolled in the District.

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. part 300 29U.S.C. § 794 42 U.S.C. § 12101 et seq. A.C.A. § 6-41-102; A.C.A. § 6-41-103; A.C.A. § 6-41-201 et seq.*

## **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. Acceleration 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 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 Program Coordinator. The district/school Gifted and Talented Program Coordinator shall convene the Acceleration Placement Committee and communicate with the individuals necessary for the Acceleration Placement Committee 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 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 Program Coordinator. The District's Program 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 conducted to help the Committee make its determination or it will uphold the initial decision. The Committee's decision may not be further appealed. *Legal*

**Reference: ADE Gifted and Talented Rules.**

The DESE Rules require that the acceleration placement committee be made up of at least five (5) professional educators (including administrators, teachers, and/or counselors) and chaired by a gifted education specialist.

Suggestions for individuals to be included on the committee include, but are not limited to:

- Building Principal;
- Counselor;
- Teachers (This may include both the student's current teacher(s) as well as teacher(s) that the student would have if the acceleration is granted.)

The student's parent, legal guardian, person having lawful control, or person standing in loco parentis must be provided an opportunity to provide input into the possible acceleration of their student; however, the parent, legal guardian, person having lawful control, or person standing in loco parentis of the student does not have a vote in the determination on whether the acceleration request will be granted as only the acceleration placement committee may make that determination.

### **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 acceptance,

- a. Cause a breach of the peace;
- b. Materially and substantially interfere with the operation of the school; or
- 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 any student disciplinary measures. *Legal Reference: A.C.A. § 6-17-106 (a)*

### **STUDENT DISCIPLINE**

The White Hall School Board of Education has a responsibility to protect the health, safety, and welfare of the District's students and employees. To help maintain a safe environment conducive to high student achievement, the Board establishes policies necessary to regulate student behavior to promote an orderly school environment that is respectful of the rights of others and ensures the uniform enforcement of student discipline. Students are responsible for their conduct that occurs:

- At any time on the school grounds;
- Off school grounds at a school sponsored function, activity, or event; and
- Going to and from school or a school activity.

The District's administrators may also take disciplinary action against a student for off-campus conduct occurring at any time that would have a detrimental impact on school discipline, the educational environment, or the welfare of the students and/or staff. A student who has committed a criminal act while off campus and whose presence on campus could cause a substantial disruption to school or endanger the welfare of other students or staff is subject to disciplinary action up to and

including expulsion. Such acts could include but are not limited to: a felony or an act that would be considered a felony if committed by an adult; an assault or battery; drug law violations; or sexual misconduct of a serious nature. Any disciplinary action pursued by the District shall be in accordance with the student's appropriate due process rights.

The District's personnel policy committees shall annually review the District's student discipline policies, including State and District student discipline data, and may recommend changes in the policies to the White Hall 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, person having lawful control of the student, or person standing in loco parentis shall sign and return to the school an acknowledgement form documenting that they have received the policies.

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

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

It is required by law that the principal or the person in charge report to the police any incidents the person has personal knowledge of or 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 superintendent shall make a report annually to the Board of Directors on student discipline data, which shall include, without limitation: the number of incidents of bullying reported and the actions taken regarding the reported incidents of bullying. To satisfy a student's due process rights, for events both on and off campus, make sure that all special education requirements are met when those requirements apply. *Legal References: A.C.A. § 6-18-502; A.C.A. § 6-17-113*

### **STUDENT ELECTRONIC DEVICE and INTERNET USE AGREEMENT**

The White Hall 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.

1<sup>st</sup> Offense – Access to Computer Use Denied

2<sup>nd</sup> Offense – Refusal to reinstate Access to the Network and or Internet

3<sup>rd</sup> Offense – Suspension

4. “Misuse of the District’s access to the Internet” includes, but is not limited to, the following:

- a. using the Internet for other than educational purposes;
- b. gaining intentional access or maintaining access to materials which are “harmful to minors” as defined by Arkansas law;
- c. using the Internet for any illegal activity, including computer hacking and copyright or intellectual property law violations;
- d. making unauthorized copies of computer software;
- e. accessing “chat lines” unless authorized by the instructor for a class activity directly supervised by a staff member;
- f. using abusive or profane language in private messages on the system; or using the system to harass, insult, or verbally attack others;
- g. posting anonymous messages on the system;
- h. using encryption software;
- i. wasteful use of limited resources provided by the school including paper;
- j. causing congestion of the network through lengthy downloads of files;
- k. vandalizing data of another user;
- l. obtaining or sending information which could be used to make destructive devices such as guns, weapons, bombs, explosives, or fireworks;
- m. gaining or attempting to gain unauthorized access to resources or files;
- n. identifying oneself with another person’s name or password or using an account or password of another user without proper authorization;
- o. invading the privacy of individuals;
- p. Divulging personally identifying information about himself/herself or anyone else either on the Internet or in an email 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 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: Parents/Guardian’s signature agrees to be bound by the terms and conditions of this agreement.

### **STUDENT STANDARDIZED TEST INCENTIVES (4-12)**

The following is a recommendation from District and School Administrators to reward students (4-12) for their Academic Achievement and/or Growth on State Mandated Testing. Special Education Students (4-12) will be evaluated on academic achievement and/or academic growth on state mandated testing with consideration for their handicapping condition. (4-12)

Using data released July 2019, for the 2018-2019 school year, students in grades (4-12) will receive a School Business Day off, if they scored ready or above in 3 out of 4 areas on the ACT Aspire test and/or showed growth from the previous school year in 3 out of 4 areas on the ACT Aspire test.

Students who met their goals to improve academic achievement and school attendance in grades (4-12) will receive a School Business Day off, of their choosing, during the 2019-2020 school year.

Students and parents will receive a Notification of Eligibility at the beginning of the 2019-2020 school year. If eligible, students will receive a redeemable coupon at the beginning of the 2019-2020 school year. This coupon will be used to redeem the earned School Business Day.

Seniors will receive school business off, if they have a composite score of 19 or higher on the ACT test.

### **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 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 to improve a student's academic success.

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

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

Promotion or retention of students, or their required retaking of a course shall be primarily based on the following criteria. If there is doubt concerning the promotion or retention of a student or 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 for students to achieve their grade-level expectations and individual growth. The SSP will identify if the student needs 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 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 or retention of students with an IEP shall be based on their successful attainment of the goals set forth in their IEP.

Students who either refuse to sit for a Statewide assessment or attempt to boycott a Statewide assessment by failing to put forth a good faith effort on the assessment as determined by the assessment administrator/proctor, or whose parents do not send their student to school on the dates the assessments are originally administered or scheduled as make-up days shall not be permitted to participate in any non-curriculum related extracurricular activity, including school dances, prom, homecoming, senior events, and may be prevented from walking or participating in graduation exercises. The student shall remain ineligible to participate until the student takes the same or a following statewide assessment, as applicable; the Superintendent and/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. *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. § 9-28-205ADE Rules Governing the Arkansas Educational Support and Accountability Act Murphy v. State of Ark., 852 F.2d 1039 (8<sup>th</sup> Cir. 1988)*

## **STUDENT MEDIA AND THE DISTRIBUTION OF LITERATURE**

The Superintendent and the student media advisors(s) shall jointly develop administrative regulations for the implementation of this policy. The regulations shall include definitions of terms and the time(s), place(s), and manner(s) of the dissemination of student media, which shall include timelines for the review of materials.

### **Definitions**

"School-sponsored media" means all student media that are:

- Supported financially by the school;
- Supported by the use of school facilities; or
- Produced in conjunction with a class.

“Student journalist” means a student who gathers, writes, edits, photographs, records, video tapes, or prepares information for dissemination in student media.

“Student media” means any means of communication that are:<sup>2</sup>

- Prepared, substantially written, published, or broadcasted by a student;
- Distributed or generally made available, either free of charge or for a fee, to members of the student body; and
- Prepared under the direction of a student media advisor.

“Student media” does not include media that is intended for distribution or transmission solely in the classroom in which it is produced.

“Student media advisor” means an individual who is employed, appointed, or designated by the District to supervise or provide instruction with respect to student media.

### **Student Media**

While the district recognizes a student’s right of expression under the First Amendment of the Constitution of the United States, school-sponsored media does not provide an open forum for public expression. Student media, as well as the content of student expression in school-sponsored activities, shall be subject to the editorial review of the District’s administration, whose actions shall be reasonably related to legitimate pedagogical concerns and adhere to the following limitations:

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

### **Student Media on School Web Pages**

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

1. Not contain any non-educational advertisements
2. Adhere to the restrictions regarding use of Directory Information as prescribed in Policy 4.13 including not using a student’s photograph when associated with the student’s name unless written permission has been received from the student’s parent or student if over the age of eighteen;
3. 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-sponsored literature, publications, or 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-sponsored materials shall have school authorities<sup>2</sup> review their non-school-sponsored materials at least three (3) school days<sup>3</sup> in advance of their desired time of dissemination. School authorities shall review the non-school-sponsored materials, prior to their distribution and will bar from distribution those non-school-sponsored 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.<sup>4</sup> 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-sponsored materials.

The regulations shall:

1. Be narrowly drawn to promote orderly administration of school activities by preventing disruption and may not be designed to stifle expression;
2. Be uniformly applied to all forms of non-school-sponsored materials;
3. Allow no interference with classes or school activities;
4. Specify times, places, and manner where distribution may and may not occur; and
5. Not inhibit a person's right to accept or reject any literature distributed in accordance with the regulations.
6. Students shall be responsible for the removal of excess literature that is left at the distribution point for more than two days.

*Legal References: A.C.A. § 6-18-514; Tinker v. Des Moines ISD, 393 U.S. 503 (1969); Bethel School District No. 403 v. Fraser, 478 U.S. 675 (1986); Hazelwood School District v. Kuhlmeier, 484 U.S. 260 (1988)*

## **STUDENT SUPERVISION**

Students will be supervised on district elementary campuses from the time the first bus arrives in the morning until the last bus leaves in the afternoon.

## **STUDENT SUSPENSION**

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 not to exceed ten (10) school days,<sup>1</sup> 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:

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 (5<sup>th</sup>) 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 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 explained 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), person(s) with lawful control of the student, person(s) standing in loco parentis, 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), person(s) having lawful control of the student, person(s) standing in loco parentis, 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 responsibility of a student's parents', legal guardians', or person having lawful control of the student, or person standing in loco parentis to provide current contact information to the district, which the school shall use to immediately notify the parent, ~~or~~ legal guardian, person having lawful control of a student, or person standing in loco parentis upon the suspension of a student. The notification shall be by one of the following means, listed in order of priority:

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

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

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

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

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

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.

*Legal References: A.C.A. § 6-18-507; Goss v Lopez, 419 U.S. 565 (1975)*

## **STUDENT TRANSFERS**

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

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

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

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

Any person who has been expelled from any other school district shall receive a hearing before the Board at the time the student is seeking enrollment in the District. The Board reserves the right to not allow the enrollment of such students until the time of the person's expulsion has expired following the hearing before the Board.

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. *Legal References: A.C.A. § 6-15-504; A.C.A. § 6-18-316; A.C.A. § 6-18-317; A.C.A. § 6-18-510; A.C.A. § 9-28-113(b)(4); A.C.A. § 9-28-205;*

## **STUDENTS WHO ARE FOSTER CHILDREN**

The District will afford the same services and educational opportunities to foster children that are afforded other children and youth. The District shall work with the Department of Human Services "DHS", the Arkansas Department of Education (ADE), and individuals involved with each foster child to ensure that the foster child is able to maintain his/her continuity of educational services fully 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.

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

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, the standards for accreditation, or other applicable State rule or Federal 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.

*Legal References: A.C.A. § 6-18-233; A.C.A. § 9-28-113.*

### **TARDIES**

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

\*A student is tardy at Gandy, Moody and Taylor if: (1.) The student checks in between 8:30 and 10:00 a.m. or (2.) checks out between 2:30-3:15.

\*A student is tardy at Hardin if: (1.) The student checks in between 8:10 and 9:40 a.m. or (2.) checks out between 2:20-3:05.

Students who arrive after the tardy bell rings are late and must proceed to the office before going to classes to obtain a tardy slip. Students may be required to have parents present for a conference with the principal should the tardies continue.

1. Gandy, Moody, Taylor: Any student arriving to school after 10:00 a.m. (Gandy, Moody, Taylor) will be recorded as one-half ( $\frac{1}{2}$ ) day absence for school attendance purposes.
2. Hardin Elementary only: Any student arriving to school after 9:40 a.m. (Hardin) will be recorded as one-half ( $\frac{1}{2}$ ) day absence for school attendance purposes.
3. Gandy, Moody, Taylor: Any student who checks out of school prior to 2:30 p.m. will be recorded as one-half ( $\frac{1}{2}$ ) absence for school attendance purposes.
4. Hardin Elementary only: Any student who checks out of school prior to 2:20 p.m. will be recorded as one-half ( $\frac{1}{2}$ ) absence for school attendance purposes.
5. Any student missing more than one-half ( $\frac{1}{2}$ ) during a regular school day will receive one (1) full day absence for school attendance purposes.
6. Any child arriving late to school MUST be signed-in by a parent or guardian. Sign-in and sign-out sheets will be used to determine documented absences.

The following disciplinary actions will be taken when a student accumulates five (5) or more tardies:

- a. Five (5) tardies will result in 3 days of early morning detention hall.
- b. Ten (10) tardies will result in 6 days of early morning detention hall.
- c. Fifteen (15) tardies will result in 9 days of early morning detention hall.
- d. Sixteen (16) tardies will result in the principal contacting Juvenile court and filing a FINS (Family in Need of Services) on the parent.

### TEXTBOOKS

Textbooks are free and will be issued by the school. Damaged, lost, or stolen books must be paid for by the student to whom the books were issued.

### VEHICLES

Students, who have presented a valid driver's license and proof of insurance to the appropriate office personnel, may drive their vehicle to school. Vehicles driven to school shall be parked in the area designated for student parking.

- a. Vehicles will be parked upon arrival at school and remain until school is dismissed each day.
- b. Students will not sit in vehicles after arrival at school.
- c. Campus speed limit of 15 MPH will be observed for all vehicles before, during, and after school hours.
- d. Students will not enter or vandalize in any way the vehicle belonging to another person while on a school campus.
- e. The appropriate principal of the school will develop additional policies and regulations as may be required to ensure the safety and well-being of all students and adults.
- f. The superintendent of schools will approve such policies and regulations.
- g. Students who ride motorcycles, motorbikes, or bicycles to school will be expected to observe all rules outlined above.
- h. It shall be considered a student privilege to operate a vehicle on the school campus.
- i. The violation of these rules will result in immediate loss of this privilege.

Students are not permitted to loiter in parking areas and are not to return to their vehicles 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.

### **VIDEO SURVEILLANCE AND ANOTHER STUDENT MONITORING**

To promote a safe and orderly environment at White Hall Schools, surveillance cameras are installed in various locations around the school campus. The addition of security cameras allows school personnel to monitor the areas where students congregate such as hallways, courtyard, and cafeteria. This will also allow the monitoring of individuals who enter the building. All activities are recorded to aid in the prosecution of any crime or violation committed against the facility and/or individuals. This includes disciplinary actions taken by the campus administration.

The Board of Directors 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, automatic identification technology, data compilation devices, and technology capable of tracking the physical location of district equipment, students, and/or personnel.

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, except for places such as rest rooms or dressing areas where an expectation of bodily 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 and other technologies authorized in this policy.

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. Other than video recordings being retained under the provisions of this policy's following paragraph, the district's video recordings may be erased any time greater than    after they were created.

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, automatic identification, or data compilation devices shall be subject to appropriate disciplinary action and referral to appropriate law enforcement authorities.

While 34 CFR 99.3 exempts records of law enforcement units (which for the purposes of this policy would include SROs, 34 CFR 99.8(b) effectively negates that exemption in relation to this policy with the following language.

- (i) Records of a law enforcement unit does not mean--*
- (ii) Records created by a law enforcement unit for a law enforcement purpose that are maintained by a component of the educational agency or institution other than the law enforcement unit; or*
- (iii) Records created and maintained by a law enforcement unit exclusively for a non-law enforcement purpose, such as a disciplinary action or proceeding conducted by the educational agency or institution.*



The law goes on to say that education records retain their status as such even when in the possession of a law enforcement unit and thus remain subject to the restrictions on the release of education records contained in FERPA. In short, you cannot deny access to the video recordings that may be used for student or staff disciplinary purposes by “hiding” them in your school’s law enforcement unit. **Legal References:** 20 USC 1232(g), 20 usc 7115, 34 CFR 99.3, 4, 5, 7, 8, 10, 12, 31.

### **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.

Students are not allowed to bring visitors to school. This includes siblings, relatives, friends, etc. Parents are always welcome at school but are encouraged to make an appointment to see the principal or to visit their child’s class. All adult visitors and volunteers are required to check in at the school office upon arriving at school. White Hall Schools do not allow non-students on the school campus unless they have written permission to be on the campus from the principal of that campus. Non-students are any person or persons not enrolled at the school to include siblings, relatives, friends, former students, etc. ARKANSAS CODE 6-21-607 requires that if a person wishes to visit on the school ground or in the school building, such person *shall* present himself to the office of the school and receive permission to visit and a pass to indicate that proper permission has been granted. Please dress appropriately when visiting the campus, refrain from wearing clothing with inappropriate language printed on sweatshirts or t-shirts. Please refrain from wearing pajamas or clothing that exposes undergarments.

### **WATER FOUNTAIN/WATER BOTTLES**

Students should form a single line along the wall when drinking or waiting to drink from the water fountain. Students should not push anyone while drinking or waiting to drink from the water fountain.

During times of extreme heat of 90 degrees or greater, the building principal may allow students to bring water bottles (NO POWER DRINKS...WATER ONLY) for personal water consumption. Parents will be notified when temperatures are expected to exceed normal levels and notify them whenever students are granted permission to bring extra water. A water bottle must not come to school with a broken seal. A water bottle must have the student’s name on it. The water bottle is not to be shared by other students. A student’s permission to bring a water bottle will be revoked if the student is distracted by being unable to properly use the water bottle or fails to be responsible for his/her water bottle.

### **WEAPONS AND DANGEROUS INSTRUMENTS**

#### **Definitions**

“Firearm” means any device designed, made, or adapted to expel a projectile by the action of an explosive or any device readily convertible to that use.

“Possession” means having a weapon on the student’s body or in an area under the student’s control.

“Weapon” means any:

- Firearm;
- Knife;
- Razor;
- Ice pick;
- Dagger;
- Box cutter;
- Nun chucks;

- Pepper spray, mace, or other noxious spray;
- Explosive;
- Taser or another instrument that uses electrical current to cause neuromuscular incapacitation; or
- Any other instrument or substance capable of causing bodily harm.

No student may possess the above items in the following locations:

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

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

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

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.<sup>2</sup> 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 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. *Legal References: A.C.A. § 5-4-201; A.C.A. § 5-4-401 A.C.A. § 5-27-210; A.C.A. § 5-73-119(b)(e)(8)(9) (10); A.C.A. § 5-73-133; A.C.A. § 6-18-502 A.C.A. § 6-18-507 (e)(1)(2); A.C.A. § 6-21-608; 7961*

### **WITHDRAWAL FROM SCHOOL**

A student will be required to withdraw from school if that student's family and/or legal guardian moves outside the school district attendance zone.

Students must reside within the boundaries of the White Hall School District to attend any school in the district. Exception to this requirement is a student enrolling in the district within the parameters of the "School Choice" Law. Any person who knowingly gives a false residential address for purposes of public-school enrollment is guilty of a misdemeanor and subject to a fine not to exceed five hundred dollars (\$500). (*A.C.A. 6-18-202.*)

**APPENDIX**

**AHERA ASBESTOS HAZARD EMERGENCY RESPONSE ACT**

**ARKANSAS SCHOOL LAW GOVERNING SCHOOL ATTENDANCE**

**ARKANSAS STATE LAWS**

**PROCEDURAL RULES AND REGULATIONS FOR STUDENT SUSPENSION**

**PROCEDURAL RULES AND REGULATIONS FOR STUDENT EXPULSION**

### **AHERA ASBESTOS HAZARD EMERGENCY RESPONSE ACT**

On October 22, 1986, President Reagan signed into law the Asbestos Hazard Emergency Response Act (AHERA, Public Law 99-519). The law required EPA to develop regulations which provide a comprehensive framework for addressing asbestos problems in public and private elementary and secondary schools. On October 30, 1987, EPA published the Asbestos-Containing Materials in Schools Rule [40CFR Part 763 Subpart E]. This New Rule requires all public and private elementary and secondary schools to inspect for friable and non-friable asbestos develop asbestos management plans that address asbestos hazards in school buildings and implement response actions in a timely fashion. This rule became effective December 14, 1987.

White Hall School District conducted a complete inspection of its facilities in July of 1988, utilizing the services of Larron Laboratory, 529 Broadway, Cape Girardeau, Missouri, (314) 334-8910. The results of this inspection have been included in a management plan. This management plan is available in the administrative offices of White Hall School District (and in the offices of each school) during normal business hours, without cost or restriction, for inspection by representatives of the EPA and the State, the public, including teachers, other school personnel and their representatives, and parents. White Hall School District may charge a reasonable cost to make copies of management plans.

Periodic surveillance is required every six (6) months and is conducted in January and July of each year. A re-inspection of our facilities is required every three (3) years. Any fiber release episodes and any activities involving the disturbance of the ACM are also recorded in the management plan.

The purpose of the Federal and State regulations is to protect the health and well-being of all persons entering the buildings of the White Hall School District. The district takes very seriously the recommendations made in the management plan and has taken the necessary steps to comply with State and Federal regulations.

If additional information pertaining to asbestos-related activities is needed, please contact the central office administration at any time during working hours.

### **ARKANSAS SCHOOL LAW GOVERNING SCHOOL ATTENDANCE**

**SECTION 1.** Arkansas *Code 6-18-222* is hereby amended to read as follows:

(a)(1)(A) The board of directors of each school district in this state shall adopt a student attendance policy as provided for in 6-18-209 which shall include a certain number of excessive absences which may be used as a basis for denial of course credits, promotion, or graduation. However, excessive absences shall not be a basis for expulsion or dismissal of a student. The legislative intent is that a student having excessive absences because of illness, accident, or other unavoidable reason should be given assistance in obtaining credit for the course.

(2) A copy of the school district's student attendance policy shall be provided to the student's parents, guardians, or persons in loco parentis at the beginning of the school year or upon enrollment, whichever event first occurs.

(3) The student's parents, guardians, or persons in loco parentis shall be notified when the student is absent. Notice shall be by telephonic contact with the student's parents, guardians, or persons in loco parentis by the end of the school day in which such absence occurred or by regular mail with a return address on the envelope sent no later than the following school day.

(4) Whenever a student exceeds the number of excessive absences provided for in the district's or the State Board of Vocational Education's student attendance policy, the school district or the adult education program shall notify the prosecuting authority, and the student's parents, guardians, or persons in loco parentis shall be subject to a civil penalty in such an amount as a court of competent jurisdiction, presiding in the presence of a representative of the school district, may prescribe, but not to exceed five hundred dollars (\$500) plus costs of court and any reasonable fees assessed by the court. The penalty shall be forwarded by the court to the school or the adult education program attended by the student.

(5) The penalty set forth in this section is to impress upon the parents, guardians, or persons in loco parentis the importance of school attendance and is not to be used as a primary source of revenue. When assessing penalties, the court shall be aware of any available programs designed to improve the parent-child relationship or parenting

skills. When practicable and appropriate, the court may utilize mandatory attendance to such programs as well as community service requirements in lieu of monetary penalties.

(6) In cases where the court determines the student's absences cannot be attributed to the parents, guardians, or persons in loco parentis, the action may be suspended or dismissed conditioned on a petition being filed in juvenile court to seek services on behalf of the student.

(7) As used in this section, prosecuting authority means the elected district prosecuting attorney or his appointed deputy for schools located in unincorporated areas of the county or within cities not having a police or municipal court and means the prosecuting attorney of the city for schools located within the city limits of cities having either a police court or a municipal court in which a city prosecutor represents the city for violations of city ordinances or traffic violations.

(8) In any instance where it is found that the school district or prosecuting authority is not complying with the provisions of this section, the State Board of Education may petition the circuit court to issue a writ of mandamus.

(b)(i) Each public, private, or parochial school shall notify the Department of Finance and Administration whenever a student fourteen (14) years of age or older is no longer in school.

(2)(A) Upon receipt of such notification, the Department of Finance and Administration shall notify the licensee by certified mail, return receipt requested, that his motor vehicle operator's license will be suspended unless a hearing is requested in writing within thirty (30) days from the date of notice.

(B) The licensee shall be entitled to retain or regain his license by providing the Department of Finance and Administration with adequate evidence that: (i) The licensee is eighteen (18) years of age; (ii) The licensee is attending school; or (iii) The licensee has obtained a high school diploma or its equivalent.

(C)(i) In cases where demonstrable financial hardship would result from the suspension of the learner's permit or driver's license, the Department of Finance and Administration may grant exceptions only to the extent necessary to ameliorate the hardship.

(ii) If it can be demonstrated that the conditions for granting a hardship were fraudulent, the parent, guardian, or person in loco parentis shall be subject to all applicable perjury statutes.

(D) The Department of Finance and Administration shall have the power to promulgate rules and regulations to carry out the intent of this section and shall distribute to each public, private and parochial school a copy of all rules and regulations adopted under this section.

### **ARKANSAS STATE LAWS**

This list of Arkansas State Statutes directly related to students and other individuals on or about school property. Students may be suspended or expelled for violation of these statutes. Criminal charges may also be filed against students or other individuals who are in violation of these laws.

**Alcohol and Drugs Selling, Attempting to Sell, Distribute or Purchase** A student who sells, attempts to sell, distribute or purchase drugs (or any substance he claims to be a controlled substance) or alcohol, shall be reported to legal authorities. (A.C.A. 5-64-401) **Sentences** for sale of controlled substances within 1,000 feet of public or private schools shall be enhanced by two (2) years and a fine of no less than \$1,000. (A.C.A. 5-64-401) **Prohibited substances** shall include any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, or other controlled substance as defined in Act 590 of 1971 of the state of Arkansas, as amended, or beverage containing alcohol or intoxicant of any kind.

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

**Assault or Battery on Staff** No student shall strike or attempt to strike teacher or other school personnel. (A.C.A. 5-13-201 *Battery I*; 5-13-202 "serious physical injury," *Battery II* which also includes intentionally causing "physical injury" to a teacher or employee).

**Assault/Battery with Substantial Risk of Death or Serious Physical Injury** A student shall not engage in conduct which creates a substantial danger of death or serious physical injury to another person. (A.C.A. 5-13-201, *Battery. I*; 5-13-202, *Battery II*; 5-13-204, *Aggravated Assault*; 5-13-205, *1st Degree Assault*; 5-1-102(19)

**Battery (Misdemeanor) Minor Physical Injury**

A student will not threaten or attempt to cause injury or physical harm to another student, nor will a student strike or beat another student. (A.C.A. 5-13-203, Battery 3rd; 5-1-102(14); 5-13-206), Assault 2nd; (5-13-207, Assault 3rd)

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

**Disorderly Conduct** No student shall engage in inappropriate behavior that substantially disrupts or interferes with, or is likely to disrupt or interfere with, any school function, activity or school program. Such behavior includes, but is not limited to, fighting, threats, excessive noise, abusive language, obscene gestures, exposing private parts, disrupting lawful assembly of persons. (A.C.A. 5-71-207), Disorderly conduct, "C" Misdemeanor)

**False Emergency Alarm/Tampering with Safety Devices** A student shall not circulate a story of fire, bombing, bomb threat or another catastrophe when that student knows the story to be untrue. Students will not tamper with safety devices on any school property. If injury results to any person because of the false alarm or tampering with safety devices, the student will be reported to law enforcement agencies. (A.C.A. 5-71-210)

**Fighting** Physical blows or contact exchanged between students is considered fighting. (A.C.A.5-71-207)

**Gambling** Students shall not gamble while on school property, school buses or at school-sponsored events. (A.C.A. 5-66-101), et seq; 5-66-112, card games; 5-66-113, games of hazard or skill – betting)

**Increase Academic Instruction Time** (Act 317 of 2007). Physical Education requirements for public school students (A.C.A. 6-16-132) is amended to require sixty (60) minutes of physical education training and instruction each calendar week of the school year for students in kindergarten through grade eight (K-8).

**Insult and Abuse of a Public-School Employee** A.C.A. 6-17-106 states that it is unlawful for any person to use profane, violent, vulgar, abusive or insulting language toward any public-school employee during his duties. Said person shall be guilty of a misdemeanor and upon conviction be liable to a fine of not less than \$100 or more than \$1,500.

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

**Loitering on an Unassigned Campus** No student from another campus is allowed on another school's campus during school hours without permission of school officials. (A.C.A. 6-21-606; 6-21-607)

**Membership in Fraternities, Sororities, Secret Clubs, Gang Activities or Association**

The Board is authorized to suspend or expel any student of the District who joins or promises to join or who solicits other persons to join or pledge to become a member of a public-school fraternity, sorority, secret society or gang activity or association or to wear or display any insignia while in and attending District schools. Gangs which initiate, advocate or promote activities which threaten the safety or well-being of persons or property on school grounds or school-sponsored activity or which disrupt the school environment and/or school activity are harmful to the education process. The use of hand signals, graffiti, or the presence of any apparel, jewelry, accessory or manner of grooming which, by its color, arrangement, trademark, symbol or any other attribute which indicates or implies membership or affiliation with such a group, presents a clear and present danger. This is contrary to the school environment and educational objectives and creates an atmosphere where unlawful acts or violations of school regulations may occur. (Arkansas Law 6-18-601; 6-18-603; 6-18-605; 6-18-606)

**Profanity and Obscene Gestures** A student will not use in verbal or written form profane, violent, vulgar, abusive, insulting, sexual, or disrespectful language at any time. A student will not use physical gestures that convey a

connotation of obscene or disrespectful acts, infringe upon the rights of others or cause or begin an overt and immediate disruption of the educational process. (A.C.A. 5-60-113; school bus drivers; 5-17-207, disorderly conduct; 5-71-208, harassment; 6-17-106, insult/abuse of teachers; 6-18-506)

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

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

**Sexual Contact** Students shall not touch other students in a sexual manner. (A.C.A. 5-14-101, sexual contact; 5-14-111, Public sexual indecency, "A")

**Sexual Indecent Exposure** Students shall not expose their sex organs in a public place or in public view or under circumstances knowing the conduct is likely to cause affront or alarm. (A.C.A. 5-14-112, Indecent exposure, "A" Misdemeanor) NOTE: Exposing private parts is disorderly conduct.

**Smoking and Smokeless Tobacco** A student may not smoke, have possession or control of any tobacco products, tobacco related substances, smoking paraphernalia (matches, lighters, etc.) on school property, including school buses, at any time. (A.C.A. 6-21-609)

**Simple Terroristic Threat or Simple Assault** A student shall not engage in conduct which creates a substantial risk of physical injury to another student or threaten another student, making that student fear imminent physical harm. (A.C.A. 5-13-205, assault 2nd; 5-13-206, assault 3rd; 5-13-301, misdemeanor terroristic threat; 6-17-113, duty to report all threats and acts of violence)

**NOTE:** Threats conveyed with a weapon or with the use of a weapon shall be reported to the police immediately by the administrator. Also, threats to cause death or serious physical injury or threats to cause physical injury to teachers or employees are a Class D Felony.

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

**Theft (Felony) Student Property:** Students shall not take the property of another person or be in possession of property belonging to another without that person's permission. If a student steals or is in possession of property belonging to another person worth \$500 or more, that student has committed a Level III offense. (A.C.A. 5-36-103; 5-36-106) Parent must make restitution.

**Theft (Felony) School Property** A students shall not take possession of property that belongs to the school without permission. If a student takes or is in possession of school property worth \$500 or more without permission, that person has committed a Level III offense. (A.C.A. 5-36-103; 5-36-106) Parents must make restitution.

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

**Criminal Mischief/Vandalism Major Damage:** No student shall purposely and without legal justification destroy or damage any property of another or that belonging to the school district. The parent/guardian shall be

responsible for all damages to property caused by the student. (A.C.A. 6-21-604) (A.C.A. 5-38-203; 9-27-330; 9-27-331; 6-21-605)

## **PROCEDURAL RULES AND REGULATIONS FOR STUDENT SUSPENSION**

### **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 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:

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

Out-of-school suspension 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 if to suspend a student:

- d. the student shall be given written notice or advised orally of the charges against him/her;
- e. if the student denies the charges, he/she shall be explained the evidence against him/her and be allowed to present his/her version of the facts; and
- f. 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:

1. A primary call number;
  - a. The contact may be by voice, voice mail, or text message.
2. An email address;
3. 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 their suspension, students serving out-of-school suspensions are not permitted on campus except to attend a student/parent/administrator conference.



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

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. *A.C.A. § 6-18-507; Goss v Lopez, 419 U.S. 565 (1975); A.C.A. § 6-18-507*

- A. When a student is suspended for any reason, parents will be notified by letter and/or by telephone as soon as possible. Parents may be requested to come to school to pick up the suspended student. A parent conference with the parent and principal is required before student can be readmitted to school.
- B. Students returning to school will be required to obtain an admission slip from the office for admittance to class. This admission slip must be signed by each teacher and returned to the attendance office by the eighth period teacher.
- C. Any student who is under suspension may not practice, perform, or otherwise participate in any activity, either academic or extracurricular, sponsored by any school organization, for the duration of the suspension.
- D. Students receiving out of school suspension or In-School Suspension will not be permitted to attend school-sponsored dances during the school year.
- E. Any conduct that tends to be disruptive of the educational process will be grounds for suspension. Some infractions may result in a recommendation for expulsion at the discretion of the administration. Criminal charges may be filed.
- F. Abnormal or Irrational Behavior - Any student whose actions are abnormal, or irrational shall be suspended from class or from school by the principal.
- G. Some of the specific grounds for suspension and/or expulsion are:
  - 1. Fighting
  - 2. Gambling or wagering
  - 3. Truancy
  - 4. Defiant and hostile acts
  - 5. Insubordination – failure to comply with the reasonable instructions of authorized school personnel
  - 6. Disrespect for authority
  - 7. Destruction of school property – Student will also pay damages.
  - 8. Act involving moral turpitude
  - 9. Possession or use of tobacco products
  - 10. Failure to report to the principal for discipline when instructed
  - 11. Use of profanity toward any school employee
  - 12. Altering an officially recorded grade
  - 13. Forgery
  - 14. Possession/Use of firearms, knives or weapons of any kind
  - 15. Refusing to identify yourself to a school authority on campus or at any school sponsored activity.
  - 16. Theft
  - 17. Vandalism

SEE APPENDIX FOR PROCEDURAL RULES AND REGULATIONS FOR SUSPENSION AND EXPLUSION.

#### **PROCEDURAL RULES AND REGULATIONS FOR STUDENT EXPULSION** **STUDENT EXPULSION**

The principal of a school may recommend that a student be expelled from school with loss of credit and shall make said recommendation to the superintendent in writing which shall include a written statement of the charge or charges against the student. If the superintendent concurs with the recommendation, a hearing before the School Board will be scheduled. The School Board may expel a student for the remainder of the semester or for the remainder of the school year or permanently for conduct it deems to be of such seriousness as to make a suspension inappropriate, or where it finds that the student's continued attendance at school would be unacceptably disruptive

to the educational program or would be attended with unreasonable danger to other students and faculty members. Permanent expulsion is appropriate only for those instances in which serious bodily harm occurred or reasonably could have been expected to occur to another person.

The superintendent or designee shall give written notice, mailed within five (5) calendar days from the alleged incident causing the expulsion recommendation, to the parent if the student is a minor or to the student if they are an adult. Such hearing will be conducted not earlier than three (3) calendar days or more than seven (7) calendar days following the date of the notice except that the superintendent and the student and the student's parents may agree in writing to a date not conforming to this limitation. The notice will also state charges against the student in clear and concise terms, the names of witnesses who will appear against the student, and a brief statement concerning the nature of their testimony.

In every case of a hearing held by a school board regarding the expulsion of a student, the president of the board, or another member selected by the board, shall preside at the hearing. The student shall be entitled to representation by a lawyer or counsel. The superintendent or designee shall present evidence and may present witnesses or statements of those persons having personal knowledge of the events or circumstances giving rise to the expulsion recommendation at the hearing. The student or representative may then present witnesses or statements by witnesses with personal knowledge of events or circumstances relevant to the issues. Normally, formal cross-examination will not be permitted. If, during the hearing, the board determines that the credibility of any of the witnesses is in issue, then it will permit cross-examination as to why credibility has become an issue. Such cross-examination should be limited to the question or questions as to which credibility of the witness has become an issue. Opportunity shall be afforded for the student to observe all evidence offered against them. Members of the board may question any witness.

After the hearing, the board may discuss the matter and will dispose of it by vote. If the board does not expel the pupil with loss of credit, they may impose less severe disciplinary actions such as long-term suspension which may be with or without opportunity for make-up of schoolwork. The board shall briefly state its finding in writing within ten (10) days after the hearing.

The board shall cause to be made a record of the evidence taken at the proceedings by use of either a court reporter and/or tape recorder. If the student desires, the record will be transcribed, and a copy will be furnished to the student. Copies of all statements used as evidence will be included with the record.

The school administration has the responsibility to present evidence to the board and the administration is entitled to open and conclude. The president of the board or the presiding officer has the authority to limit unproductively long or irrelevant questioning by non-board members.

#### **GROUP HEARINGS FOR SUSPENSION OR EXPULSION**

When two or more students are charged with violating the same rule and have acted in concert and the facts are basically the same for all such students, a single hearing may be conducted for them if the president of the board believes the following conditions exist:

1. A single hearing will not result in confusion.
2. No student will have their interest substantially prejudiced by group hearing.

If during the hearing the president finds that a student's interest will be substantially prejudiced by the group hearing, a separate hearing may be ordered for that student.

#### **USE OF TOBACCO SMOKELESS TOBACCO / PRODUCTS**

The District adheres to the fundamental elements of a *Comprehensive Tobacco Policy* to include the following:

4. Prohibits against tobacco/nicotine/smokeless tobacco use by anyone:
  - a. on school property;
  - b. in school vehicles;
  - c. at school events on campus;

- d. at school-sponsored events off campus.
- 5. Prohibits against:
  - a. students exhibiting tobacco-related gear or paraphernalia
  - b. tobacco industry sponsorship, marketing or giveaways
- 6. Procedures for implementing or enforcing the policy:
  - a. Students: Offer smoking prevention and cessation curriculum
  - b. Faculty/staff: Include information about tobacco cessation programs available within the community and/or Arkansas Tobacco Quit line (1-800-QUIT-NOW)

Students are not to smoke, have in possession, or use any type of tobacco on the school campus at any time during the school day. The school day is from the time you arrive on the campus until you leave the campus in the afternoon. This policy applies while riding on any school bus, at ballgames and all extracurricular activities. Possession of lighters or matches can also lead to disciplinary action. See Appendix – *Arkansas State Laws – Smoking (A.C.A. 6-21-609)*

### **TOBACCO, ELECTRONIC NICOTINE DELIVERY SYSTEMS, AND RELATED 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-pipes, or under any other name or descriptor.

The statute requires the statute's posting "...in a conspicuous location at every entrance to each building owned or leased by a public school district and every school bus used to transport students"

Legal Reference: A.C.A. § 6-21-609

### **VIDEO SURVEILLANCE AND ANOTHER STUDENT MONITORING**

The Board of Directors 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, automatic identification technology, data compilation devices, and technology capable of tracking the physical location of district equipment, students, and/or personnel.

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, except for places such as rest rooms or dressing areas where an expectation of bodily 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 and other technologies authorized in this policy.

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. Other than video recordings being retained under the provisions of this policy's following paragraph, the district's video recordings may be erased any time one week after created.

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, automatic identification, or data compilation devices shall be subject to appropriate disciplinary action and referral to appropriate law enforcement authorities.

While 34 CFR 99.3 exempts records of law enforcement units (which for the purposes of this policy would include SROs, 34 CFR 99.8(b) effectively negates that exemption in relation to this policy with the following language.

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

1. Records of a law enforcement unit does not mean
2. Records created by a law enforcement unit for a law enforcement purpose that are maintained by a component of the educational agency or institution other than the law enforcement unit; or
3. Records created and maintained by a law enforcement unit exclusively for a non-law enforcement purpose, such as a disciplinary action or proceeding conducted by the educational agency or institution.

The law goes on to say that education records retain their status as such even when in the possession of a law enforcement unit and thus remain subject to the restrictions on the release of education records contained in FERPA. *In short, you cannot deny access to the video recordings that may be used for student or staff disciplinary purposes by "hiding" them in your school's law enforcement unit.* **Legal References:** *20 USC 1232(g), 34 CFR 99.3, 4, 5, 7, 8, 10, 12, 31*

# White Hall School District

## 2020-2021

July 4	4 <sup>th</sup> of July
July 21	Novice Teacher Training
August 10	Flex PD Day – No School
August 11	Building Defined Day – No School
August 12	Classroom Planning Day – No School
August 13	District Defined Day – No School
August 14	District Defined Day -Elementary Open House 11am-6pm (6-12 No School)
August 17	District Defined Day – No School
August 24	1 <sup>st</sup> Quarter Begins – First Day of School
September 7	Labor Day – No School
October 12	Virtual Day
October 19	1 <sup>st</sup> Quarter Ends
October 20	2 <sup>nd</sup> Quarter Begins
October 20	Fall Elementary Parent/Teacher Conference
October 27	Fall Secondary Parent/Teacher Conference
November 23-24	Virtual Days
November 25 – 27	Thanksgiving Break – No School
December 18	2 <sup>nd</sup> Quarter Ends
December 21 – Jan. 1	Winter Break – No School
January 4	3 <sup>rd</sup> Quarter Begins
January 18	Dr. Martin Luther King Day – No School
February 15	Virtual Day
March 11	3 <sup>rd</sup> Quarter Ends
March 12	4 <sup>th</sup> Quarter Begins
March 16	Spring Secondary Parent/Teacher Conference
March 18	Spring Elementary Parent/Teacher Conference
March 19	Virtual Day
March 22 – 26	Spring Break – No School
April 2	Virtual Day
April 16	District Defined Day CAPS Day (Secondary reports 11-6pm) – Elementary Schools Closed
April 16 **	Kindergarten Round Up (Kindergarten Enrollment @ Elementary Schools 11:00-5:00)**
May 27	4 <sup>th</sup> Quarter Ends – Last Day of School
May 28	District Defined Day
May 31	Memorial Day

Inclement Weather Days will be made -up in this order: May 28, June 1, June 2, June 3, June 4

*Alternative Methods of Instruction (AMI) day(s) may be utilized instead of adding days to the end of the school year (based on ADE approval).*

The Superintendent and School Board shall have the authority to amend the calendar in the event of excessive days missed.

\*\* All Extended Contract Personnel: (Principals, Counselors, & Media Directors) This is an "In lieu of day" to be exchanged for a day off at the end of the extended contract.\*\*

