



# LAMAR SCHOOL DISTRICT

## STUDENT HANDBOOK

### 2023-2024

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Offense		Minimum				Maximum			
		Warning	Loss of Recess, Washing Tables Campus Beautification	ISD In School Detention	Other	ISD In School Detention	OSS Out of School Suspension	Expulsion	Other
1	Arson			X		5-10 Days	5-10 Days	X	Criminal Act/Police
2	Assault of Staff	No Minimum				10 Days	10 Days	X	Criminal Act/Police
3	Bullying/Cyber bullying	X		1-3 Days		5-10 Days	5-10 Days		
4	Bus Misconduct	See Consequences on Page 6				Bus Discipline will Correspond with Regular Discipline			
5	Cell Phones	X			Confiscate	1-5 Days			
6	Cheating			1-3 Days	No Credit	5-10 Days			
7	Chronic Rule Violations	No Minimum					5-10 Days	X	
8	Closed Campus Leaving	X		1-5 Days	Tardy	5-10 Days		X	
9	Destruction of Property			1-3 Days		5-10 Days	5-10 Days	X	Criminal Act/Police
10	Disorderly Conduct	X		X			5-10 Days		
11	Display of Affection	X	X	1-3 Days		5-10 Days			
12	Disregard of Direction	X		1-3 Days		5-10 Days	5-10 Days		
13	Disruption of Teaching	X	X	1-3 Days		5-10 Days	5-10 Days		
14	Dress Code Violations	Change	X	1-3 Days		5-10 Days			
15	Failure to Attempt Academic Effort	X	X	1-3 Days		5-10 Days	5-10 Days	X	
16	Failure to Identify Self	X		1-3 Days		5-10 Days			
17	Fighting			1-3 Days		5-10 Days		X	
18	Fireworks		X	X				X	
19	Gambling		X	X		3-10 Days	5-10 Days	X	
20	Gang Activity			1-3 Days		3-10 Days	5-10 Days	X	
21	Harassment/Sexual	X		X		3-10 Days	5-10 Days	X	
22	Hall Conduct (Horseplay)	X		X		5-10 Days			
23	Inattentiveness (Sleeping)	X		X		5-10 Days			
24	Inconsideration of Others	X	X			3-10 Days			
25	Insubordination			X		3-10 Days	5-10 Days		
26	Electronic Game Devices	X		X	Confiscate	3-10 Days			
27	Knives	X			Confiscate	3-10 Days	5-10 Days	X	
28	Laser Pointers/Spinners/Fidgets	X		X	Confiscate	3-10 Days		X	
29	Pornography Possession			X		3-10 Days		X	Police
30	Possession of Water Gun	X		1-3 Days		5-10 Days	5-10 Days		
31	<b>Possession, Use, Selling, Under the Influence of</b> (Drugs, Alcohol, Controlled Substance, Drug Paraphernalia)	No Minimum				5-10 Days	5-10 Days	X	Criminal Act/Police
32	Prescription Drug Sharing		X	X	Police		5-10 Days	X	
33	Pretending Drugs		X	X	Police	5-10 Days		X	
34	Profanity or Indecent Acts	X	X	X		5-10 Days		X	
35	Campus Driving Violations	X				5-10 Days			
36	Tardy		X	1-3 Days		5-10 Days			
37	Theft		X			5-10 Days			Criminal Act/Police
38	Tobacco Products/Vape	Cessation Program				5-10 Days		X	
39	Truancy	X	1-5 Days	1-5 Days				X	
40	Verbal Abuse of Faculty			1-5 Days			5-10 Days	X	Criminal Act/Police
41	Verbal Abuse of Students	X		1-5 Days		5-10 Days		X	
42	Weapons, Ammunition, Bomb Threat	No Minimum					5-10 Days	X	Criminal Act/Police

Teachers will provide classroom rules and procedures to minimize students being sent to the office. (Name on Board, Move a Marker, etc.)

Loss of Recess, Washing Tables, Campus Beautification, etc. may be used as alternate forms for structured change.

The Administrator reserves the right to judge severity and consequences of any and all disciplinary actions.

Corporal punishment may be used for any of the above violations, at the administrators discretion.

Parents will be notified and have the right to refuse corporal punishment for their child, however, suspension may/will be used when corporal punishment is denied.

Parents will be contacted at Principal's Discretion if disciplinary action is taken.

Student drivers must park in correct area, not go to vehicle during school hours, sit in vehicle on arrival, follow assigned route for entering and leaving campus, drive safely, and follow all laws in regards to driving a vehicle.

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## **GENERAL INFORMATION & POLICIES**

**Requests for Changes to a student's evening transportation plans must be provided to the building office by 2:30 that day.**

### **PHILOSOPHY**

The philosophy of the Lamar School District is to enable all students to achieve to their full potential intellectually, physically and morally, and to build character so they can take their place in society as responsible productive citizens. We recognize that to accomplish this, the combined efforts of the school, parents, students, and community must be utilized.

### **LAMAR SCHOOL DISTRICT'S MISSION STATEMENT**

The mission is to provide all students with the opportunity to acquire a quality education so that they may reach their maximum potential and enter society as fully productive citizens.

### **GOALS**

The goals of the Lamar School District that will enable us to attain our philosophy are:

**Goal I Help each learner master basic skills in:**

- A. Reading- Providing students with the necessary basic reading skills in order for them to function at their maximum potential.
- B. Basic Math- Providing students with the necessary basic skills in mathematics in order for them to function at their maximum potential.
- C. Communication- Develop skills to enable students to effectively use all modes of expression, including listening. (Speaking, listening, writing, and body language)
- D. Problem Solving- Developing skills to enable students to function effectively in dealing with problem solving situations of the present as well as the future.

**Goal II Help learners achieve functional understanding of economic and occupational skills and options to include:**

- A. Providing career information with emphasis on the respect for the dignity of work.
- B. Providing opportunities to develop job entry skills.
- C. Understanding of economic concepts with special emphasis on how they relate to management of time, money, and personal resources.

**Goal III Help each learner develop to the full range of their potential by:**

- A. Fostering and encouraging creativity through the Arts (example: Music, Art, and Drama).
- B. Developing specific learning skills including critical thinking, decision making and the use of the scientific method to facilitate independent lifelong learning.

**Goal IV Help learners progress toward becoming healthy, responsible, and humane citizens through:**

- A. Understanding levels of government and the need for individual participation.
- B. Developing a sense of personal and civic responsibility.
- C. Understanding stewardship, appreciation, and awareness of our natural, social, economics, and political heritage.
- D. Understanding world cultures.
- E. Developing self-discipline, moral values, and respect for the rights and property of others, including those who think and act differently.

**Goal V Help learners maintain healthful living through:**

- A. Maintaining good physical and mental health.
- B. Developing the capacity for creative use of leisure time.
- C. Developing positive and realistic self-concept and family living skills.

### **SCHOOL MASCOTS AND COLORS**

The colors of Lamar High School are **Black** and **Orange**. These colors will be used in all letters given by the school and uniforms worn by the athletic teams. The emblem is an Indian chief. The name of **Warriors** applies to all athletic teams. The chief is the motif for the design used in most school emblems. Its use on senior rings, invitations, and diplomas is optional.

### **MANDATORY ATTENDANCE /ENROLLMENT**

Existing Arkansas Law as described in 6-15-501 requires that all students age five (5) by August 1 through seventeen (17) enroll in and attend school. Arkansas Law further provides that parents of students complied to attend school may be prosecuted if the student does not comply with local school district attendance policy. Prior to a child's admission to the Lamar School District, the parent or guardian shall provide the district with one of the following documents indicating the child's age:

- |                            |  |
|----------------------------|--|
| 1. A birth certificate     | 4. Attested baptismal certificate  |
| 2. Previous school records | 5. A United States military identification                                       |
| 3. A passport              | 6. An affidavit of the date and place of birth by the child's parent or guardian |

### **ELIGIBILITY OF STUDENTS**

Pupils whose parents reside inside the boundaries of the school district are eligible to enroll when they meet the entrance requirements of a particular school as described by the laws of the State of Arkansas; Lamar School District is a School Choice School (School Choice Act 1989). Students wanting to attend this School District under School Choice must notify the district office by May 1<sup>st</sup> the first year they choose to attend the Lamar School District.

### **TRANSFER STUDENTS**

The Lamar School District shall place transfer students as follows:

#### **Accredited Schools:**

- (1) Transfer students from any public school in the state of Arkansas will be given credit for any and all course work completed at a rate of one credit for each transferred.
- (2) Out-of-state transfer students will have their transcripts evaluated course rigor and consistency with Arkansas curricular standards and graduation requirements. The evaluative process will be completed by the Counselor and/or Principal. The student will be placed according to the findings of the evaluation. If placement cannot be completed through an evaluation of the student's transcript, testing, using semester tests from the core areas of study as well as other areas as deemed appropriate by the administration will be administered and student(s) will be placed according to the outcome of the testing procedure.

#### **Non-traditional, Non-accredited and Home Schools:**

- (1) Students entering from a school not accredited by the State Department of Education and/or the North Central Association will be evaluated and placed by the building principal and counselor according to the following standards:

##### Grades Pre K-8:

The building principal and counselor will evaluate all available relevant information to determine appropriate placement. Academic placement may be modified based upon actual student performance.

##### Grade 9-12:

The building principal and counselor will administer appropriate academic testing to determine the amount of credit students will receive in specified academic disciplines. Tests will be constructed by appropriate curriculum council. The degree of credit will be based upon the level of mastery demonstrated in each academic area or subject area.

- (2) Students in Arkansas have the right per Act 42 (Home School) to receive instruction via the home schooling setting. In the event that a home school student chooses to seek credit toward graduation from the Lamar School District the following procedures will be employed to make appropriate placement or determination:

##### Grades Pre K-8:

The building principal and counselor will evaluate all available relevant information to determine appropriate placement. General achievement testing will be administered to students as an additional determining factor with regard to grade placement. Students who have participated in the Arkansas ACTAAP testing may in some circumstances submit certified test results in lieu of achievement testing. Student performance on ACTAAP testing will always be a determining factor with regard to placement. Academic placement may be modified based upon actual student performance.

##### Grade 9-12:

The building principal and counselor will administer appropriate academic testing to determine the amount of credit students will receive in specified academic disciplines. Tests will be constructed by appropriate curriculum councils and administered in each academic areas or subject areas. Students that perform proficient will be issued credit for appropriate courses.

#### Re-entering Students:

Students re-entering the public school from home school will provide evidence that an approved application is on file with the State. Local school districts where the original application was filed will have a copy of the applications on file if necessary. Students will provide information regarding academic achievement and/or course work completed. The building principal and counselor will evaluate all pertinent information submitted as well as results of appropriate academic and/or achievement testing to determine grade placement. Placement may be modified based upon student performance.

### **EMERGENCY SCHOOL CLOSING**

Should it become necessary that school be closed due to inclement weather or other emergency condition, the Lamar School District will attempt to notify the general public using the district's telephone messaging system as well as local media. News reporting agencies that may broadcast official information regarding school closing with respect to Lamar School District include:

KLYR Radio	92.7 FM	Clarksville
KXIO Radio	106.9 FM	Clarksville
KFSM Television	Channel 5	Fort Smith
KARK Television	Channel 4	Little Rock

### **BUS CONDUCT**

The Lamar School District provides student transportation to and from school and school activities. Students wishing to take advantage of this service, privilege, must comply with the Rules of Conduct.

- Students will respect and obey the bus driver's instructions at all time.
- Students must be at the bus stop at the designated time and must remain a minimum of ten (10) feet from the stopping point and remain until the bus door is open.
- Students must go directly to their seat and be seated when loading the bus.
- Students must remain seated until the bus door is open. Then, they must exit the bus in an orderly manner.
- Students may not go to the mailbox while the bus is present.
- Students must not put hands, arms, heads or bodies out of the bus window or yell at people outside of the bus.
- Students must not deface or damage any part of the bus. Students and/or Parents will be required to pay for repairs before bus privileges are returned.
- Students will ride their designated bus and be delivered to their designated stop, unless a written request to do otherwise is received from the parent.
- Students will not be allowed to listen to music devices without headphones, and the music level must not be at a level where others can hear it on the bus.
- Students will not be allowed to wear headphones that might hinder their safety when exiting a bus.
- Students will follow the general rules listed below while on the school bus.

**1** No bullying **2** No fighting, tripping, shoving, yelling, or horseplay **3** No cursing or abusive language

#### **Consequences (Bus Discipline)**

- 1<sup>st</sup> offense – The parent will be made aware of the problem, student conference, and review of the bus rules
- 2<sup>nd</sup> offense – In-school detention or bus riding privileges may be suspended up to three (3) days
- 3<sup>rd</sup> offense – Bus riding privileges suspended for five (5) days
- 4<sup>th</sup> offense – Bus riding privileges suspended for ten (10) days (Parent must meet with administration before student will be allowed back on a bus)
- 5<sup>th</sup> offense – Loss of bus riding privileges for up to the remainder of the year (At least 4 weeks)

*The principal/assistant principal reserves the right to override the sequence of consequences for behavior that is considered severe. Students cannot ride an alternate bus during the suspension. Riding a school bus is a privilege and that privilege can and will be removed if the student cannot follow the rules. The parent/guardian will be responsible for transporting any student who has lost their bus privileges.*

### **TEXTBOOKS/LIBRARY BOOKS/SUPPLIES**

Textbooks are furnished by the state and are issued at the beginning of the year. State laws 80-1905, 50-109, & 80-1904 clearly define abuse and destruction of state property. Included are buildings, grounds, furniture & textbooks. Students will be responsible for such supplies as paper, pencils, crayons or their supplies as may be required by the teacher. The following charges will be made regarding abuse and/or destruction of free textbooks and books on loan from the library:

1. Lost book - replacement cost
2. Destroyed book - replacement cost
3. Tearing out pages - replacement cost
4. Marking or writing in or on a book binds – replacement cost

### **EQUIPMENT/SCHOOL PROPERTY**

Students are responsible for all uniforms and equipment issued to them. If lost or stolen, payment is to be made to the school before records will be released or credit given for academic work. School rules and consequences apply to damage, destruction, etc., of all school property and equipment.

### **LOST AND FOUND**

All students are responsible for their personal belongings. We ask our students to turn in all articles found on the playground or in the buildings to the office. Any student having lost something should report this loss to the office, checking periodically to see if the lost item has been turned in. All unclaimed items will be donated to charity.

### **PROCEDURE FOR LEAVING CAMPUS**

Students are advised to use the proper procedure for arriving at campus and leaving campus. Students are not allowed to leave campus at any time during the school day without a permit from the school office or a parent/guardian signing them out. Only high school students may sign himself/herself out and only if his/her parent or guardian has spoken with an authorized staff member. Students who are late to first period must check in with the office to be admitted to class. Students who do not follow proper check-in, check-out procedures may be considered truant and will be subject to disciplinary action. Lamar is a closed campus.

### **CHECK-OUT AND CHECK-IN PROCEDURES**

High school students are not to be checked out of school for the purpose of going to lunch. Students checking out of school for the purpose of eating lunch will be charged a full day's absence.

Students will follow these procedures:

- A. Check-Out Procedures
  1. Students must have a note signed by their parent or guardian with a current contact number.
  2. Note must be presented to administration for approval before first bells rings.
  3. Students/Parents will checkout with the office or an administrator and sign the check-out sheet/complete the Google form before leaving campus.
- B. Check-In Procedures
  1. Students will check-in with the office or an administrator before going to class. Parents are required to sign in the child in the Elementary and Middle Schools.

### **VISITOR POLICY**

#### **Visits:**

The success of your child can be measurably increased if you, the parents, show an active interest in their work. Parents should endeavor to meet with the teacher during the teacher's conference period or after school.

All visitors are to report to the office first, upon school arrival. Students are not allowed to bring visitors to school. Students must realize that visitors bring undo hardship upon teachers, students, and administrators.

#### **Volunteer Program:**

Volunteer help from patrons and parents is encouraged. Persons interested should make arrangements with the building Administrator. Volunteers will be placed in the most appropriate setting as determined by the administration.

#### **Parent Involvement:**

The Superintendent will appoint a Parent Involvement Facilitator. This person will work with parents, the school and PTSO to involve parents and the community in school activities.

#### **Parent-Teacher-Student Organization:**

Through a cooperative effort of parents, teachers, and students, much can be done to enhance the effectiveness of our school programs. All parents and interested citizens are encouraged to attend the monthly PTSO meetings. Meeting times are varied to enable different people to have an opportunity to attend. Through the fund raising efforts of the organization your schools have been able to obtain educational materials that would have otherwise been impossible to obtain.

## **HEALTH POLICIES**

### **Emergency Procedure:**

- All emergencies are dealt with according to the School Health Services Program of the Arkansas Department of Education. If at all possible parents will be notified before the student is transported to an emergency medical facility.
  - ✓ All infectious diseases and/or contagious diseases are dealt with according to the School Health Services Program of the Arkansas Department of Education and in conjunction with the Johnson Heath Clinic.
  - ✓ **Immunization records** – All students are required to have all immunizations as specified by state law. Students are to be immunized in accordance with the Arkansas Department of Health Immunization Schedule against Poliomyelitis, Diphtheria, Tetanus, Pertussis, Red Measles (rubella), and German Measles (Rubella). Failure to produce records within two weeks of date of entrance will require the student to begin an immunization program or be suspended from school.

### **Medications:**

- Medications will be distributed according to the regulations required by the State Department of Education. Students will not be allowed to transport medication. All medications will be delivered to school by the parents in the original container. Parents will be responsible for bringing refills to the office. Students will not be sent home with containers for refills. Notification will be sent home when the student's medications are almost gone. To reduce the number of trips to and from school, a larger supply of medication should be left at school. These guidelines will be strictly enforced. Your child will not be given medication at school unless it is brought to the school office by the parent and the appropriate paperwork is completed. Medication changes will only be accepted by a physician's note. Notes from parents concerning dosages changes will not be accepted.

## **SPECIAL HEALTH CARE NEEDS**

Arkansas Act 1146 guidelines state that any school age child who has a "medically fragile condition in which the absence of immediate special health skill care threatens the life or health of the student, is required to have a health care plan. A medical protocol is required to ensure the student's safety. The condition is considered long term and unchanging overall. Anyone who has knowledge that a student may require a special health care plan should initiate a referral to the school principal or the special education supervisor.

According to the Individuals with Disabilities Education Act, a free appropriate public education means the provision by the school district for special education and the related services that students need to make their schooling possible.

Related services must also include health services. In addition, there are students who require school health services who are not in need of special education. It is the responsibility of the school to provide school health services for these individuals as well.

In order to provide school health service which will enable these individuals to participate in the educational process, as well as better ensure the safety of all students and staff, the district has set forth administrative policies and procedures in accordance with Arkansas Act 1146. This act requires the management of children with special health care needs.

Although the terms "medical services" and "School health services" sound similar, they have very different meanings in the law. Medical services are defined as services that must be performed by a physician. Educational personnel should never perform these tasks. School health services are provided to permit a student to benefit from his or her educational program. School health services may include administering medication, performing clean, intermittent catheterization, suctioning tracheotomy tubes, providing tube feedings, diapering, or monitoring medical support systems. The school district will provide a particular health service when it is necessary to enable the student to attend school, can be performed by a school nurse or some other qualified person, is not unduly expensive, or does not require constant attention by a staff person.



The administrative policies and procedures for the Lamar School District regarding students with special health care needs address each of the following areas:

Provision of services/training of personnel  
Special administrative considerations  
Medication

Transportation  
Right to privacy and health information  
Infection control

### **Training of Personnel**

To ensure the safety of students and staff, educational personnel who provide school health services must receive appropriate training and be supervised by a school nurse, as deemed necessary. The school nurse must document the training and any ongoing observation and/or supervision provided. Once the staff member(s) learns to provide the school health service, the procedure should be demonstrated in the presence of the school nurse at a proficiency level.

## **EMERGENCY DRILLS**

The Lamar School District has adopted a number of procedures that are designed to specify actions to be followed during specified emergency conditions. Drills will be conducted randomly once a month throughout the school year to familiarize students and staff members with appropriate procedures.

### **FIRE DRILLS**

Fire drills will be conducted monthly. All buildings will be cleared and checked by fire marshals. Each building is expected to be cleared in fewer than ninety (90) seconds. The following is a list of conditions that will be maintained during a fire drill:

- The emergency bells will ring. One (1) continuous ring will designate a fire drill
- All doors and windows to all rooms must be closed.
- All lights and electrical equipment must be turned off.
- Teachers will carry their emergency bags and accompany students to the designated safe area.
- Students will exit the building in an orderly manner and will conduct themselves appropriately during the drill.
- All clear bell will ring to notify teachers and students when to return to the classroom.
- Students will return directly to the classroom in an orderly and quiet manner.

### **TORNADO DRILL**

The following is the procedure that is to be followed during a tornado or extreme inclement weather emergency drill:

- The emergency bells will ring or there will be an all-call to notify teacher/students of a tornado drill.
- Teachers will immediately move students to the designated safe areas.
- Students should kneel on the floor with their hands on the back of the neck.
- An all clear message will be delivered to each group in their designated safe area when the drill is clear

## **ACCREDITATION**

### **PROMOTION/RETENTION OF PUPILS**

The teacher, parent, or counselor may make recommendation for retention. The student's academic abilities, grades, standard scores, attendance, age, and social adjustment are factors to be considered. Pupils in the K-6 grades are promoted upon the satisfactory completion of the class work on their grade level. Promotion will be made by the recommendations of the teacher and the principal.

Pupils in 7<sup>th</sup> & 8<sup>th</sup> grade that fail two or more core subjects may be retained. Promotion of 9<sup>th</sup>, 10<sup>th</sup>, 11<sup>th</sup>, and 12<sup>th</sup> grades are by subject. When a pupil does not successfully complete a course of study in a particular subject field he/she will be asked to repeat course. Promotion is on a yearly basis, individual student promotion will be determined by a committee consisting of teachers, principal, and counselor.

### **TESTING OF STUDENTS**

Standardized tests can be very useful to schools to compare its instructional program to other schools in the state and nation. They also provide another source of measuring the progress made by your child. Standardized and teacher made tests are administered to individual and groups throughout the school year to determine ability, interests, aptitudes and progress (Act 999 of 1999). Juniors and seniors who desire to take the Armed Forces Test (ASVAB). will be allowed to do so. All students may be given midterm and semester tests. Semester tests for high school will count as 20% or 1/5 of the semester grade. Teachers may give 1<sup>st</sup> and 3<sup>rd</sup> nine weeks tests.

### GRADING SCALE

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 frameworks, may also be given. The following grading system will be used by the Lamar School District in accordance with the Arkansas State Law. K-2 students will receive standards based report cards. Grades 3-12 will use the grading scale provided below.

A	=	90-100%
B	=	80- 89%
C	=	70-79%
D	=	60-69%
F	=	Below 60 %

No more than 50% of these grades will come from summative assessment such as tests and quizzes.

### GRADE POINT AVERAGE

The following system will be used to figure student grade point averages with respect to club, organization, and athletic participation as well as Honor status.

#### Advanced Placement-Grading Scale

90 -100	A	5.00
80 - 89	B	4.00
70 - 79	C	3.00
60 - 69	D	2.00
0 -5 9	F	0.00

#### Standard/Concurrent Credit Grading Scale

A	4.00
B	3.00
C	2.00
D	1.00
F	0.00

The cumulative grade point average (GPA) is quotient of the sums of the assigned grade equivalents and the classes completed. Exclude ALL physical education grades except for the PE/Health grades required in the 9<sup>th</sup> grade. GPA is calculated to the nearest hundredth.

### REPORT CARDS

Each student's progress is reported to parents at the end of each quarter. Grade reports will be distributed in a timely manner at the end of each grading period as determined by the district administration.

### PROGRESS REPORTS

Progress reports will be sent to parents during the fifth week of each quarter.

### PARENT CONFERENCE

Parent/Teacher conferences will be scheduled at least one time each semester per Arkansas Code. All parents are encouraged to attend.

### SUPERVISION OF PUPILS

Supervision of pupils by members of the instructional staff is required for all students while in classrooms or on playgrounds. **Without such supervision, students are not permitted to occupy classrooms or to make use of playgrounds at anytime during school hours.**

### ELEMENTARY SCHOOL ACTIVITIES

Act 1220 of 2005, states that under the child nutrition program cupcakes, candies, soda and foods of minimum nutritional values are no longer allowed to be distributed at school. Exception: The school has established designated food days throughout the year which are incorporated into units of study.

### PHYSICAL EDUCATION POLICY

The law assigns the responsibility for outlining a course of study in physical education to the State Board of Education and the Commission of Education. It clearly directs the local school board and school superintendent to see that the subject is taught in the schools. The following quotation taken from the law specifies what shall be taught, "Said course shall be adapted to the ages, capabilities, and state of health of the pupil in the several grades and department and shall include exercise, calisthenics, formation drills, instruction in personal and community health preventing and correcting bodily deficiency."

## **HOMEWORK/CLASSROOM POLICY**

For the Elementary, generally, class work will become homework if not finished in the times allotted for this purpose at school. Such work must be available to turn in the next day. Occasionally, some work may require more than class time allows. The time given to complete these projects will be at the discretion of each classroom teacher.

For the Middle and High School, home study is a necessary part of each pupil's educational program. Each student is expected to spend some time in addition to scheduled class instruction to achieve satisfactory work. Some assignments are long range in nature and require planned study time for their completion. Planned study eliminates the necessity of spending too much time completing an assignment the day before it is due. Homework is classified as either work that was not finished in class, or additional work to be done outside of class. Homework assigned to be done out of class will be counted as a grade. Completion of assignments, either homework or class work, is essential to making a passing grade. Staff will exercise judgment relative to the quantity and frequency of homework assignments. **The emphasis will be quality rather than quantity.**

### **HONOR ROLL**

To be considered for honor roll in grades 8-12, students must maintain a 3.00 grade point average in all courses combined and be working toward completion of core curriculum classes. Grades K-7 will be identified as honor roll students if they have all "As" or all "As & Bs". Each quarter students earning all "As" and students earning "As" & "Bs" will be recognized.

### **Graduation Ceremony Requirements**

Seniors who are projected to graduate in a school year and fail to by their last required day to be on campus will have the opportunity to complete on site credit recovery within the five school days following their last day to be present on campus. This credit recovery will be on campus under direction of school personnel. Students who do not complete the required credits during this five-day credit recovery time will not participate in graduation ceremonies. Seniors will be given the summer to complete their graduation requirements in order to obtain a diploma.

### **SEMESTER TESTS**

Students in grades K through 12 are exempt from taking first and second semester tests if they meet the following criteria:

- Have an A and were absent 3 days or less (all absences, excluding days missed for school approved activities)
- Have an B and were absent 2 days or less (all absences, excluding days missed for school approved activities)
- Have an C and were absent 1 days or less (all absences, excluding days missed for school approved activities)
- Have not been assigned ISD
- Have not been suspended from school
- All semester tests will be 20% of the semester grade.

**If a student is exempt and shows up for school the day's semester tests are given, they will be required to take the test.**

### **SEQUENCE COURSES**

A number of courses offered at Lamar School District are to be taken in sequence. No student will enroll in courses out of sequence. For example, no student will be allowed to enroll in English II until English I has been completed. Students who have failed one semester of any sequence course may be granted special permission from the school administration to enroll in the next sequence course, provided that arrangement have been made to repeat and complete the failed portion of the previous course.

### **SCHEDULING**

All secondary level students will pre-register during the spring semester for the next school year. Any schedule changes that the student wishes to make must be approved by the school administration and the classroom teacher and must be made during the first week of each semester.

### **CLASS DESIGNATION**

Failure to successfully complete four (4) solid subjects during a school year may result in retention or non-promotion for any student grades 7-8. . Classification is determined at the beginning of each school year based on the number of credits the students has earned as of that time. Secondary grades 9-12, student class designation will be based upon the following:

Freshman	0 - 5	Credit Units
Sophomore	5 or more	Credit Units
Junior	10 or more	Credit Units
Senior	17 or more	Credit Units

## **STUDENT BEHAVIOR**

### **TRUANCY**

Operation Stay in School is a joint program between the city of Lamar and the school district that allows a member of the Lamar Police Department to pick up and question a student from the street during school hours and bring them back to school if they are truant.

Truancy is defined as the following: not attending school after leaving home to do so; leaving school without permission of the office; not attending a class the student is enrolled in without a legitimate pass to do so; and leaving class without permission. Each day of truancy will count as one of the 10 allowed absences per semester. Using a forged note will also constitute truancy. A student who has been truant will be assigned to in-school suspension for 5 days up to a maximum of ten days. Students will not be allowed to take Out-Of-School Suspension in place of ISS or ISD.

### **DRESS CODE/APPEARANCE**

The school board and administration recognizes that among those rights retained by the people under our constitutional form of government is the freedom to govern one's personal appearance. However, in order to enhance high standards in the Lamar High School, we must encourage neatness, cleanliness, and decency in personal dress among all students. In view of this, all students are expected to be dressed and groomed so as to present a respectable image in keeping with good taste. Any clothing, jewelry, or accessory that the administration deems as inappropriate in an educational setting, presents a safety concern, or that causes a disruption to the educational process will be prohibited.

1. Clothing, buttons, pins, jewelry, tattoos, etc. with messages concerning alcohol, tobacco, drugs, sex, obscenities, words with double messages, or vulgar language are prohibited.
2. Shorts, skirts, and dress length should be appropriate for school setting and should not cause a disruption in the educational process. Hemlines of shorts, skirts, and dresses will be no shorter than your fingertips when arms are completely extended at your side. Skirts/dresses with slits in the front or sides that are shorter than your fingertips when arms are completely extended at your side are prohibited.
3. Muscle shirts or tank tops worn as a primary garments are prohibited. Low cut front, sides, or backs are prohibited.
4. Uncovered midriffs or shirts with sides that are split are prohibited. Midriffs must be covered even when arms are extended above their head.
5. Hats, bandanas, other head covers and sunglasses are prohibited inside the building.
6. See-through clothing and clothing that is too tight or revealing is prohibited.
7. Pants worn below the normal waist position will not be permitted. Normal waist is defined as 1 inch below the navel. This includes pants that present the illusion of sagging. Sagging is considered inappropriate and associated with gang activity.
8. No clothing will be permitted that in any way makes visible, or gives the illusion of exposing undergarments. Garments with holes or tears in them will not be acceptable.
9. A student's personal appearance shall not present a health or safety hazard. Accessories that may be considered as weapons will not be allowed.
10. Leggings and spandex may be worn with shorts, skirts, & dresses that meet the length requirements in rule #2 above.

The final decision on dress code matters rests with the building principal or his/her designee.

Students in violation of the dress code will not be permitted to attend class until the clothing is changed. Repeated failure to comply with the dress code of Lamar School will result in further disciplinary action. Students unwilling or unable to correct dress code violations will be assigned to In School Detention until the corrections are made. Special activity groups may be given permission to wear specific clothing on specified days.

### **VEHICLES**

Operating a motor vehicle on campus and driving to school is a privilege. Any student that cannot or will not operate a vehicle in a safe manner will not be allowed driving privilege at all district schools. All students must comply with the following:

- Students must have a valid Arkansas driver's license.
- Students must operate a properly licensed and insured vehicle.
- Driving permits must be obtained from the Principal's office.
- Vehicle must be parked at the designated parking place and left there.
- Reckless driving will result in the suspension of driving privileges.
- Students will not sit in parked vehicles on campus. Immediately upon entering the campus, student drivers will park their car and leave the car to go to into the school.
- Students will not visit their vehicles without expressed permission from the school office.
- **Driving to school and parking on the school campus is an extra-curricular activity.**
- For students who drive to school and are tardy first period, driving privileges will be lost for two days on the fourth (first hour) tardy. This will increase by two days for each succeeding tardy, e.g., fifth tardy/four day's loss of driving privileges.

**ANY VIOLATION OF THE STUDENT DRIVING POLICY MAY RESULT IN THE SUSPENSION OR REVOCATION OF DRIVING PRIVILEGE.**

### **FOOD AND DRINKS**

No unauthorized open drinks or food items will be allowed in the school buildings or classrooms during times of classroom instruction.

### **LOCKERS**

Each student is assigned a locker by the school administration to be used for storage of books and equipment. It is the student's responsibility to see that his/her locker is kept in good working order at all times. The principal should be notified immediately if there is a problem with the locker. Students are to use only their locker and not share with other students. Lockers should be kept clean and orderly. No food or drinks should be kept in the locker other than a lunch brought for that day's consumption. No stickers of any kind are to be attached to the inside/outside of the locker. Any damage to lockers will be considered to be vandalism and will be dealt with accordingly. There is a two (\$2) dollar rental fee for lockers in the middle school. High school students do not have lockers.

### **COMPUTER USE/PROCEDURES**

These rules and regulation will be followed at all times. The computers will be used for assigned research, viewing email, and limited personal research.

- Procedures:
1. The home page must be set to the School home page.
  2. Students must follow the "Sign-In" procedures when using the computer.

The following **will NOT** be allowed:

- Non-educational games of any kind; chat room; Facebook, YouTube, Internet mail (including Yahoo, Hot Mail, etc.)
- Personal disks, CDs or headphones unless approved by teacher.
- Viewing or printing of articles, song lyrics, pictures, etc, that contain suggestive, objectionable language/graphics.
- Printing except for class work.
- Logging in using someone else's name and password.
- Altering or changing of computer settings or programs

Authorized district personnel will determine inappropriate use of the district's computer system and/or Internet. "Zero tolerance" will be used against any user who chooses to use the system or Internet improperly. The district reserves the right to deny, revoke, or suspend computer use of any user not complying with the district's policy.

### **PETITIONS AND LITERATURE,**

A petition for any cause may not be circulated in school building or anywhere on the school grounds without the approval of the superintendent of schools. All literature to be distributed along with all publications must be approved by the school principal or superintendent prior to distribution or publication.

### **SCHOOL CAFETERIA**

The Lamar School District will provide substitute menus to accommodate students with handicapping conditions when meeting the definition of a disability as defined in USDA regulations. A Certification of Disability for Special Dietary Needs Form must be filled out and submitted to the school before such accommodations can be made. Please contact our Director of Food Service, Rhonda Smith at 479-885-0040. The Lamar School District does not prepare special menus based upon religious or personal health beliefs.

#### **Student Account Information**

Any money left in student accounts at the end of the year will be carried forward to the following year. Refunds of account balances will only be given to seniors or students who move out of the district. (See Policy 4.51)

### **STUDENT DISCIPLINE CODE**

#### **POLICY STATEMENT**

The student code of conduct is comprehensive and governs all phases of student participation with regard to school and school activities. Conduct at **ALL** school sponsored activities shall be the same as if school were in session. All discipline for violation of the code of conduct is understood to be of a corrective and not punitive nature. The basic premise of the student code of conduct is to provide for and ensure an equal education opportunity to all. In order for the code of conduct to be effective, it must have the support of all individuals involved. To make compliance with student code of conduct the teachers, administrators, and staff members will make every possible effort to assist students to comply with the student code of conduct. Management techniques and counseling will be applied in attempts to encourage students to comply with the code.

Students who refuse to comply with the code of conduct will be subject to disciplinary action. The type of action taken will often depend upon the nature of the infraction, and the student's disciplinary history. The program consists of nine basic actions which may be used singularly or in combination to obtain the desired change of student behavior.

### **Lamar Elementary School**

### **Lamar Middle School**

Being sent to the office could result in any of the following disciplines, at the administrator's discretion:

- Corporal Punishment (Elementary)
- In-School Detention
- Suspension/Expulsion

After every major infraction the Parent/or Guardian will be notified by phone or a letter and reminded of possible suspension. A conference will be held with the Parent/or Guardian after each major infraction, if possible.

Any parent (s), tutor, or legal guardian of a pupil suspended shall have the right to appeal to the Superintendent of schools.

<b>Minor Offenses</b>	<b>Major Offenses</b>
Bringing food or other similar items	Refusing to take punishment as prescribed by a teacher or principal prescribed by a teacher or principal
Inattentiveness in class	Truancy (absence from school without knowledge of parents and school)
Abusive language or action to other students: name calling, etc. (Does not include profane or vulgar language)	Skipping Class
Inconsiderate conduct toward fellow students	Stealing
Failure to observe the dress code	Willful destruction of property (students pay for property)
Tardiness, students arriving at school after 8:00 am must check in through the office. Tardies for each class will be recorded by the teachers. (See tardy policy).	Fighting
Horseplay	Insubordination, insolence, or disrespect to administrators, teachers, or staff.
Talking out of turn	Possession of anything which could be considered as a weapon
	Indecent acts
	Participation in disruptive acts
	Possession of firearms and fireworks on school property
	Use of offensive, vulgar, or profane language
	Possession of, use of or under the influence of alcohol or drugs
	Smoking, use of any tobacco products
	Refusal of student to identify him/herself to proper authorities
	Constant and/or continued infraction of a minor offense
	Gambling
	Physical assault on school staff
	Harassment
	Failure to attempt a reasonable academic effort

This list of infractions is not intended to be exclusive or all-inclusive. All types of infractions may not be included and so modifications will be made at the discretion of the principal. In all instances, discretion of the principal may be used to modify penalties suggested whenever extenuating circumstances seem to be present.

### **DISCIPLINE PROCEDURES:**

#### **Minor Offenses**

##### **GRADE K-5**

##### **Classroom Discipline - Daily**

1. Name on Board
2. Detention
3. Contact parent or guardians
4. Sent to office and/or corporal punishment

#### **Major Offenses**

##### **Discipline - Semester**

1. Warning, Corporal Punishment
2. Contact Parents
3. Corporal Punishment
4. Corporal Punishment, or conference with counselor
5. ISD-K-12<sup>th</sup> grade
6. Resource Officer

## 7. Contact parents or guardians and out of school suspension

Modifications will be made at the discretion of the teacher (Minor) or Principal (major). In all instances, discretion of the principal may be used to modify penalties when extenuating circumstances seem to be present. Expulsion may occur when continued attendance at school will be unacceptably disruptive to the educational program, or when attendance will cause unreasonable danger to other students and faculty members.

An atmosphere of calm is essential to learning and nothing so contributes to this atmosphere as:

- quiet voices
- gentle handling of lockers, books, desks
- silence in traffic areas —hall, lobbies, cafeteria, and classrooms
- library — is a silence zone

When the signal for beginning of class is made, it is expected that talking cease immediately and that students get down to work. Should a teacher be detained on his way to class, students should begin work on their own in an orderly fashion.

### **Lamar Middle School**

### **Lamar High School**

#### **Disciplinary Action**

Disciplinary action for inappropriate conduct will be handled in a discretionary manner in order to consider both sides of an issue and determine what action will be most beneficial to the student and school. Minimum and maximum actions will range from an office visit and principal/student conference to expulsion from school.

Other options may include:

1. Principal/Student conference
2. Behavior Contract
3. Suspension until parent conference
4. In-School Detention (ISD)
5. Out-of-School Suspension (OSS)
6. Expulsion
7. Referral to legal authorities
8. Washing tables
9. Taking away recess
10. Campus Beautification
11. Tardy Card
12. Detention

#### **NON-COMPLIANCE WITH STUDENT DISCIPLINE CODE**

- **Principal/Student Conference** – Students who breach the code of conduct may receive a formal reprimand.
- **Behavior Contract**- A contract will be issued; the offense will be discussed as well as options to prevent the behavior in the future and discipline options if action is repeated.
- **Corporal Punishment** - Lamar School District authorizes use of corporal punishment in its discipline policy. Corporal punishment provisions are that the punishment be administered only for cause, be reasonable, follow warnings that the misbehavior will not be tolerated, and be administered by a school administrator and only in the presence of a school administrator or his designee, who shall be a teacher or administrator employed by the school district. (**ACT 333 of 1995**). Corporal punishment will be administered under the following guidelines:
  - The principal or his designee, including teachers, may administer corporal punishment.
  - The student will be advised in the presence of a licensed employee as to the charge against him/her.
  - Corporal punishment will be administered in the presence of a witness who is a licensed employee of the school.
  - Punishment will not be administered in the presence of other students.
  - Refusal to take corporal punishment or its alternative will result in ISD or suspension.
  - A written report shall be kept on file in the principal's office of all corporal punishment.

**PARENTS WHO DO NOT WANT CORPORAL PUNISHMENT ADMINISTERED TO THEIR CHILD MUST INFORM THE SCHOOL ADMINISTRATION IN WRITING. ALTERNATIVE DISCIPLINARY MEASURES INCLUDING SUSPENSION WILL BE APPLIED FOR THESE STUDENTS.**

**\*\*Lamar Elementary Currently Uses Corporal Punishment.**

**SUSPENSION UNTIL PARENT CONFERENCE - Student** may be suspended until a parent accompanies student to school for a conference.

- **IN-SCHOOL Detention (I.S.D.)** - Principal or superintendent will assign students to I.S.D. I.S.D. is an alternative to corporal punishment or suspension if administration chooses to use it. Reasons for I.S.D. assignment: repeated minor offense, disrespect, cursing, fighting, chronic trouble, failure to complete themes, accumulation of tardies, or assigned as punishment. The principal will notify the teachers of the students who are assigned to I.S.D. The teachers will be responsible for students having ample supply of work to complete. Rules for students in I.S.D.:
  - Students will be isolated from other students.
  - Absolutely no talking will be permitted in I.S.D. or during breaks and lunch. Must raise hand for assistance needed.
  - Students are to remain in their seats.
  - Students will be expected to be in I.S.D. on time, with all necessary class materials. {Books, paper, and pencil}.
  - Absences and tardies will not be tolerated; will result in additional days.
  - Disobedience in I.S.D. will result in additional days being added to I.S.D. or out of school suspension.
  - Students may not attend or participate in any school function, before or after school, while assigned to I.S.D. This includes athletic events, concerts, assemblies, dances, etc. Students will be allowed to attend after school practices for extra-curricular activities, but must leave immediately upon completion of those practices.
  - A student serving the last day of a multiple day detention will have all after school rights restored.
- **SUSPENSION (Out-of-School Suspension) and EXPULSION (See 4.17, 4.30, & 4.31)** – In some circumstances it will be necessary to suspend a student from school who are unwilling to behave in an acceptable manner or fail to abide by the district attendance policies. In suspension cases the following guidelines will apply:
  1. The principal or assistant principal may suspend students for up to ten days. Further action on suspension requires school board approval and may result in expulsion.
  2. Days missed due to out-of-school suspension shall not count toward the allowable number of 10 days absent.
  3. Suspended students are prohibited from the campus and all school functions during the suspension time without prior administrative approval.
  4. Parents of the suspended student will be notified of the reason for and the duration of the suspension.
- **RECOMMENDATION FOR EXPULSION (See 4.31)** – Students that have numerous and habitual conduct code violations may be recommended for expulsion.
- **REFERRAL TO LEGAL AUTHORITIES** – Students that violate the law will be referred to local law enforcement agencies for consideration for prosecution.

### **CONDUCT AND DISCIPLINE**

**The following disciplinary infractions will result in a minimum of a warning and up to a maximum of expulsion.**

1. **Public Display of Affection.** Inappropriate contact is strictly forbidden.
2. **Insubordination, insolence, or disrespect.** Willful disobedience and misconduct or disrespect to teachers, administrators or staff in class, campus or approved school activity.
3. **Hall conduct.** Running in the halls is prohibited. During classes all unnecessary traffic in the halls should be avoided. Scuffling, pushing and shoving are definitely forbidden.
4. **Disorderly Conduct.** Student will be counseled and warned; stricter measures may be used for serious offenses.
5. **Fighting.** If a student strikes another student with the intent to cause bodily injury, this will be considered fighting. Sometimes it is impossible to determine who started the fight or who was at fault. Fighting or threatening to fight at school or at school-sponsored activities will not be tolerated.
  - 1<sup>st</sup> violation: 3-5 days ISD or OSS
  - 2<sup>nd</sup> violation: 5-10 days ISD or OSS
  - 3<sup>rd</sup> violation: Recommendation for expulsion
6. **Tobacco.** It is a violation of state law, Act 1555 of 1999 and school policy to possess or use any tobacco and/or Vape products on campus, school bus, or at school sponsored events. Violation of this policy may result in disciplinary action and/or the issuance of a citation by law enforcement officials.



1<sup>st</sup> violation: 5 days ISD or OSS.

2<sup>nd</sup> violation: 10 days ISD or OSS.

3<sup>rd</sup> violation: Recommendation for expulsion.

**7. Alcohol/Drug.** Authorized official of the school shall automatically suspend any student found in possession of, in the act of using alcohol, marijuana and any drug which the student has no prescription from a duly recognized physician. Student shall automatically be suspended who is caught selling or distributing alcohol and/or harmful drugs to other students. These policies apply when the act (s) take place in school, on school grounds, on school buses and/or at any school-sponsored event, during or after regular school hours. Recommendation of expulsion may be made if the situation seems to be sufficiently grave.

**8. Bullying—(See Policy 4.43)**

**9. Sexual Harassment.** Sexual harassment is against the law, deemed unacceptable conduct in the school environment and will not be tolerated. "Sexual Harassment" is defined as any unwelcome sexual advances, requests for sexual advances, requests for sexual favors, and/or other inappropriate verbal, visual, written, or physical conduct of a sexual nature. Punishment can include, but not be limited to, written warning, corporal punishment, suspension, or expulsion.

**10. Criminal Acts** – Reasons for suspension or expulsion. The commission of or participation in criminal acts in school buildings, on school property, or at school-sponsored events by students is prohibited by school regulation. Disciplinary action will be taken by school authorities against students involved in criminal acts regardless of whether or not criminal charges result. The following activities are among those defined as criminal under the Laws of the State of Arkansas; however, criminal activities considered under this regulation are not limited to this list.

1. Arson: The intentional setting of fires.
2. Assault and Battery: Threat or physical harm to a person.
3. Burglary and Larceny (Theft): Stealing of school or personal property.
4. Extortion, Blackmail or Coercion: Obtaining money or property by violence or threat of force.
5. Possession of a Firearm: The superintendent shall suspend any student from school for a period of not less than one year for possession of a firearm or a weapon on school grounds.
6. Possession of a Weapon: A student who uses, or threatens to use a weapon of object that might reasonably be considered a weapon to inflict physical injury to any person on the school campus or at school functions shall be recommended for expulsion for the remainder of the year.
7. Malicious Mischief: Wilful destruction of property.
8. Robbery: Taking property from an individual by force or threat of force.
9. Sale, use, or possession of alcoholic beverages: Recommendation of expulsion.
10. Disturbing the Peace: insult, abuse, or assault of school staff.
  - Any student who insults or uses profanity toward a staff member will receive a minimum of ISD and a maximum of OSS.
  - A mandatory suspension home will be the consequence for any student who makes a written threat, oral threat, threatening gesture(s) or any other implied threat to any staff member
  - A mandatory suspension home of ten days and a mandatory recommendation of expulsion made by the superintendent will be the consequence for any student makes personal contact with any staff member if such contact is in conjunction with a stated, implied, or intentional physical threat.
11. Illegal Drugs: Any student who is found with or tests prove content to be a controlled drug, other than that which is prescribed by a physician for that student, shall be recommended for expulsion.
12. Vandalism: The wilful destruction of school property will result in a minimum of three days ISD or OSS In addition; the student will pay the cost of destruction and face possible prosecution.

**Behaviors not covered in the aforementioned guidelines:** The school reserves the right to punish behavior which is not conducive to good order and discipline in the school, even though such behavior is not specified in the preceding written causes for suspension or expulsion.

## **CHRONIC RULE VIOLATORS**

Students who continuously violate school rules in and out of the classroom and jeopardize the day to day learning of our students.

- When, in the judgment of the building administrator, students have repeatedly violated school rules to the point of interfering with the educational process the student will be suspended and/or recommended for expulsion or placed in ALE.

### **SEARCH AND SEIZURE**

Searches will be conducted in a discretionary manner and only when there is reasonable cause that there may be items on a person or in his possession that would hinder or disrupt the normal education process of the school. Items seized during a search will be in the control of the school and will be transmitted to the appropriate authorities when necessary. In most cases items will not be returned. In no instances will items be returned before appropriate disciplinary action has been taken and a parent conference held.

- **Lockers**
  - a) Students' lockers are property of the school district. Lockers are pre-assigned to pupils. Therefore, lockers and the contents thereof are subject to periodic administrative search without student permission.
  - b) Disciplinary action may range from student conference to expulsion from school as directed by due process.
- **Student Search**
  - a) A search of a student will be limited to situations where the school administration has reasonable cause to believe the student is concealing evidence of an illegal act, contraband, controlled substance, or has violated a school rule.
  - b) Law enforcement officials may be requested to assist in a personal search.
  - c) Personal searches will be conducted in a private place by the principal or his designee and under his supervision. An adult witness (school employee) will be present at all times during searching proceedings.
  - d) Student permission will be requested before a personal search is conducted. A search warrant may be obtained if a student denies permission of a personal search except in cases where there is reasonable suspicion that a student is concealing a weapon of any type.
  - e) Strip and/or pat searches will be done by a school official or law enforcement official of the same sex under the supervision of the principal or his designee.

## **STUDENT REGULATIONS**

- Students must have permission from parents and school administration to leave campus.
- Students will not eat or drink in any classroom during regular class time. (except water)
- Students will conduct themselves appropriately inside all school buildings.
- Students will conduct themselves appropriately in the lunchroom.
- Students will not make close contact of any nature with another student at school.
- No student will be allowed to drive a private vehicle to an off campus school-sponsored activity without expressed and written parental and school administrative permission.
- Students will be provided school transportation to off campus activities. Students will return from off campus activities via school transportation. The only exception is if a student is returning home with a parent, and that parent has signed a sign-out sheet with the school staff in charge.
- Students are expected to show proper respect to all persons with whom they come in contact. This includes students, teachers, school staff members, school administrators and visitors.
- Students shall be responsible for arriving to class prepared for class with appropriate materials.

## **DUE PROCESS**

Every student is entitled to due process in every instance of disciplinary action for which the student may be subjected to penalties or expulsion. (Ark. Stat. Ann. 80-1516)

1. Due process is afforded to students in disciplinary cases of some magnitude.
2. The due process rights of students and parents are as follows:
  - a) Prior to any suspension, the principal or his/her designee, shall advise the pupil in question of the particular misconduct of which he or she is accused, as well as the basis for such accusation.
  - b) The pupil shall be given an opportunity at that time to explain his/her version of the facts to the school principal and his/her designee.
  - c) Written notice of suspension and the reason (s) for the suspension shall be given to the parent (s) or guardian of the pupil.
  - d) Any parent (s), tutor or legal guardian of a pupil suspended shall have the right to appeal to the Superintendent of schools.
  - e) All school district board meetings entertaining appeals for expulsion shall be conducted in executive session if requested by the parent or guardian, provided after hearing all testimony and debate, the board of directors shall conclude the executive session and reconvene in public session to vote on such appeal.

## **DISCIPLINE OF HANDICAPPED STUDENTS**

Handicapped students that are found to be in violation of the student code of conduct shall be subject to normal and regular school discipline provided that the discipline applied does not abridge their right to a free and appropriate education. The committee developing a handicapped student's individual Education Plan (IEP) shall take into consideration all aspects of the discipline code that will create an unfair environment for the student and include that information in the IEP. Handicapped students may be excluded from school but only in extreme cases and only for duration of not more than ten (10) days. Students

that habitually violate the student code of conduct shall be considered for a change of placement to a more appropriate environment. In the event that a handicapped student is suspended from school, the IEP committee shall meet to determine the cause and effect of the suspension with a view toward assessing the effectiveness and appropriateness of the student's placement and toward minimizing the detrimental effect of the suspension. Alternative educational programming will be offered to the student for the duration of the suspension.

### **ENROLLMENT OF EXPELLED STUDENT**

A student who has been expelled (or who is in the process of being considered for expulsion) from any school district and wishes to enroll in the Lamar School District, must make a formal request to the School Board of Education. Each student will be considered on an individual basis, and the Board will make the final decision. Any student returning from an expulsion must be placed in ALE for no less than a year.

### **COMPLAINTS AND GRIEVANCES**

It is a goal of the Board and the District to be responsive to the community it serves and to continuously improve the educational program offered in its schools. The Board or the District welcomes constructive criticism when it is offered with the intent of improving the quality of the system's educational program or the delivery of the District's services.

The Board formulates and adopts policies to achieve the District's vision and elects a Superintendent to implement its policies. The administrative functions of the district are delegated to the Superintendent who is responsible for the effective administration and supervision of the District. Individuals with complaints concerning the personnel, curriculum, discipline, coaching, or the day to day management of the schools needs to address those complaints according to the following sequence:

1. Teacher, or other staff member against who the complaint is directed
2. Principal
3. Superintendent

Other than in a few instances where statutorily allowed or required, student discipline and personnel matters may not be discussed in Board meetings. Individuals with complaints regarding such matters need to follow the sequence outlined above.

If a student or the parent of a student involved in a disciplinary ruling wish to contest a disciplinary ruling, they must state their complaint in writing to the school principal asking the ruling be changed. If that fails, an appeal is possible to the Superintendent.

### **ARTICLES PROHIBITED AT SCHOOL**

The following is a list of articles prohibited at school. This list may or may not be all inclusive.

FIREARMS/WEAPONS	TOBACCO	FIREWORKS	EXPLOSIVES
HORNS/NOISEMAKERS	LASER POINTERS	VAPE PENS/E-CIGARETTES	
ANY ITEM RESEMBLING A WEAPON	ANY ITEM THAT WILL BE DISRUPTIVE		

### **COURSE OFFERINGS ---- 9<sup>th</sup> - 12<sup>th</sup>**

#### **CURRICULUM**

The following are the standard courses offered by Lamar High School.

#### **Language Arts**

English  
Speech-Semester or Year-long  
Journalism  
Oral Communications

#### **Math**

Algebra I  
Algebra II  
Algebra III  
Geometry  
Linear Statistics  
Pre-Cal & Trigonometry

#### **Science**

Physical Science  
Biology  
Environmental Science  
Chemistry  
\*Physics  
Human Anatomy

#### **Social Studies**

Civics/Economics  
World History  
American History  
World Geography/Contemporary American History

#### **Fine Arts**

#### **Business & Computer**

Vocal Music  
Instrumental Music  
Art I, Art II  
\*Survey of Fine Arts

**Home Economics**

Family and Consumer Science  
Foods & Nutrition  
Interior Design  
Parenting  
Clothing I & II  
Finance Literacy  
Child Development

**Foreign Language**

Spanish I  
Spanish II  
Spanish III

**Pre-AP**

English 9, 10, 11  
American History  
Biology

**Vocational Center**

Industrial Equip. Maintenance  
Building Trades  
Microcomputer Systems  
Automotive Technology  
Horticulture  
Cosmetology  
Medical Professions

\* Distance Learning

E.A.S.T.  
Digital Communications III, IV  
CBA Computer Business Applications  
Computerized Accounting I  
Financial Literacy  
Computer Science

**Vocational Agriculture**

Agricultural Mechanics I & II  
Landscape/Vegetable Production  
Animal Science I & II  
Survey of Ag Systems  
Small Animal Science  
Agricultural Leadership

**Health/PE/Driver's Education**

Health  
Physical Education

**AP (Advanced Placement)**

AP Biology  
AP Studio Art  
AP American History  
AP Literature Composition  
AP Calculus AB

**\*Concurrent College Credit**

English Comp I & II  
College Algebra

**ALTERNATIVE LEARNING ENVIRONMENT**

Students will be assigned to the Alternative Learning Environment (ALE) by the principal and/or superintendent. This action will not be taken without consultation with the parents, the student, the counselor, and other applicable staff members. Students may be assigned to (ALE) for a variety of reasons.

**HONOR GRADUATE**

All honor graduates, including the valedictorian(s) and salutatorian(s), will be determined based on the 5-point grading scale system provided in policy. (In the event it becomes necessary to distinguish grade point averages beyond the hundredths place to the right of the decimal, distinguishing for the top two rankings will be made by extending the grade point average up to five places to the right of the decimal point.)

In order to qualify for valedictorian, salutatorian, or honor graduate, or to qualify for membership in the National Honor Society or its equivalent, student must successfully complete the minimum core of courses recommended by the State Board of Higher Education and the State Board of Education, pursuant to Arkansas Code Ann.6-61-217; Students who complete requirements for graduation at semester of their senior year are eligible to be honor graduates.

honor graduates must have an overall grade point average of not less than 3.25 at the end of the 7<sup>th</sup> semester. The honor graduate with the highest academic grade point is designated the valedictorian and the second highest academic grade point will be the salutatorian. The student must have been enrolled in Lamar High School for all four semesters of their junior and senior years. Honor Graduate recognition cords for graduation will be based upon the following criteria:

- Tier 1: Distinguished Academic Honors – completed 4 or more AP/Concurrent Credit courses, 4.000 plus GPA. Cords will be Gold/Silver/Black (Tied)
- Tier 2: Superior Academic Honors – completed 4 or more AP/Concurrent Credit courses, 3.750-3.999 GPA. Cords will be Gold/Silver/Black
- Tier 3: High Academic Honors – completed 3 or more AP/Concurrent Credit courses, 3.500 GPA. Cords will be Gold/Silver
- Tier 4: Academic Honors – 3.250 and up GPA. Cords will be Gold

#### **ATCC Vo-Tech in Russellville**

The District will pay the tuition costs associated with enrollment in the Career Center for students that meet the qualifications for participation in the programs. Seniors and juniors are given priority, sophomores are ranked by GPA. Students must agree to comply with the following conditions:

1. Students must provide their own transportation and have approval by the administration and parents to drive a personal auto.
2. In order to enroll in the Health Occupations or Technology programs for concurrent credit, a student must:
  - A. Have high school counselor and administration's approval.
  - B. Demonstrate average or above academic achievement.
  - C. Demonstrate responsible attendance and discipline records.
  - D. Have parent approval and commitment to reimburse the district upon withdrawal or drop out of program.
3. A "C" average or 2.0 GPA is required in any ATCC Technical or Health course and must also maintain a 2.0 GPA in their courses at the high schools for students to receive continued tuition funding or for progressing to the next level of the technical program.
4. Counselors will be notified by ATCC instructors if student drops, withdrawn or have excessive absences in Technical or Health courses. Students who for any reason drops or withdraw or are dropped or withdrawn from a ATCC technology or health classes will be assigned to the high school classes for the remainder of the semester.
5. Parents of students who withdraw, drop, who are withdrawn or fail a ATCC concurrent credit course in Health or Technology will be required to reimburse the district for tuition expense incurred.

#### **FIELD TRIPS/SCHOOL FUNCTIONS**

Students participating in any academic or extra-curricular trip, that are not AAA sanctioned events, must meet the criteria bulleted below.

- Complete and submit all work in a timely manner.
- Additional days allowed to make up work must be arranged prior to the trip with administration
- Individual students are responsible for securing all appropriate forms and required signatures for permission to attend any approved trip(s).
- Violations of the disciplinary code may result in suspension from participation in field trips at the discretion of the Principal.
- Students must also furnish a parental release form for each field trip.

Students will not be allowed to attend field trips if any of the following are true.

- Student has served two or more days of ISD, in a semester
- Student has a failing grade in any of their core subjects (Language Arts, Math, Science, Social Studies)
- Student has not met expectations in a majority of their essential standards, as specified on their report card. (specific to elementary standards based report cards)
- Students with 4 or more unexcused absences in a semester. (all absences, excluding days missed for school approved activities)
- Students must turn in all health forms before being allowed to go on any trips

#### **DRUG POLICY**

The Lamar School District recognizes that chemical abuse or misuse is a significant health problem for students and that all students who represent the district in extra-curricular activities should be encouraged and supported in their efforts to develop a chemical-free lifestyle. **(Driving to school and parking on the school campus is an extra-curricular activity and as such any student driving to school will be under the same policy of random drug testing as all other students who choose to participate in activities outside the regular curriculum.)** The board of education is determined to help students by providing another option for them to say "NO." Chemical abuse includes, but is not limited to, the use of illegal drugs, alcohol, and the misuse of legal drugs and medications.

#### **Definitions**

- Third Party Administrator (TPA) = (also referred to as a “service agent”), manages all or part of your company's non-DOT or DOT drug and alcohol testing program.
- Chain of Custody Form = a form used in the process that tracks the movement of evidence through its collection, safeguarding, and analysis lifecycle by documenting each person who handled the evidence, the date/time it was collected or transferred, and the purpose for the transfer.
- Medical Review Officer (MRO) = a person who is a licensed physician and who is responsible for receiving and reviewing laboratory results generated by an employer's drug testing program and evaluating medical explanations for certain drug test results.
- Athletic Director = Lamar School District Employee over AAA events and other extracurricular activities
- Building Administrator = High School Principal or any administrator designated by the superintendent in the absence of the high school principal
- Urinalysis = A urine drug test, or urinalysis, is **a common way to find out if someone has recently used illegal drugs**. You may need to take a urine test for an employer, sports team, or other reasons.
- Illegal drugs = are defined as any substance, including alcohol, considered illegal by Arkansas Statutes or which is controlled by the Food and Drug Administration unless prescribed by a licensed physician.
- **Quantitative Drug Analysis** = exact amounts confirmed by Gas Chromatography Mass Spectrometry (GCMS)

#### Purposes:

1. To assist students to resist peer pressure to use drugs.
2. To establish a high standard of conduct for students who represent the school and the community.
3. To establish standards of conduct for students of Lamar Schools who are considered leaders among their peers.
4. To work cooperatively with parents/guardians by assisting them in keeping their children/students free from mood-altering chemicals.
5. To assist students who need to be referred for assistance or evaluation regarding their use of illegal drugs.
6. To support laws relative to the use of alcohol and controlled substances.

#### Scope

The provisions of this policy apply to students in the Lamar School District in grades seven through twelve. No student will be allowed to participate in any extracurricular school activity (any activity outside the regular curriculum) until the consent form has been signed by both student and custodial parent-legal guardian and returned to school. Positive screening results are considered cumulative and follow the student for the duration of enrollment of the Lamar School District.

#### Prescription Medication

The existence of lawfully prescribed medication in the student's sample is not a violation of this policy when taken in accordance with a physician's recommendation or prescription to a specific student. The parent/guardian will be responsible to obtain an MRO, if needed, to verify prescription medications. The parent/guardian will be responsible for the cost of the MRO.

#### Procedures

- Each student must have a signed student/parental/guardian consent form as a requirement for participation in any extracurricular activity and the drug testing program. Failure to provide the signed consent form will result in the student being prohibited from participating in such activities until the form is signed and submitted to the school.
- No student shall be penalized academically for testing positive for alcohol or controlled substances. The results of tests pursuant to this policy will not be documented in any student's academic records.
- There will be four random drug screenings conducted each school year on students that have been determined to be involved in extracurricular activities in grades 7-12.
- The building administrator will provide an updated list of students identified as students involved in extracurricular activities to the TPA. This will be updated before each of the random screening dates.
- The TPA will utilize their own software to randomly select 30 students
- The TPA will randomly select an additional 10 students as alternates, for those students that are absent
- All student test documentation and information will be confidential between the school district, the student, their parent/guardian, and the TPA.
- If a student is one of the 30 random selections, but is absent the day of the screening, another student will be pulled from the 10 alternates provided. The alternate will be taken from the top of the list no exceptions.

- The building administrator and superintendent will be the only people notified of the date of the random screenings
- All students will be called to the cafeteria and will be worked with individually to complete their Chain of Custody Form
- Any student refusing to provide a urine sample will automatically be placed on probation for 30 days and will be required to test at the next random screening, as if they were positive. Students will not be allowed to check out once the names are called but may be moved to the front of the line to allow them to leave as quickly as possible. A student that leaves after the names are called, and are on the random list, will be determined to be refusing to participate in the screening.
- The TPA will have the student complete a Chain of Custody Form verifying their identification
- Student identification may be verified by student and the athletic director or the building administrator
- A urinalysis will be the method utilized to test for the presence of chemicals in the body.
- The student will be provided a sample collection cup and will enter a restroom alone to collect their sample
- The student will provide their sample of urine in the collection cup to the TPA
- The TPA will determine if the student has provided an adequate quantity or if they will have to wait to provide an additional sample.
- The TPA will pour the sample into a vial.
  - The TPA will ask the student if they are the person identified on the chain of custody form
  - Once verified a Tamper Evident Security Seal will be placed on top of the vial
  - The student will be required to initial the top of the seal to prove the process occurred
- All samples will be collected and stored safely until the TPA sends them off overnight to Quest Diagnostics
- The TPA will email all of the results to the building administrator, once the TPA receives results on “all” of the student samples collected.

### Consequences of a Positive Test

1. **First Offense** – Any student, for a first offense, whom has received a positive test result from the TPA/Quest Diagnostics, will be on probation for (30) thirty calendar days, effective the day the student is notified by the building administrator/athletic director/superintendent assigned designee. During probation, the student may not practice or participate in extra-curricular activities. This includes driving to school and parking on school owned property. On the 31<sup>st</sup> calendar day, after the student received notification of the positive result, the student may return to normal extracurricular activities. The date of notification and the date of the students return from probation will be recorded so that there is no question which day the student may return to normal activities. Once a student receives a positive result it will be mandated that they be retested at the next scheduled random testing. The student that has received the positive result will not be considered part of the random selection provided by the TPA.
2. **Second Offense** - A positive drug test for a student on probation or who has previously been on probation for a positive test will result in the student loss of participation privileges in all extracurricular activities for the remainder of the school year or six months, whichever is greater.
3. **Third Offense** – A positive drug test by a student who has had two prior offenses will result in the student being prohibited from participation in all extracurricular activities for the remainder of his/her enrollment in the Lamar School District.
4. The district recognizes that there is the possibility of trace residual drugs in students who have previously tested positive. This will be taken into consideration when determining second and third offenses. Quantitative results will need to be obtained for proof and any outside cost for this proof will be transferred to the parent/guardian of the student with the positive result.
5. Any student refusing to submit to a drug test will not be allowed to participate in any extra-curricular activities for the remainder of the school year or six months, whichever is greater.
6. Student drug test results will be maintained by the high school building principal in a secure location at the district office. Only the building principal, athletic director, and the superintendent, or a designated administrator by the superintendent, will have access to the files. Records will be destroyed within six months of the student’s high school graduation.

### Additional Notes

Lamar School District will no longer be requiring a negative result to return to the student’s extracurricular activity at the end of the thirty days of suspension.

Students that have received a positive result from Quest Diagnostics will automatically be pulled at the next drug screening date. If a student receives a positive result from the final drug screening for that school year, that student will be pulled automatically at the first random screening in the following school year.

### **Appeals Process**

All actions for student violations of the drug testing policy may be appealed by the student utilizing the district's appeals process. If the appeal requires the use of an MRO or a quantitative drug analysis, the parent/guardian will be responsible for any additional cost to the Lamar School District.

<b>Lamar School District Positive Result Documentation Form</b>		
Student Name		
Parent/Guardian Name		
Phone Number		
	Date	Initial of Recorder
Random Screening		
Positive Result from TPA		
Notified Student and Parent		
30th Day of Probation		
Student's Return to Normal Activities		
Date Student Received Next Drug Screening		

### **EXTRA-CURRICULAR ACTIVITIES POLICIES**

The Lamar School District will follow all Arkansas Department of Education (ADE) and Arkansas Activities Association (AAA) rules of eligibility. Any student in the District meeting age and grade requirements by the ADE and AAA may participate in extracurricular activities. Students may participate in a student organization when meeting the requirements for the organization. All students are encouraged to participate in those clubs and activities for which they have an interest.

In addition to the ADE and AAA rules of eligibility, each student must be given permission from each his or her teachers stating that the student/athlete is maintaining regular attendance and acceptable academic performance. Violations of the disciplinary code may result in suspension from extracurricular activities for a specified period of time. Students suspended for any reason will not be allowed to participate in any extra-curricular activities and will not be allowed to participate in any field trips either associated with academic or extra-curricular activities for the duration of the suspension. Students must provide a signed released form by the parents before being allowed to leave campus on any approved trip.

### **ORGANIZATIONS AND CLUBS**

#### **Membership Rules**

1. A student shall only be president, or its equivalent, of one club or activity. The president shall not hold any other offices.
2. A student shall not hold more than two offices without the permission of the sponsors of each club.
3. There shall be no limitations of the number of clubs or activities in which a student participates.

#### **Student Council**

The purpose of this organization shall be to develop attitudes of, and practice in, good citizenship; promote harmonious relations throughout the school; improve student-teacher relation; improve school morale; help in the management of the school clubs and organizations; and promote the general welfare of the school. The Student Council shall consist of 3 representatives from 9<sup>th</sup> through 11<sup>th</sup> grade and 4 Seniors. The election of various class representatives shall take place approximately the third week of April before the start of the year for which the term begins.



**Yearbook and Homecoming Queen**

The girls will be selected from each class grades 9-12 by the student body. There will be three representatives from the senior class and two from all other classes. The queen will be selected from the senior nominees and the remaining girls nominated will serve as maids. The same girl cannot be elected queen of more than one event within the same school year.

**FBLA (Future Business Leaders of America)**

Purpose- The purpose of this FBLA chapter is to provide as an integral part of the instructional program additional opportunities for secondary students in business and office education to develop vocational and career-supportive competencies and to promote civic and personal responsibilities.

Membership – Active members shall be secondary students who accept the purpose of FBLA, subscribe to its creed, and demonstrate willingness to contribute to good school-community relations. Active members shall pay dues as established by FBLA and may participate in all events in accordance with the guidelines of the National organization.

**Cheerleaders**

Lamar School will have two cheerleading squads. One squad will be selected from Senior High students (grades 10-12) and one squad selected from Junior High students (grades 7-9). Each squad must be sponsored by an approved employee of the school and will operate under the constitution approved by the administration and other such regulations as may be designated by the sponsor and approved by the administration.

To be eligible for tryouts, a student must follow the guidelines required by Arkansas Activities Association and have their parent's permission.

The purpose of the organization is to promote school loyalty and pep and to set examples of conduct and spirit for the entire student body.

**FCA (Fellowship of Christian Athletes)**

The purpose of FCA is to present to athletes and coaches, and all whom they influence, the challenge and adventure of receiving Jesus Christ as Savior and Lord, serving him in their relationships and in the fellowship of the Church.

The FCA is a fellowship through which ordinary people help each other become better individuals and better examples of what the Lord can do with a yielded life. It exists to serve Christ through the Church. It is interdenominational, interracial, and embraces both Protestants and Catholics. It strives to strengthen the moral, mental and spiritual fiber of the athletes and coaches of America.

**FFA (Future Farmers of America)**

The Future Farmers of America is an organization for students who are enrolled in, or have been enrolled in, classes of Vocational Agriculture.

The FFA is the national organization of, by and for students of vocational agriculture/agribusiness. Since the founding of the National FFA organization in 1928, it has been a program of vocational/agribusiness for students who are enrolled or have been enrolled in classes of vocational agriculture. The FFA chapter at Lamar was chartered in 1941.

**FCCLA**

FCCLA is an integral part of the home economics curriculum, established to expand educational experiences and provide opportunities for students beyond the classroom, with interrelated projects and activities. Leadership training is a primary focus of FCCLA.

Any student presently enrolled or who has had one course of home economics previously and pays his/her dues to the home economics teacher will be an affiliated member. Affiliated members shall be eligible to hold office, make motions, vote, and participate in off-campus activities and fund-raising campaigns.

Non-affiliated members will be all members of home economics classes who choose not to pay dues but will participate in interrelated classroom projects and activities.

**Math Club**

The purpose of this club is primarily to increase the interest, appreciation and educational values of mathematics.

Active members are persons who have completed or are now enrolled in one course of mathematics above Algebra I and are Juniors or Seniors in high school. Members will be accepted upon approval of 2/3 of members present if they meet the requirements of an active member. All members must have a "C" average in every subject to be eligible to be a member.

#### **Sr. & Jr. High Science Explorers Club**

The purpose of this club shall be to:

1. Improve our knowledge of science
2. Improve others knowledge about science with the use of our knowledge
3. Use the knowledge we gain to do experiments, activities, and shows
4. To aid our ability to learn in all other subjects

Member requirements:

1. Members must be in Sr. High or Jr. High and in a science class
2. Members can only have one C per 9 weeks and that C cannot be in science
3. Members must pay a membership fee each year

#### **Senior Beta Club**

The name of the organization shall be the Lamar High School Chapter of the National Beta Club.

This chapter of the National Beta Club is an integral part of the central organization of the National Beta Club, and shall be governed by the academic and financial policies laid down in the National Constitution of the central organization of the National Beta Club. Its coats-of-arms, motto, colors, creed, and official insignia shall be those of the National Organization of the National Beta.

The purpose of this organization shall be the promotion of scholarship, leadership, and good citizenship at Lamar High School.

The membership of this organization shall be made up from among the students of 10-12 grades at Lamar High School who because of their worthy character, good mentality, creditable achievement, and commendable attitude, have been approved for membership by the executive head of Lamar High School, provided of course, that these students meet the requirements set forth in the by-laws of this organization.

#### **Spanish Club**

The purpose of the Spanish Club is to provide opportunities to enhance the students' knowledge of Spanish language and to further their understanding of the Hispanic culture. The only requirement for the club is the desire to learn about the Hispanic culture.

### **NONDISCRIMINATION STATEMENT**

The Lamar School District is committed to a policy of educating children for living by helping them to develop an awareness and appreciation for the achievements, problems, and aspirations of all people in our society.

The School District shall help children from all walks of life to gain the knowledge, skills and determination that will enable them to reach their highest potential and to contribute to the welfare of all people.

The Lamar School District shall establish and maintain an atmosphere in which all persons can develop attitudes and skills for effective, cooperative living, including:

- A. Respect for the individual regardless of economics status, intellectual ability, race, creed, color, religion, sex, or age.
- B. Respect for culture differences.
- C. Respect for economic, political, and social rights of others; and
- D. Respect for the rights of others to seek and maintain their own identities.

The Lamar School District shall continue to promote good human relation by removing all vestiges of prejudice and discrimination in employment, assignment, and promotion of personnel.

In keeping with the guidelines of Title VI, Section 601, Civil Rights Act of 1964; Title IX, Section 901, Education Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973; Lamar School District assures that no person in the United States shall, on the basis of race, color, nation origin, age, sex, or handicap be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any programs or activity receiving federal financial assistance.

Any person having inquiries concerning compliance with Title VI (Race), Title IX (Sex), or Section 504 (Handicap) is directed to contact the District Superintendent.

#### **STUDENT SCHOOL RECORDS AND EDUCATIONAL RECORDS**

1. The Family Education Rights and Privacy Act of 1974 (FERPA) (Public Law 93-380) states in part that “all academic and personal records pertaining to individual students are confidential and can only be inspected by students, parents and school officials”.
2. The school will provide opportunity for parents and students to inspect records upon request.
3. The school officials will work with parents and students to correct any information on records that may be misleading, inaccurate or otherwise inappropriate.
4. The school will obtain written permission from parents or guardians of students to release records except when:
  - a. Other school officials within the same school request records and
  - b. Officials of other schools or school systems in which the student has enrolled request records.
5. Students that have reached the age of 18 may give permission to release their own records.
6. Any student directory information will be published only after:
  - a. A notice of intention to release the information has been published
  - b. The student, parent, or guardian has been advised they have the right to refuse the release of such information and
  - c. A time limit of five (5) days has been given for refusal to release the information.
7. **Any non-custodial parent** who has been awarded visitation rights by the court with respect to a child shall, upon request, be provided a copy of the current scholastic records of such child by the school district or collage attended by the child. (School Laws of Arkansas Act 345 of 1997)
8. **ACT 246** - No school or school district shall use, display, release, or print a student’s social security number or any part of the number on any report, identification card, identification badge, or any document that will be made available or released to the public, a student, or a student’s parent or guardian without the express written consent of the student’s parent.

#### **PERMISSION TO USE STUDENT PHOTOGRAPHS ON WEB PAGE**

The Lamar School District may take pictures at school activities. This picture may be used on the school web page. Some of these pictures could contain a picture of your child. Students will not be identified by their name, nor will any personal information be given on students. Internet users who have an interest in Lamar School District may access the web page. If you do not want your child’s picture on the web page, please contact the building principal to obtain a form stating this.

To: Parent/Guardian(s) and Student(s)

Act 104 of 1983 requires that school districts adopt written discipline policies that follow Arkansas Department of Education guidelines. The Arkansas Standards for Accreditation also require that the school shall have on file statements signed by parents and students that they have received an electronic and/or written copy of the school discipline policies.

Students are informed the student handbook is online and that it contains the Lamar School District Discipline Policies.

This statement is required to be signed by both the Student and Parent/Guardian and turned in immediately.

This is to confirm that I have read the student handbook.

**If you would like to request a written copy of the student handbook/school discipline policy, please check here: \_\_\_\_\_**

\_\_\_\_\_  
**Student Printed Name**

\_\_\_\_\_  
**Grade**

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

\_\_\_\_\_  
**Parent/Guardian Printed Name**

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

#### **4.1—RESIDENCE REQUIREMENTS**

“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.

Definitions:

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

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

“Residential address” means the physical location where the student’s parents, legal guardians, persons having lawful control of the student 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 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 whose parents move the student into another district or 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 the employee's 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. § 6-18-202  
A.C.A. § 6-18-203  
A.C.A. § 6-28-108  
A.C.A. § 9-28-113

#### **4.2—ENTRANCE REQUIREMENTS**

To enroll in a school in the District, the child must be a resident of the District as defined in District policy (4.1—RESIDENCE REQUIREMENTS), meet the criteria outlined in policy 4.40—HOMELESS STUDENTS or in policy 4.52—STUDENTS WHO ARE FOSTER CHILDREN, be accepted as a transfer student under the provisions of policy 4.4, or participate under a school choice option and submit the required paperwork as required by the choice option 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 ~~department of~~ Division of Elementary and Secondary education.
2. The parent, legal guardian, person having lawful control of the student, or person standing in loco parentis shall provide the district with one (1) of the following documents indicating the child's age:
  - a) A birth certificate;
  - b) A statement by the local registrar or a county recorder certifying the child's date of birth;
  - c) An attested baptismal certificate;
  - d) A passport;
  - e) An affidavit of the date and place of birth by the child's parent, legal guardian, person having lawful control of the student, or person standing in loco parentis;

- f) United States military identification; or
  - g) Previous school records.
3. The parent, legal guardian, person having lawful control of the student, or person standing in loco parentis shall indicate on school registration forms whether the child has been expelled from school in any other school district or is a party to an expulsion proceeding. Any person who has been expelled from any other school district shall receive a hearing before the Board at the time the student is seeking enrollment in the District. The Board reserves the right to not allow the enrollment of such students until the time of the person's expulsion has expired following the hearing before the Board.<sup>3</sup>
  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. §§ chapters 1209, and 1211 or 42 U.S.C. § 204.

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

“Dual status military technician” means a federal civilian employee who is:

- a. Employed under 5 U.S.C. § 3101 or 32 U.S.C. § 709(b);
- b. Required as a condition of his or her employment to maintain membership in the Selected Reserve; and
- c. Assigned to a civilian position as a technician in the organizing, administering, instructing, or training of the Selected Reserve or in the maintenance and repair of supplies or equipment issued to the Selected Reserve of the United States Armed Forces.

“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;
- Members of the uniformed services who die on active duty or as a result of injuries sustained on active duty for a period of one (1) year after death;
- Dual status military technicians; and
- Traditional members of the National Guard and reserve components of the armed forces who are relocating to the state for employment or to serve as a member of an Arkansas-based reserve component unit.

“Traditional member of the National Guard or federal reserves” means an active member of the Selected Reserve subject to mobilization and deployment for which he or she attends monthly and annual training periods.

“Transition” means the:

- Formal and physical process of transitioning from public school to public school; or
- Period of time in which a student moves from a sending district to a receiving district.

“Uniformed services”<sup>4</sup> means the United States Army, United States Navy, United States Air Force, United States Marine Corps, United States Space Force, 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 similar to the ones the student was enrolled in his/her previous school to the extent that space is available. This does not prohibit the District from performing subsequent evaluations to ensure appropriate placement and continued enrollment of the student in the courses/and/or programs;
5. be provided services comparable to those the student with disabilities received in his/her previous school based on his/her previous Individualized Education Program (IEP). This does not preclude the District school from performing subsequent evaluations to ensure appropriate placement of the student;
6. make reasonable accommodations and modifications to address the needs of an incoming student with disabilities, subject to an existing 504 or Title II Plan, necessary to provide the student with equal access to education. This does not preclude the District school from performing subsequent evaluations to ensure appropriate placement of the student;
7. be enrolled by an individual who has been given the special power of attorney for the student's guardianship. The individual shall have the power to take all other actions requiring parental participation and/or consent;
8. be eligible to continue attending District schools if he/she has been placed under the legal guardianship of a noncustodial parent living outside the district by a custodial parent on active military duty.

Following the receipt of advanced notice of the enrollment of an eligible student from a military family, the District shall treat the notice as a provisional enrollment and provide the student with materials regarding:

- a. Academic courses;
- b. Electives;
- c. Sports; and
- d. Other relevant information regarding the public school.

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

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

To facilitate a smooth transition between the student's previous coursework and the curriculum best suited to ensure educational success in the student's new school, the District may enroll an inbound transitioning eligible student in digital coursework, if available, at the request of the military family.

#### International Exchange Students

"Host family" means the individual or family with whom an international exchange student is placed by an international student exchange visitor placement organization under the International Student Exchange Visitor Placement Organization Registration Act, § 6-18-1701 et seq..

"International exchange student" means a student who is placed with a host family by an international student exchange visitor placement organization under the International Student Exchange Visitor Placement Organization Registration Act, § 6-18-1701 et seq.

Before an international exchange student may attend a District school, the District requires all international student exchange visitor placement organizations that are placing international exchange students within the District to:

- Be certified by the Council on Standards for International Educational Travel;
- Provide documented proof of the international exchange student's English proficiency; and
- Notify the District at least three (3) weeks before the beginning of the academic semester the international exchange student plans to enroll in the District.

The District shall admit for enrollment and attendance an international exchange student who has been placed with a host family who resides within the District boundaries. The international exchange student shall attend the school in the District based on the attendance zone where the host family resides.

Upon an international exchange student's arrival, the international exchange student may be required to submit to quarantine to prevent the spread of infectious diseases as may be necessary, which shall not exceed seven (7) days unless otherwise recommended by the Arkansas Department of Health or the Centers for Disease Control and Prevention.

International exchange students are expected to follow the District handbook and student code of conduct as the District has the authority to expel a student for violations of the school district's written student discipline policies or if the international exchange student presents a danger to the District's students or employees.

Statewide assessment results achieved by an international exchange student enrolled in the District shall be included in the District's results on the statewide assessments.

The District shall provide English-language services to international exchange students as necessary.<sup>8</sup>

Cross References: 4.1—RESIDENCE REQUIREMENTS

4.4—STUDENT TRANSFERS'4.5—SCHOOL CHOICE

4.6—HOME SCHOOLING,4.34—COMMUNICABLE DISEASES AND PARASITES

4.40—HOMELESS STUDENTS,4.52—STUDENTS WHO ARE FOSTER CHILDREN

4.57—IMMUNIZATIONS

Legal References: A.C.A. § 6-4-302

A.C.A. § 6-15-504,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. § 6-28-101 et seq.,A.C.A. § 9-28-113

#### **4.3—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 the child and ensure the attendance of the child at 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 particular school year and the parent, legal guardian, person having lawful control of the child, or person standing in loco parentis of the child elects not to have him/her attend kindergarten. A kindergarten waiver form prescribed by regulation of the Division of Elementary and Secondary Education must be signed and on file with the District administrative office.
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

#### **4.4—STUDENT TRANSFERS**

Transfer applications received by the District shall be placed on the Board's next meeting agenda. At least five (5) days before the meeting where the transfer application appears on the agenda, the superintendent shall notify the Board regarding:

- All transfer applications received since the last meeting; and
- The superintendent's recommendation concerning each transfer application.

Each transfer application shall be considered individually and receive a separate vote by the Board. The parent, legal guardian, person having lawful control of the student, or person standing in loco parentis to a student who submits a transfer application shall be given at least five (5) minutes to present the student's case for a transfer to the Board.

The Board 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.<sup>2</sup> The District shall reject applications that would cause it to be out of compliance with applicable laws and regulations regarding desegregation.

If the superintendent intends to recommend the Board deny the transfer application, the superintendent shall provide a written explanation of the reasons for the recommendation to the Board and the parent, legal guardian, person having lawful control of the student, or person standing in loco parentis to the student.

The parent, legal guardian, person having lawful control of a student, or person standing in loco parentis to the student who submitted a transfer application that was rejected may appeal the decision of the Board to the State Board of Education.

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.<sup>3</sup>

Except as otherwise required or permitted by law,<sup>4</sup> the responsibility for transportation of any nonresident student admitted to a school in this District shall be borne by the student or the student's parents. The District and the resident district may enter into a written agreement with the student or student's parents to provide transportation to or from the District, or both.

Cross Reference: 4.6—HOME SCHOOLING

**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

#### **4.5—SCHOOL CHOICE**

##### **Standard School Choice**



## **Exemption**

The District is under an enforceable desegregation court order/court-approved desegregation plan 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 annually 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 no later than January 1.

### **Application Process**

The student's parent shall submit a school choice application on a form approved by DESE to this District and the student's resident district. Except for students who are transferring under Uniformed Service Member Dependent School Choice, the transfer application must be postmarked, emailed, or hand delivered between January 1 and 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 are transferring under Uniformed Service Member Dependent School Choice, applications postmarked, emailed, 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.

Except for students who are transferring under Uniformed Service Member Dependent School Choice, no earlier than January 1 of each year, the Superintendent will consider all properly submitted applications for School Choice. By July 1, the Superintendent shall notify the parent and the student's resident district, in writing, of the decision to accept or reject the application.

### **Accepted Applications**

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

A student, whose application has been accepted and who has enrolled in the District, is eligible to continue enrollment until completing his/her secondary education. Continued enrollment is conditioned upon the student meeting applicable statutory and

District policy requirements. Any student who has been accepted under choice and who fails to initially enroll under the timelines and provisions provided in this policy; chooses to return to his/her resident district; or enrolls in a home school or private school voids the transfer and must reapply if, in the future, the student seeks another school choice transfer. A subsequent transfer application will be subject to the capacity standards applicable to the year in which the application is considered by the District. A present or future sibling of a student who continues enrollment in this District may enroll in the District by submitting a Standard School Choice application. Applications of siblings of presently enrolled choice students are subject to the provisions of this policy including the capacity standards applicable to the year in which the sibling's application is considered by the District. A sibling who enrolls in the District through Standard School Choice is eligible to remain in the District until completing his/her secondary education.

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

### **Rejected Applications**

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

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

Rejection of applications shall be in writing and shall state the reason(s) for the rejection. Unless the student's application was rejected due to the application not being timely received by both the resident and nonresident districts, 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.

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

All Standard School Choice applications for transfers out of the District shall be

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

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

- Either:
  - The student's resident district has been classified by the state board as in need of Level 5 — intensive support; or
  - The student's assigned school has a rating of "F"; and
- Except for students who are transferring under Uniformed Service Member Dependents School Choice, the student's parent, guardian, or the student if the student is over eighteen (18) years of age has submitted an application of the student's request to transfer by no earlier than January 1 and no later than May 1 of the school year before the school year the student intends to transfer to both the sending and receiving school districts.

Except for students who are transferring under Uniformed Service Members Dependent School Choice or seeking to transfer within the District, the Superintendent shall notify in writing the parent or guardian, or the student if the student is over eighteen (18) years of age, and the student's resident district whether the Opportunity School Choice application has been accepted or rejected by no later than July 1 of the school year the student is seeking to enroll. If the student is seeking a transfer within the District, 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 within fifteen (15) days from receipt of the student's application. 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.<sup>121</sup> Unless the student's application was rejected due to the application not being timely received by both the resident and nonresident districts, 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 hand delivery or 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.

Except for students who are transferring under Uniformed Service Member Dependent School Choice, 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.<sup>132</sup>

#### **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:

1. A school district that has not been classified by the State Board as in need of Level 5 Intensive Support; or
2. If there is more than one school within the District covering the grade level of the student seeking to transfer that does not have a rating of "F", a public school within the District that is nearest to the student's legal residence that does not have a rating of "F"; or
3. If there is not more than one school within the District covering the grade level of the student seeking to transfer that does not have a rating of "F", a public school that does not have a rating of "F" within a School district that has not been classified by the State Board as in need of Level 5 Intensive Support.

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

#### **Uniformed Service Member Dependent School Choice**

"Uniformed service member" means an active or reserve component member of the:

- United States Army, United States Navy, United States Air Force, United States Marine Corps, United States Space Force, or United States Coast Guard;
- National Oceanic and Atmospheric Administration Commissioned Officer Corps; or
- United States Commissioned Corps of the Public Health Service.

"Uniformed service veteran" means a former uniformed service member who has been discharged under conditions other than dishonorable.

A student shall be eligible for school choice under Uniformed Service Member Dependent School Choice if the student is a dependent of a:

- Uniformed service member in full-time active-duty status;

- Surviving spouse of a uniformed service member;
- Reserve component uniformed service member during the period six (6) months before until six (6) months after a Title 10, Title 32, or state active duty mobilization and service; or
- Uniformed service veteran who is returning to civilian status at the conclusion of the uniformed service veteran's active duty status.

A student's parent, legal guardian, person having lawful control of a student, or person standing in loco parentis to the student shall submit a school choice application by mail, e-mail, or in person to the student's nonresident district and resident district. The application shall be accompanied by:

- a. A copy of the identification card of the student's parent, legal guardian, person having lawful control of the student, or person standing in loco parentis that qualifies the student under this section; and
- b. A copy of the official orders, assignment notification, or notice of mobilization of the student's parent, legal guardian, person having lawful control of the student, or person standing in loco parentis.

The application deadline required under Standard School Choice and Opportunity School Choice shall not apply to uniformed service member dependents.

The superintendent of the nonresident district shall notify the parent, legal guardian, person having lawful control of the student, or person standing in loco parentis of the student in writing whether the student's application has been accepted or rejected within fifteen (15) days of the nonresident district's receipt of the application. A student's transfer under the Uniformed Services Member Dependent School Choice is effective immediately upon the nonresident district's written notification of an acceptance. A student shall be permitted only one (1) school transfer per academic year.

The parent, legal guardian, person having lawful control of a student, or person standing in loco parentis to a student shall be responsible for transportation of the student.

#### **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. § 6-18-320  
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

#### **4.5F—SCHOOL CHOICE CAPACITY RESOLUTION**

Whereas:

- The Board of Directors of the Lamar 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.
- Except for applicants who are transferring under Uniformed Service Member Dependent School Choice, 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 received, electronically timestamped, or postmarked before January 1, unless the application is from a student who is transferring under Uniformed Service Member Dependent School Choice;

- Are ~~not~~ received, electronically timestamped, or postmarked after May 1, unless the application is postmarked before May 1 or is from a student who is transferring under Uniformed Service Member Dependent School Choice;
- Are to a student's resident district that has declared itself exempt due to an existing desegregation order; or
- The student is transferring under Uniformed Service Member Dependent School Choice and the application is not accompanied by relevant documentation.
- 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 to exceed the District's current grade, program, or building capacity.

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

#### **4.6—HOME SCHOOLING**

##### **Enrollment in Home School**

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

1. At the beginning of each school year, but no later than August 15;
2. Five (5) school 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:
  - Use of the Division of Elementary and Secondary Education's (DESE) online system;
  - Email; or
  - Facsimile;

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 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
- g. A signature of the parent or legal guardian

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.

A student who has been temporarily issued items, resources, supplies, materials, or other property belonging to the District is eligible for enrollment in a home school during the school year after:

- The items, resources, supplies, materials, or other property belonging to the District have been returned to the District;
- The items, resources, supplies, materials, or other property belonging to the District have been paid for; or
- The semester has ended.

The superintendent or the board of directors may waive the required five (5) school day waiting period for a student's enrollment in home school during a semester if the superintendent or the board of directors is satisfied with the return of temporarily issued items, resources, supplies, materials, or other District property .

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

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

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

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

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

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

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

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

#### **4.7—ABSENCES**

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

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

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

#### **Excused Absences**

Excused absences are those where the student was on official school business or when the absence was due to one of the following reasons and the student brings a written statement to the principal or designee upon his/her return to school from the parent or legal guardian stating such reason. A written statement presented for an absence having occurred more than two (2) 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.<sup>1</sup>
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.
12. Absences due to conditions related to pregnancy or parenting, including without limitation:
  - Labor, delivery, and recovery;
  - Prenatal and postnatal medical appointments and other medically necessary, pregnancy-related absences;
  - The illness or medical appointment of a child belonging to a parent who is enrolled at a District school;
  - A legal appointment related to pregnancy or parenting, including without limitation:
    - Adoption; Custody; and Visitation;
  - A reasonable amount of time to accommodate a lactating student's need to express breast milk or to breastfeed the student's child on the District's campus; and
  - At least ten (10) school days of absences for both a parenting mother and a parenting father after the birth of a child.

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.

Up to one (1) time during each scheduled election, a student shall not be considered absent from school for the time the student accompanies the student's parent when the parent is exercising the parent's right to vote in a scheduled election.

In order for the absence to be considered excused, the student must:

- a. Bring a written statement to the principal or designee upon the student's return to school from the student's parent, ~~or~~ legal guardian, or treating physician stating the reason for the student's absence; ~~or~~
- b. If the student is attending the District's courses digitally, upload a written statement from the student's parent, ~~or~~ legal guardian, or treating physician stating the reason for the student's absence through the District's digital course management platform for review by the principal or designee; or
- c. Provide documentation as proof of a student's participation in an activity or program scheduled and approved by the 4-H program that is provided by a 4-H county extension agent, 4-H educator, or other appropriate entity associated with the 4-H activity or program.

A written statement presented or uploaded for an absence having occurred more than five (5) school days prior to its presentation or upload will not be accepted.

**Unexcused Absences**--Absences that are not defined above; do not have an accompanying note from the parent, legal guardian, person having lawful control of the student, ~~or~~ person standing in loco parentis, the student's treating physician, or a 4-H county extension agent, 4-H educator, or other appropriate entity associated with the 4-H activity or program; or have an accompanying note that is not presented or uploaded within the timeline required by this policy shall be considered as unexcused absences.

Students with (8) 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 (4) 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 (8) 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

#### **4.8—MAKE-UP WORK**

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

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

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

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;

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.

In addition to the make-up work process above, at the conclusion of a pregnancy-related or parenting-related period of absence, a student may choose from various options to make up missed work, including without limitation:

- a. Retaking a semester at the District school where the student is enrolled;
- b. Participating in an online course credit recovery program;

Being granted six (6) weeks to continue at the same pace and finish the semester at a later date, provided that the student may: Complete the student's coursework within the current school year; or Attend previously scheduled summer school classes made available by the District Where the student is enrolled; and

- c. Receiving home-based instruction services.

Cross References: 4.7—ABSENCES 4.30—SUSPENSION FROM SCHOOL, 4.31—EXPULSION, 4.57—IMMUNIZATIONS

Legal References: A.C.A. § 6-16-1406, A.C.A. § 6-18-502, DESE Rules Governing Student Discipline and School Safety

#### **4.9—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.

##### **Tardy Policy for High School and Middle School:**

The District believes students should learn to be punctual. There are instances where tardies cannot be helped. The policy will allow for this, but chronic tardiness will not be acceptable. Tardies will be handled in the following manner: If a student misses more than fifteen minutes a class they will be counted absent. If a student misses less than fifteen minutes a class, they will be counted tardy. Four tardies in a semester will result in 1 day of in-school suspension. For every two additional tardies, the amount of days in detention will go up by two as well.

##### **Tardy Policy for Elementary:**

All students are to be prepared to begin instruction on time. We do understand there are times when tardies cannot be helped but, chronic tardies will not be acceptable.

**A parent/guardian must accompany any student who arrives after 8:00 a.m. to the office before proceeding to the classroom.**

- The student will be considered tardy and the incident will be recorded.
- After the 5th tardy, this is beginning to be an attendance problem. (Parents will be notified)
- In addition, no child will be dismissed early, unless for special circumstances. Being at school on time in the morning and staying in school until the end of the school day is central to receiving a good education.
- The 7<sup>th</sup> tardy will result in 5 minutes on the fence at recess. (Parents will be notified)
- The 9<sup>th</sup> tardy will result in 10 minutes on the fence and a Parent Conference.

**A child picked up between 2:30 – 3:15 pm is the same as a tardy.**

#### **4.10—CLOSED CAMPUS**

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

#### **4.11—EQUAL EDUCATIONAL OPPORTUNITY**

No student in the Lamar 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.<sup>1</sup>

Inquiries on non-discrimination may be directed to Jay Holland, who may be reached at 479-885-3907.

Any person may report sex discrimination, including sexual harassment, to the Title IX Coordinator in person or by using the mailing address, telephone number, or email address provided above. A report may be made at any time, including during non-business hours, and may be on the individual's own behalf or on behalf of another individual who is the person alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment.

For further information on notice of non-discrimination or to file a complaint, visit

<https://www2.ed.gov/about/offices/list/ocr/complaintintro.html>; 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. § 35.10634 C.F.R. § 100.6, 34 C.F.R. § 104.834 C.F.R. § 106.8, 34 C.F.R. § 106.934 C.F.R. § 108.9, 34 C.F.R. § 110.25

#### **4.12—STUDENT ORGANIZATIONS/EQUAL ACCESS**

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

1. The meeting is to be voluntary and student initiated;
2. There is no sponsorship of the meeting by the school, the government, or its agents or employees;
3. The meeting must occur during non-instructional time;
4. Employees or agents of the school are present at religious meetings only in a non-participatory capacity;
5. The meeting does not materially and substantially interfere with the orderly conduct of educational activities within the school; and
6. Non-school persons may not direct, conduct, control, or regularly attend activities of student groups.

All meetings held on school premises must be scheduled and approved by the principal. The school, its agents, and employees retain the authority to maintain order and discipline, to protect the well-being of students and faculty, and to assure that attendance of students at meetings is voluntary.

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

**Legal References:** A.C.A. § 6-5-201 et seq., A.C.A. § 6-10-132, A.C.A. § 6-18-601 et seq., A.C.A. § 6-21-201 et seq. 20 U.S.C. 4071 Equal Access Act, Board of Education of the Westside Community Schools v. Mergens, 496 U.S. 226 (1990)

#### **4.13—PRIVACY OF STUDENTS' RECORDS/ DIRECTORY INFORMATION**

Except when a court order regarding a student has been presented to the district to the contrary, all students' education records are available for inspection and copying by the 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<sup>1</sup> of the request. The district forwards education records, including disciplinary records, to schools that have requested them and in which the student seeks or intends to enroll, or is already enrolled so long as the disclosure is for purposes related to the student's enrollment or transfer.

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

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

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

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

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

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

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

When deciding whether to release PII in a health or safety emergency, the District may take into account the totality of the circumstances pertaining to a threat to the health or safety of a student or other individuals. If the District determines that there is an articulable and significant threat to the health or safety of a student or other individuals, it may disclose information from education records to any person whose knowledge of the information is necessary to protect the health or safety of the student or other individuals.<sup>2</sup>

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

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

A parent or guardian does not have the right to remove any material from a student's records, but such parent or guardian may challenge the accuracy of a record. The right to challenge the accuracy of a record does not include the right to dispute a grade, disciplinary rulings, disability placements, or other such determinations, which must be done only through the appropriate teacher and/or administrator, the decision of whom is final. A challenge to the accuracy of material contained in a student's file must be initiated with the building principal, with an appeal available to the Superintendent or his/her designee. 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.<sup>3</sup>

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.<sup>4</sup> "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,<sup>5</sup> his/her placement on the honor roll (or the receipt of other types of honors), as well as his/her participation in school clubs and extracurricular activities, among others. If the student participates in inherently public activities (for example, basketball, football, or other interscholastic activities), the publication of such information will be beyond the control of the District. "Directory information" also includes a student identification (ID) number, user ID, or other unique personal identifier used by a student for purposes of accessing or communicating in electronic systems and a student ID number or other unique personal identifier that is displayed on a student's ID badge, provided the ID cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a personal identification number (PIN), password or other factor known or possessed only by the authorized user.

A student's name and photograph will only be displayed on the district or school's web page(s) after receiving the written permission from the student's parent or student if over the age of 18.

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

The right to opt out of the disclosure of directory information under Family Educational Rights and Privacy Act (FERPA) does not prevent the District from disclosing or requiring a student to disclose the student's name, identifier, or institutional email address in a class in which the student is enrolled.<sup>6</sup>

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 20202

The District shall ensure that all contracts that disclose or make available student personally identifiable information to vendors, including school service contract providers, school service on-demand providers, and other third parties, including without limitation subcontractors of contract providers, include express provisions that safeguard the privacy and security of student personally identifiable information that meet the requirements under A.C.A. § 6-18-2601 et seq. The District shall maintain a list of the school service contract providers that the District contracts with for school services that include or make available student personally identifiable information. The list shall be updated at least once at the beginning of each semester and provided to parents upon request.

Cross References: Policy 4.34—Communicable Diseases and Parasites

Policy 5.20—District Web Site

Policy 5.20.1—Web Site Privacy Policy

Policy 5.20F1—Permission to Display Photo of Student on Web Site

Legal References: A.C.A. § 9-28 -113(b)(6)20 U.S.C. § 1232g20 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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

##### **Student Media**

All student media that are supported financially by the school or by use of school facilities, or are produced in conjunction with a class shall be considered school-sponsored media. School-sponsored media does not provide a forum for public expression.

Student media, as well as the content of student expression in school-sponsored activities, shall be subject to the editorial review of the District's administration, whose actions shall be reasonably related to legitimate pedagogical concerns and adhere to the following limitations:

1. Advertising may be accepted for media that does not condone or promote products that are inappropriate for the age and maturity of the audience or that endorses such things as tobacco, alcohol, or drugs.
2. Media may be regulated to prohibit communications determined by the appropriate teacher, student media advisor, and/or administrator to be ungrammatical; poorly written; inadequately researched; biased or prejudiced; vulgar or profane; or unsuitable for immature audiences.
3. Media may be regulated to prohibit the dissemination of material that may reasonably be perceived to advocate drug or alcohol use; irresponsible sex; 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 18;
3. State that the views expressed are not necessarily those of the School Board or the employees of the district.

##### **Student Distribution of Nonschool Literature, Publications, and Materials**

A student or group of students who distribute ten (10) or fewer copies of the same nonschool literature, publications, or materials (hereinafter "nonschool 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 nonschool materials shall have school authorities review their nonschool materials at least three (3) school days in advance of their desired time of dissemination. School authorities shall review the nonschool materials, prior to their distribution and will bar from distribution those nonschool materials that are obscene, libelous, pervasively indecent, or advertise unlawful products or services. Material may also be barred from distribution if there is evidence that reasonably supports a forecast that a substantial disruption of the orderly operation of the school or educational environment will likely result from the distribution. Concerns related to any denial of distribution by the principal shall be heard by the superintendent, whose decision shall be final.

The school principal or designee shall establish reasonable regulations governing the time, place, and manner of student distribution of nonschool 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 nonschool 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 2 days.

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

**Legal References:** A.C.A. § 6-18-1202, 1203, & 1204, *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)

#### **4.15—CONTACT WITH STUDENTS WHILE AT SCHOOL**

##### **CONTACT BY PARENTS**

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

##### **CONTACT BY NON-CUSTODIAL PARENTS**

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

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

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

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

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

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

##### **Contact by Professional Licensure Standards Board Investigators**

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

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. § 12-18-1001, 1005

#### **4.16—STUDENT VISITORS**

The board strongly believes that the purpose of school is for learning. Social visitors, generally, disrupt the classroom and interfere with learning that should be taking place. Therefore, visiting with students at school is strongly discouraged, unless approved by the principal and scheduled in advance. This includes visits made by former students, friends, and/or relatives of teachers or students. Any visitation to the classroom shall be allowed only with the permission of the school principal and all visitors must first register at the office.

**Cross References:** For adult visits see Policy 4.15—CONTACT WITH STUDENTS WHILE AT SCHOOL and Policy 6.5—VISITORS TO THE SCHOOLS

#### **4.17—STUDENT DISCIPLINE**

The Lamar School District 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 shall incorporate the District's implementation of positive behavioral supports in accordance with Policy 4.60 in the application of student discipline.

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 Lamar 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, 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.

Cross References: 1.9—POLICY FORMULATION

4.60—STUDENT BEHAVIORAL INTERVENTION AND RESTRAINT

Legal References: A.C.A. § 6-17-113

A.C.A. § 6-18-502

A.C.A. § 6-18-514

A.C.A. § 6-18-2401 et seq.

DESE Rules Governing Student Discipline and School Safety

#### **4.18—PROHIBITED CONDUCT**

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

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 on the basis of race, ethnicity, national origin, sex, sexual orientation, gender identity, or disability;
18. Possess, view, distribute or electronically transmit sexually explicit or vulgar images or representations, whether electronically, on a data storage device, or in hard copy form;
19. Hazing, or aiding in the hazing of another student;
20. Gangs or gang-related activities, including belonging to secret societies of any kind, are forbidden on school property. Gang insignias, clothing, "throwing signs" or other gestures associated with gangs are prohibited;
21. Sexual harassment;

22. Bullying
23. Operating a vehicle on school grounds while using a wireless communication device; and
24. Theft of another individual's 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.

Cross References: Prohibited Conduct #2— Policy # 4.20, Prohibited Conduct #3— Policy # 4.21, 4.26  
 Prohibited Conduct #4— Policy # 4.22, Prohibited Conduct #5— Policy # 4.23  
 Prohibited Conduct #7—Policy 4.47, Prohibited Conduct #8— Policy # 4.24  
 Prohibited Conduct # 13— Policy # 4.25, Prohibited Conduct # 14— Policy # 4.21  
 Prohibited Conduct # 15— Policy # 4.7, Prohibited Conduct # 16 — Policy # 4.9  
 Prohibited Conduct # 17— Policy # 4.43, Prohibited Conduct # 19— Policy # 4.12  
 Prohibited Conduct # 20— Policy # 4.26, Prohibited Conduct # 21—Policy # 4.27  
 Prohibited Conduct # 22— Policy # 4.43, Prohibited Conduct # 23— Policy # 4.47

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. § 6-18-514  
 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  
 DESE Rules Governing Student Discipline and School Safety

#### **4.19—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 Reference:** 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

#### **4.20—DISRUPTION OF SCHOOL**

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

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

Legal References: A.C.A. § 6-18-511 DESE Rules Governing Student Discipline and School Safety

#### **4.21—STUDENT ASSAULT OR BATTERY**

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

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

- 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 References: A.C.A. § 6-17-106

DESE Rules Governing Student Discipline and School Safety

**4.22—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; Dirk; Box cutter; Nunchucks; Pepper spray, mace, or other noxious spray; Explosive; Taser or other instrument that uses electrical current to cause neuromuscular incapacitation; or Any other instrument or substance capable of causing bodily harm.

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

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

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

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

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 the purpose of participating in activities approved and authorized by the district that include the use of firearms. Such activities may include ROTC programs; hunting safety or military education; or before or after-school hunting or rifle clubs. Firearms brought to school for such purposes shall be brought to the school employee designated to receive such firearms. The designated employee shall store the firearms in a secure location until they are removed for use in the approved activity.

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

**4.23— 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, e-cigarettes, cigars, chewing tobacco, and snuff) in or on any real property owned or leased by a District school, including school sponsored events at any time while on/off campus including school buses owned or leased by the District, is prohibited. 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.

It is prohibited to wear or exhibit tobacco related gear or paraphernalia, and all tobacco industry sponsorships, marketing, or giveaways are also prohibited. Students who violate this policy may be subject to legal proceedings in addition to student disciplinary measures, which includes but not limited to completing the ASPIRE program on tobacco education in lieu of suspension. Information on the 1-800-QuitNow tobacco cessation program will be available to students. All grades K-12 will receive tobacco education that will include cessation resources including 1-800-QuitNow.

Legal Reference: A.C.A. § 6-21-609

**4.24—DRUGS AND ALCOHOL**

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

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

substance as defined in this policy. This policy applies to any student who; is on or about school property; is in attendance at school or any school sponsored activity; has left the school campus for any reason and returns to the campus; is en route to or from school or any school sponsored activity.

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

The sale, distribution, or attempted sale or distribution of over-the-counter (OTC) medications, dietary supplement or other perceived health remedy not regulated by the US Food and Drug Administration, or prescription drugs is prohibited. The possession or use of OTC medications, dietary supplement or other perceived health remedy not regulated by the US Food and Drug Administration, or prescription drugs is prohibited except as permitted under Policy 4.35—STUDENT MEDICATIONS.

Cross Reference: 4.35—STUDENT MEDICATIONS

Legal References: A.C.A. § 6-18-502

DESE Rules Governing Student Discipline and School Safety

#### **4.25—STUDENT DRESS AND GROOMING**

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

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

A student shall not be disciplined or discriminated against based upon the student's natural, protective, or cultural hairstyle. A student's natural, protective, or cultural hairstyle includes without limitation afros, dreadlocks, twists, locs, braids, cornrow braids, Bantu knots, curls, and hair styled to protect hair texture or for cultural significance.

The Superintendent shall establish student dress codes for the District's schools, to be included in the student handbook, and are consistent with the above criteria.

Legal References: A.C.A. § 6-10-137A.C.A. § 6-18-502(c)(1)A.C.A. § 6-18-503(c)

#### **4.26—GANGS AND GANG ACTIVITY**

The Board is committed to ensuring a safe school environment conducive to promoting a learning environment where students and staff can excel. An orderly environment cannot exist where unlawful acts 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
4. Extorting payment from any individual in return for protection from harm from any gang.
5. Students found to be in violation of this policy shall be subject to disciplinary action up to and including expulsion.

Students arrested for gang related activities occurring off school grounds shall be subject to the same disciplinary actions as if they had occurred on school grounds. Legal References: A.C.A. § 5-74-201 et seq., A.C.A. § 6-15-1005(b)(2)

#### **4.27—STUDENT SEXUAL HARASSMENT**

-The Lamar 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 procedures governing the formal complaint grievance process;
- The process for submitting a formal complaint of sexual harassment;
- That the district does not tolerate sexual harassment;
- That students can report inappropriate behavior of a sexual nature without fear of adverse consequences;
- The supports that are available to individuals suffering sexual harassment; and
- The potential discipline for perpetrating sexual harassment.

#### **Definitions**

"Complainant" means an individual who is alleged to be the victim of conduct that could constitute sexual harassment.

“Education program or activity” includes locations, events, or circumstances where the District exercised substantial control over both the respondent and the context in which the sexual harassment occurs.

“Formal complaint” means a document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting an investigation of the allegation of sexual harassment.

“Respondent” means an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.

“Sexual harassment” means conduct on the basis of sex that satisfies one or more of the following:

1. A District employee:
  - a. Conditions the provision of an aid, benefit, or service of the District on an individual’s participation in sexual conduct; or
  - b. Uses the rejection of sexual conduct as the basis for academic decisions affecting that individual;
2. The conduct is:
  - a. Unwelcome; and
  - b. Determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the District’s education program or activity; or
  - c. Constitutes:
    - d. Sexual assault;
    - e. Dating violence
    - f. Domestic violence; or
    - g. Stalking.

“Supportive measures” means individualized services that are offered to the complainant or the respondent designed to restore or preserve equal access to the District’s education program or activity without unreasonably burdening the other party. The supportive measures must be non-disciplinary and non-punitive in nature; offered before or after the filing of a formal complaint or where no formal complaint has been filed; and offered to either party as appropriate, as reasonably available, and without fee or charge. Examples of supportive measures include, but are not limited to: measures designed to protect the safety of all parties or the District’s educational environment, or deter sexual harassment; counseling; extensions of deadlines or other course-related adjustments; modifications of work or class schedules; campus escort services; mutual restrictions on contact between the parties; changes in work or class locations; leaves of absence; and increased security and monitoring of certain areas of the campus.

-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 of the surrounding circumstances and may occur regardless of the sex(es) 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 or employees 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 whether or not the individual 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 bring their concerns to **any** District staff member, including a counselor, teacher, Title IX coordinator, or administrator. If the District staff member who received a report of alleged sexual harassment is not the Title IX Coordinator, then the District staff person shall inform the Title IX Coordinator of the alleged sexual harassment. As soon as reasonably possible after receiving a report of alleged sexual harassment from another District staff member or after receiving a report directly through any means, the Title IX Coordinator shall contact the complainant to:

- Discuss the availability of supportive measures;
- Consider the complainant’s wishes with respect to supportive measures;

- Inform the complainant of the availability of supportive measures with or without the filing of a formal complaint; and
- explain to the complainant the process for filing a formal complaint.

#### **Supportive Measures**

The District shall offer supportive measures to the complainant and make supportive measures available to the respondent that are designed to restore or preserve equal access to the District's education program or activity without unreasonably burdening the other party before or after the filing of a formal complaint or where no formal complaint has been filed. The District shall provide the individualized supportive measures to the complainant unless declined in writing by the complainant and shall provide individualized supportive measures that are non-disciplinary and non-punitive to the respondent. A complainant who initially declined the District's offer of supportive measures may request supportive measures at a later time and the District shall provide individualized supportive measures based on the circumstances when the subsequent request is received.

#### **Formal Complaint**

A formal complaint may be filed with the Title IX Coordinator in person, by mail, or by email. Upon receipt of a formal complaint, a District shall simultaneously provide the following written notice to the parties who are known:

- Notice of the District's grievance process and a copy of the procedures governing the grievance process;
- Notice of the allegations of sexual harassment including sufficient details known at the time and with sufficient time to prepare a response before any initial interview. Sufficient details include:
  - ✚ The identities of the parties involved in the incident, if known;
  - ✚ The conduct allegedly constituting sexual harassment; and
  - ✚ The date and location of the alleged incident, if known;
- A statement that the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the grievance process;
- That the parties may have an advisor of their choice, who may be, but is not required to be, an attorney;
- That the parties may inspect and review evidence relevant to the complaint of sexual harassment; and
- That the District's code of conduct prohibits knowingly making false statements or knowingly submitting false information during the grievance process.

If, in the course of an investigation, the District decides to investigate allegations about the complainant or respondent that are not included in the previous notice, the District shall simultaneously provide notice of the additional allegations to the parties whose identities are known.

-The District may consolidate formal complaints of allegations of sexual harassment where the allegations of sexual harassment arise out of the same facts or circumstances and the formal complaints are against more than one respondent; or by more than one complainant against one or more respondents; or by one party against the other party. When the District has consolidated formal complaints so that the grievance process involves more than one complainant or more than one respondent, references to the singular "party", "complainant", or "respondent" include the plural, as applicable.

-When investigating a formal complaint and throughout the grievance process, a District shall:

- Ensure that the burden of proof and the burden of gathering evidence sufficient to reach a determination regarding responsibility rest on the District and not on the parties;
- Not require, allow, rely upon, or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege or access, consider, disclose, or otherwise use a party's records that are made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in the professional's or paraprofessional's capacity, or assisting in that capacity, and which are made and maintained in connection with the provision of treatment to the party unless the District obtains the parent, legal guardian, or other responsible adult of that party's voluntary, written consent or that party's voluntary, written consent if the party is over the age of eighteen (18) to do so for the grievance process;
- Provide an equal opportunity for the parties to present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence;
- Not restrict the ability of either party to discuss the allegations under investigation or to gather and present relevant evidence;
- Provide the parties with the same opportunities to have others present during any grievance proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice, who may be, but is not required to be, an attorney, and not limit the choice or presence of advisor for either the complainant or respondent in any meeting or grievance proceeding;
- Provide, to a party whose participation is invited or expected, written notice of the date, time, location, participants, and purpose of all hearings, investigative interviews, or other meetings, with sufficient time for the party to prepare to participate;
- Provide both parties an equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in the formal complaint so that each party can meaningfully respond to the evidence prior to the conclusion of the investigation ; this includes evidence:
  - Whether obtained from a party or other source,;

- The District does not intend to rely upon in reaching a determination regarding responsibility; and
  - That is either Inculpatory or exculpatory; and
  - Create an investigative report that fairly summarizes relevant evidence.
- At least ten (10)<sup>3</sup> days prior to completion of the investigative report, the District shall send to each party and the party's advisor, if any, the evidence subject to inspection and review in an electronic format or a hard copy. The parties shall have at least ten (10)<sup>3</sup> days to submit a written response to the evidence. The investigator will consider the written responses prior to completion of the investigative report. All evidence subject to inspection and review shall be available for the parties' inspection and review at any meeting to give each party equal opportunity to refer to such evidence during the meeting.
- After the investigative report is sent to the parties, the decision-maker shall:
- Provide each party the opportunity to submit written, relevant questions that a party wants asked of any party or witness;
  - Provide each party with the answers;
  - Allow for additional, limited follow-up questions from each party; and
  - Provide an explanation to the party proposing the questions any decision to exclude a question as not relevant. Specifically, questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence about the complainant's prior sexual behavior are offered to prove that someone other than the respondent committed the conduct alleged by the complainant, or if the questions and evidence concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent.

No earlier than ten (10) days following the completion of the investigation period, the decision-maker, who cannot be the same person as the Title IX Coordinator or the investigator, shall issue a written determination regarding responsibility. The written determination shall include—

1. Identification of the allegations potentially constituting sexual harassment;
2. A description of the procedural steps taken from the receipt of the formal complaint through the determination, including:
  - a. Any notifications to the parties;
  - b. Interviews with parties and witnesses;
  - c. site visits;
  - d. Methods used to gather other evidence,; and
  - e. Hearings held;
3. Findings of fact supporting the determination;
4. Conclusions regarding the application of the District's code of conduct to the facts;
5. A statement of, and rationale for, the result as to each allegation, including:
  - a. A determination regarding responsibility;
  - b. Any disciplinary sanctions imposed on the respondent; and
  - c. Whether remedies designed to restore or preserve equal access to the District's education program or activity will be provided by the District to the complainant; and
6. The procedures and permissible bases for the complainant and respondent to appeal.

-The written determination shall be provided to the parties simultaneously. The determination regarding responsibility shall become final on the earlier of:

- If an appeal is not filed, the day after the period for an appeal to be filed expires; or
- If an appeal is filed, the date the written determination of the result of the appeal is provided to the parties.

-The District shall investigate the allegations in a formal complaint. If the conduct alleged in the formal complaint would not constitute sexual harassment as defined in this policy even if proved; did not occur in the District's education program or activity; or did not occur against a person in the United States, then the District shall dismiss the complaint as not meeting the definition of sexual harassment under this policy. A dismissal for these reasons does not preclude action under another provision of the District's code of conduct.

The District may dismiss the formal complaint or any allegations therein, if at any time during the grievance process:

- The complainant notifies the Title IX Coordinator in writing that the complainant would like to withdraw the formal complaint or any allegations therein;
- The respondent is no longer enrolled at the District; or
- Specific circumstances prevent the District from gathering evidence sufficient to reach a determination as to the formal complaint or allegations therein.

-Upon the dismissal of a formal complaint for any reason, the District shall promptly send written notice of the dismissal and reason(s) for the dismissal simultaneously to the parties.

-The District may hire an individual or individuals to conduct the investigation or to act as the determination-maker when necessary.

### **Appeals**

Either party may appeal a determination regarding responsibility or from a dismissal of a formal complaint or any allegations therein, on the following bases:

- a. The existence of a procedural irregularity that affected the outcome of the matter;

- b. Discovery of new evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter;
- c. The Title IX Coordinator, investigator, or decision-maker had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome of the matter; or
- d. An appeal of the disciplinary sanctions from the initial determination.

For all appeals, the District shall:

- 1. Notify the other party in writing when an appeal is filed;
- 2. Simultaneously Provide all parties a written copy of the District's procedures governing the appeal process;
- 3. Implement appeal procedures equally for both parties;
- 4. Ensure that the decision-maker<sup>5</sup> for the appeal is not the same person as the decision-maker that reached the original determination regarding responsibility or dismissal, the investigator, or the Title IX Coordinator;
- 5. Provide all parties a reasonable, equal opportunity to submit a written statement in support of, or challenging, the outcome;
- 6. Issue a written decision describing the result of the appeal and the rationale for the result; and
- 7. Provide the written decision simultaneously to both parties.

#### **Confidentiality**

Reports of sexual harassment, both informal reports and formal 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 and determination of responsibility to the extent necessary to complete the District's grievance process;
- Submit a report to the child maltreatment hotline;
- Submit a report to the Professional Licensure Standards Board for reports alleging sexual harassment by an employee towards a student; or
- The extent necessary to provide either party due process during the grievance process.

Except as listed above, the District shall keep confidential the identity of:

- ✚ Any individual who has made a report or complaint of sex discrimination;
- ✚ Any individual who has made a report or filed a formal complaint of sexual harassment;
- ✚ Any complainant;
- ✚ Any individual who has been reported to be the perpetrator of sex discrimination;
- ✚ Any respondent; and
- ✚ Any witness.

Any supportive measures provided to the complainant or respondent shall be kept confidential to the extent that maintaining such confidentiality does not impair the ability of the District to provide the supportive measures.

#### **Emergency removal**

The District may remove a respondent from the District's education program or activity on an emergency basis only after the completion of an individualized safety and risk analysis that determines that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of sexual harassment justifies removal. A removed student will be provided with notice and an opportunity to challenge the removal decision immediately following the removal.

#### **Retaliation Prohibited**

Students, or the parents/legal guardians/ other responsible adult of a student, who submit a report or file a formal complaint of sexual harassment; testified; assisted; or participate or refused to participate in any manner in an investigation, proceeding, or hearing on sexual harassment shall not be subjected to retaliation or reprisal in any form, including threats; intimidation; coercion; discrimination; or charges for code of conduct violations that do not involve sex discrimination or sexual harassment, arise out of the same facts or circumstances as a report or formal complaint of sex discrimination, and are made for the purpose of interfering with any right or privilege under this policy. 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.

#### **Disciplinary Sanctions**

It shall be a violation of this policy for any student to be subjected to, or to subject another person to, sexual harassment.

Following the completion of the District's grievance process, 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. No disciplinary sanction or other action that is not a supportive measure may be taken against a respondent until the conclusion of the grievance process.

-Students who knowingly fabricate allegations of sexual harassment or purposely provide inaccurate facts shall be subject to disciplinary action up to and including expulsion. A determination that the allegations do not rise to the level of sexual harassment alone is not sufficient to conclude that any party made a false allegation or materially false statement in bad faith.

#### **Records**

The District shall maintain the following records for a minimum of seven (7) years:

- Each sexual harassment investigation including:
- Any determination regarding responsibility;
- any disciplinary sanctions imposed on the respondent;

- Any remedies provided to the complainant designed to restore or preserve equal access to the District's education program or activity;
- Any appeal and the result therefrom;
- All materials used to train Title IX Coordinators, investigators, and decision-makers;
- Any actions, including any supportive measures, taken in response to a report or formal complaint of sexual harassment, which must include:
  - The basis for the District's conclusion that its response was not deliberately indifferent; and
  - Document:
    - If supportive measures were provided to the complainant, the supportive measures taken designed to restore or preserve equal access to the District's education program or activity; or
    - If no supportive measures were provided to a complainant, document the reasons why such a response was not clearly unreasonable in light of the known circumstances.

Cross References: 3.26—LICENSED PERSONNEL SEXUAL HARASSMENT  
                                   4.11—EQUAL EDUCATIONAL OPPORTUNITY, 5.20—DISTRICT WEBSITE  
                                   7.15—RECORD RETENTION AND DESTRUCTION, 8.20—CLASSIFIED PERSONNEL  
                                   SEXUAL HARASSMENT

Legal References: 20 USC 1681 et seq.  
                                   34 C.F.R. Part 106, A.C.A. § 6-15-1005, A.C.A. § 6-18-502, A.C.A. § 12-18-102

#### **4.28—LASER POINTERS**

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

**Legal References:** A.C.A. § 6-18-512  
                                   DESE Rules Governing Student Discipline and School Safety

#### **4.29—INTERNET SAFETY AND ELECTRONIC DEVICE USE POLICY**

##### **Definition**

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

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

##### **Technology Protection Measures**

The District is dedicated to protecting students from materials on the Internet or world wide web that are inappropriate, obscene, or otherwise harmful to 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 as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
- (B) depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
- (C) taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

##### **Internet Use and Safety**

The District is dedicated to ensuring that students are capable of using the Internet in a safe and responsible manner. The District uses technology protection measures to aid in student safety and shall also educate students on appropriate online behavior and Internet use including, but not limited to:

- interacting with other individuals on social networking websites and in chat rooms;
- Cyberbullying awareness; and
- Cyberbullying response.

##### **Wireless Security**

- The District changes all default manufacturer settings for all wireless access points as well as wireless controllers.
- The District does not offer any open wireless networks. All access is securely controlled by the use of Enterasys highly scalable security and is monitored by Enterasys One View software.
- The District utilizes warning banners to inform users of the acceptable use of the network and possibility of monitoring.
- SSID clearly identifies the districts WiFi system, but does not identify location.
- All wireless connectivity information (ip address, mac address, device OS, user identification, timestamp) are retained indefinitely.
- Access control support is utilized and devices are submitted to timed disconnection.
- WiFi equipment is configured for infrastructure mode only.
- WPA security protocol is exclusively utilized.
- Strong Password are required for all accounts and Microsoft Active Directory is utilized for administration
- MAC filtering is utilized for all wireless devices
- Wireless controllers and software servers are secured in technology building and area remains locked at all times.
- All wireless devices are physically monitored by staff that checks out devices.
- Microsoft patch management is utilized to assure all devices are updated.
- Google update management is utilized on all non windows devices to ensure all devices are up to date.
- The Lamar School District utilizes a Fluke wireless network EtherScope network assistant to periodically scan for rogue WiFi AP's and disables if found.
- Unauthorized access is not allowed and the use of Enterasys highly scalable security monitors for any attempt to circumvent security policies.

#### **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

#### **4.29F—STUDENT ELECTRONIC DEVICE AND INTERNET USE AGREEMENT**

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

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

The Lamar 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 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 laws and regulations and any State laws and rules. 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. **[Note: A.C.A. § 6-21-107 requires the district to have "...provisions for administration of punishment of students for violations of the policy with stiffer penalties for repeat offenders, and the same shall be incorporated into the district's written student discipline policy." You may choose to tailor your punishments to be appropriate to the school's grade levels.]**

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; or
- z. Installing or downloading software on district computers without prior approval of the technology director or his/her designee.

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

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

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

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

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

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

#### **4.29(B) BRING YOUR OWN DEVICE (BYOD)**

**(Lamar is not recommending that K-12 students bringing their own devices at this time)**

The Lamar School District has adopted a Bring Your Own Device (BYOD) policy for the Lamar High School, and the Lamar Middle School. This policy will allow students to bring many of their own technology devices to school for use in our classrooms. We will now be incorporating the use of such items as laptops, tablets, chrome books and other devices with browsing capabilities for educational purposes only. Similar to other personally owned items, the district is not liable for the loss, damage, misuse, or theft of personally owned devices brought to school.

This notification is to inform and guide you through this new opportunity. Please note that students are never required to bring in outside technology to school. All students will continue to be able to utilize our school equipment. No student will be left out of the instruction process.

Expectations:

1. Students will only use appropriate technology at teachers' discretions.
2. Students will only use appropriate educational applications on their device (i.e. not games and/or non-school related tasks and functions).
3. Students are not to call, text message, email, or electronically communicate with others from their personal device, including other students, parents, guardians, friends, and family during the school day without Faculty approval.
4. Students are permitted to access only the school's intranet through school owned devices, not privately owned devices.

Privately owned devices may only access the BYOD network for Internet usage.

Students utilizing this opportunity to its fullest capacity within school expectations will find numerous benefits to instruction, resources, completion of assignments and personal organization.

Students not following expectations for use of personal devices will face school disciplinary measures and lose the privilege to utilize personal devices in school for a period of time commensurate with the infraction.

#### **ACCEPTABLE STUDENT USE OF PERSONALLY OWNED DEVICES**

**(Lamar is not recommending that K-12 students bringing their own devices at this time)**

The School Board adopts this policy in order to maintain a safe and secure environment for students and employees.

A personally owned device shall include all existing and emerging technology devices that can take photographs; record audio or video; input text; upload and download media; and transmit or receive messages or images. Examples of a personally owned device shall include but is not limited to: MP3 players and iPods; iPads, Nooks, Kindles, and other tablet PCs; laptops and netbook computers; personal digital assistants (PDAs), cell phones and smart phones such as BlackBerry, iPhone, or Droid, as well as any device with similar capabilities.

-Educational purposes include classroom activities, career development, and communication with experts, homework, and limited high quality self-discovery activities. Students are expected to act responsibly and thoughtfully when using technology resources. Students bear the burden of responsibility to inquire with school administrators and/or teachers when they are unsure of the permissibility of a particular use of technology prior to engaging in the use.

-Inappropriate communication includes, but is not limited to, the following: obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language or images typed, posted, or spoken by students; information that could cause damage to an individual or the school community or create the danger of disruption of the academic environment; personal attacks, including prejudicial or discriminatory attacks; harassment (persistently acting in a manner that distresses or annoys another person) or stalking of others; knowingly or recklessly posting false or defamatory information about a person or organization; and communication that promotes the destruction of property, including the acquisition or creation of weapons or other destructive devices. If a student is told to stop sending communications, that student must cease the activity immediately.

Examples of an unacceptable device in this policy shall include but is not limited to gaming devices or consoles, laser pointers, routers, and televisions. Personally owned devices are permitted for use during the school day for educational purposes and/or in approved locations only.

-The District shall not be liable for the loss, damage, misuse, theft of any personally owned device brought to School. The District does not provide any technology support for personal devices.

-The District reserves the right to monitor, inspect, copy, and review a personally owned device or file when administration has a reasonable suspicion that a violation has occurred. Students may not utilize any technology to harass, threaten, demean, humiliate, intimidate, embarrass, or annoy their classmates or others in their community. This is unacceptable student behavior known as cyber bullying and will not be tolerated. Any cyber bullying that is determined to disrupt the safety and/or well-being of the school is subject to disciplinary action. Students must be aware of appropriateness of communications when using district or personally owned devices. Inappropriate communication is prohibited in any public messages, private messages, and material posted online by students.

The Board expressly prohibits use of personally owned devices in locker rooms, restrooms, and nurses offices.

Students are not permitted to use any electronic device to record audio or video media or take pictures of any student or staff member without their permission. The distribution of any unauthorized media may result in discipline including but not limited to suspension, criminal charges, and expulsion.

-If allowed to access the Internet via personal wireless plans such as 4G service, students and parents understand that the district does not monitor or control in any way student activities.

-All district students shall review this policy and associated technology guidelines before students utilize any school and/or personally owned devices. The District reserves the right to restrict student use of district owned technologies and personally owned devices on school property or at school-sponsored events.

#### **BRING YOUR OWN DEVICE PERMISSION FORM**

**(Lamar is not recommending that K-12 students bringing their own devices at this time)**

Any parent who wishes that their child use a personally owned electronic device within the Lamar School District must read and sign this agreement and submit to the classroom teacher. Parents and Students who sign this form agree to the policies stated above as well as:

1. The student takes full responsibility for his or her device and keeps it with him or herself at all times. The school is not responsible for the security of the device.

2. The student is responsible for the proper care of their personal device, including any costs of repair, replacement or any modifications needed to use the device at school.

3. The school reserves the right to inspect a student's personal device if there is reason to believe that the student has violated Board policies, administrative procedures, school rules or has engaged in other misconduct while using their personal device.

4. Violations of any Board policies, administrative procedures or school rules involving a student's personally owned device may result in the loss of use of the device in school and/or disciplinary action.

5. The student must comply with teachers' request to shut down the device or blank/close the screen.

6. The student may not use the devices to record, transmit or post photos or video of a person or persons on campus. Nor can any images or video recorded at school be transmitted or posted at any time without the express permission of a teacher.

7. The School District gives no warrant and does not provide technology support for BYOD.

8. The student should only use their device to access relevant sites.

Student's name \_\_\_\_\_

Parent's name \_\_\_\_\_

I understand and will abide by the above policy and guidelines. I further understand that any violation of the above may result in the loss of network and/or device privileges as well as other disciplinary action.

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

As a parent I understand that my child will be responsible for abiding by the above policy and guidelines. I have read and discussed them with her/him and they understand the responsibility they have in the use of their personal device.

\_\_\_\_\_  
Parent's Signature Date

#### **4.30—SUSPENSION FROM SCHOOL**

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

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

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

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 or not to suspend a student:

1. The student shall be given written notice or advised orally of the charges against him/her;
2. If the student denies the charges, he/she shall be given an explanation of the evidence against him/her and be allowed to present his/her version of the facts; and
3. If the principal finds the student guilty of 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, 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, legal guardian, person having lawful control of a student, or person standing in loco parentis upon the suspension of a student. The notification shall be by one of the following means, listed in order of priority:

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

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

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

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

During the period of their suspension, students serving in-school suspension shall not attend or participate in any school-sponsored activities during the imposed 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, DESE Rules Governing Student Discipline and School Safety,

*Goss v*

*Lopez*, 419 U.S. 565 (1975)

#### **4.31—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 not 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 including statements from persons with personal knowledge of the events or circumstances relevant to the charges against the student. Formal cross-examination will not be permitted; however, any member of the Board, the Superintendent, or designee, the student,

or his/her representative may question anyone making a statement and/or the student. The presiding officer shall decide questions concerning the appropriateness or relevance of any questions asked during the hearing.

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

Cross Reference: Policy 4.22—WEAPONS AND DANGEROUS INSTRUMENTS

Legal References: A.C.A. § 6-18-502A.C.A. § 6-18-507DESE Rules Governing Student Discipline and School Safety

#### **4.32—SEARCH, SEIZURE, AND INTERROGATIONS**

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

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

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

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

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

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

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

**Legal Reference:** A.C.A. § 6-18-513 A.C.A. § 12-18-609, 610, 613; A.C.A. § 9-13-104, A.C.A. § 12-18-1001, 1005

#### **4.33—STUDENTS' VEHICLES**

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

Students are not permitted to loiter in parking areas and are not to return to their vehicles during the school day for any reason unless given permission to do so by school personnel. It is understood that there is no expectation of privacy in vehicles in parking areas. Drivers of vehicles parked on a school campus will be held accountable for illegal substances or any other item prohibited by District policy found in their vehicle. The act of a student parking a vehicle on campus is granting permission for school or law enforcement authorities to search that vehicle.

#### **4.34—COMMUNICABLE DISEASES AND PARASITES**

Students with communicable diseases or with human host parasites that are transmittable in a school environment shall demonstrate respect for other students by not attending school while they are capable of transmitting their condition to others. Students whom the school nurse determines are unwell or unfit for school attendance or who are believed to have a communicable disease or condition will be required to be picked up by their parent or guardian. Specific examples include, but are not limited to: Varicella (chicken pox), measles, scabies, conjunctivitis (Pink Eye), impetigo/MRSA (Methicillin-resistant Staphylococcus aureus), streptococcal and staphylococcal infections, ringworm, mononucleosis, Hepatitis A, B, or C, mumps, vomiting, diarrhea, and fever (100\* F when taken orally) 24 hour fever free before returning to school.<sup>1</sup> 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. A note from a physician will be accepted for admittance back into school.

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

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

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

The parents or legal guardians of students found to have live human host parasites that are transmittable in a school environment will be asked to pick their child up. 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.

#### **Legal References:**

A.C.A. § 6-18-702  
Arkansas State Board of Health Rules Pertaining To Immunization Requirements  
Division of Elementary and Secondary Education Rules Governing Kindergarten Through 12<sup>th</sup>  
Grade Immunization Requirements

#### **Lamar Public Schools follows the recommendations of the CDC (Centers for Disease Control) regarding Influenza (Flu) outbreaks in the School Setting.**

If a student shows symptoms of the flu, as stated below, they will be sent home. If they are seen by a physician and determined **not** to have the flu, they may return when they have been fever free as stated below. If they **do** have a positive flu test, they will be asked to stay home for 5 days from the day before symptoms appeared, as stated below, even if the physician states they can return earlier.

#### **Can my child go to school, day care or camp if he or she is sick?**

##### **No.**

Your child should stay home to rest and to avoid giving the flu to other children or caregivers and to keep them from contracting another infection when their immune system is in a weakened state.

#### **When can my child go back to school after having the flu?**

Keep your child home from school, day care or camp for 5 days, starting with the day before symptoms started and at least 24 hours of: a) fever without medication, b) vomiting, c) diarrhea prior to returning to school. A fever is defined as 100°F (37.8°C) or higher.

#### **How flu spreads:**

Most experts believe that flu viruses spread mainly by droplets made when people with flu cough, sneeze or talk. These droplets can land in the mouths or noses of people who are nearby. Less often, a person might also get flu by touching a surface or object that has flu virus on it and then touching their own mouth, eyes or possibly their nose.

#### **Signs and symptoms of flu**

People who have the flu often feel some or all of these signs and symptoms:

- Fever\* or feeling feverish/chills
- Cough
- Sore throat
- Runny or stuffy nose
- Muscle or body aches
- Headaches
- Fatigue (very tired)
- Some people may have vomiting and diarrhea, though this is more common in children than adults.
- *\*It's important to note that not everyone with flu will have a fever.*

#### **Period of contagiousness**

You may be able to pass on the flu to someone else before you know you are sick, as well as while you are sick. Most healthy adults may be able to infect others beginning 1 day **before** symptoms develop and up to 5 to 7 days **after** becoming sick. Some people, especially young children and people with weakened immune systems, might be able to infect others for an even longer time.

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

Unless authorized to self-administer or otherwise authorized by this policy, students are not allowed to carry any medications, including over-the-counter medications or any perceived health remedy not regulated by the US Food and Drug Administration, while at school. The parent or legal guardian shall bring the student's medication to the school nurse. When medications are brought to the school nurse, the nurse shall document, in the presence of the parent, 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.

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

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

#### **Schedule II Medications**

Students taking Schedule II medications methylphenidate (e.g. Ritalin or closely related medications as determined by the school nurse), dextroamphetamine (Dexedrine), and amphetamine sulfate (e.g. Adderall or closely related medications as determined by the school nurse)<sup>1</sup> shall be allowed to attend school.

Students taking Schedule II medications not included in the previous sentence shall be allowed to bring them to school under the provisions of this policy and shall be permitted to attend and participate in classes **only** to the extent the student's doctor has specifically authorized such attendance and participation. A doctor's prescription for a student's Schedule II medication is **not** an authorization. Attendance authorization shall specifically state the degree and potential danger of physical exertion the student is permitted to undertake in the student's classes and

extracurricular activities. Without a doctor's written authorization, a student taking Schedule II medications, other than those specifically authorized in this policy, shall **not** be eligible to attend classes, but shall be eligible for homebound instruction if provided for in their IEP or 504 plans.

### **Self-Administration of Medication**

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

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

A student may be authorized to self-administer a stress dose medication to treat the student's adrenal insufficiency with:

1. The written authorization of the student's parent, legal guardian, or person standing in loco parentis; and
2. A written order from the student's treating physician stating that the student:
  - a. Is capable of completing the proper method of self-administration of the stress dose medication; and
  - b. Has been instructed on the details of the student's medical condition and the events that may lead to an adrenal crisis.

The parent, legal guardian, or person standing in loco parentis of a student who is authorized to self-administer a stress dose medication shall sign an IHP developed by the school nurse for the school where the student is enrolled. The IHP shall include a requirement for the notification of appropriate staff following the self-administration of a stress dose medication, which shall include the school nurse, teacher of the classroom where the stress dose medication was administered, and a school administrator.

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

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

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

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

### **Emergency Administration of Glucagon and Insulin**

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

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

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

### **Emergency Administration of Epinephrine**

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

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

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



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

#### **Emergency Administration of Albuterol**

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

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

The school nurse for each District school shall keep albuterol on hand. The school nurse or other school employee designated by the school nurse as a care provider who has been trained<sup>6</sup> and certified by a licensed physician, advanced practice registered nurse, or physician assistant may administer albuterol to those students who the school nurse, or other school employee certified to administer albuterol, in good faith professionally believes is in perceived respiratory distress.

#### **Emergency Administration of Anti-opioid**

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

An opioid overdose rescue kit shall be placed within all storage locations in the District high school buildings that currently contain an automated external defibrillator for public use. The opioid overdose rescue kits shall be located where it is readily available to the public, be visually free of advertisement, and contain an anti-opioid.

#### **Emergency Administration of Emergency Adrenal Insufficiency Medication**

The school nurse or other school employees designated by the school nurse as a care provider who have been trained<sup>6</sup> and certified by a licensed physician may administer an injectable emergency dose medication in emergency situations to students who have an IHP that provides for the administration of an injectable emergency dose medication in emergency situations.

The parent of a student who has an authorizing IHP, or the student if over the age of eighteen (18), shall annually complete and sign a written consent form provided by the student's school nurse authorizing the nurse or other school employee(s) certified to administer an injectable emergency dose medication to administer an injectable emergency dose medication to the student when the employee believes the student is having an adrenal crisis due to adrenal insufficiency.

Students who have met the requirements to be authorized to self-administer a stress dose medication under this policy shall provide the school nurse an emergency injectable dose of the student's medication. This emergency injectable dose will be used in the event the school nurse, or other school employee certified to administer an injectable emergency dose medication, in good faith professionally believes the student is having an adrenal crisis due to adrenal insufficiency.

#### **Seizure Disorder Medications**

Students who have been diagnosed with a seizure disorder shall have a seizure action plan that shall be a written IHP designed to acknowledge and prepare for the healthcare needs of the student. The student's seizure action plan shall be created in collaboration between District staff and the student's Parents, legal guardians, persons having lawful control of the student, or persons acting in loco parentis or the student if over eighteen (18). As part of the creation of the student's seizure action plan, the student's Parents, legal guardians, persons having lawful control of the student, or persons acting in loco parentis shall:

1. Provide the school with written authorization to administer the seizure medication at school;
2. Provide a written statement from the student's healthcare provider that shall contain the following information:
  - The student's name;
  - The name and purpose of the medication;
  - The prescribed dosage;
  - The route of administration;
  - The frequency that the medication should be administered; and
  - The circumstances under which the medication should be administered;
3. Provide the prescribed medication to the school in its unopened, sealed package with the label affixed by the dispensing pharmacy intact, which shall be stored in a safe and secure location accessible only by District personnel or volunteers with training to administer seizure medication.

The written authorization, written statement, and seizure action plan shall be kept on file in the office of the school nurse or school administrator and distributed to any school personnel or volunteers responsible for the supervision or care of the student.

Legal References: Ark. State Board of Nursing: School Nurse Roles and Responsibilities

Division of Elementary and Secondary Education and Arkansas State Board of Nursing Rules

Governing the Administration of Insulin, Glucagon, and Medication for Adrenal Insufficiency or

Adrenal Crisis to Arkansas Public School Students

A.C.A. § 6-18-701A.C.A. § 6-18-707A.C.A. §

6-18-711A.C.A.  
§ 6-18-714A.C.A.  
§ 6-18-717A.C.A.  
§ 17-87-103 (11) and (14)

A.C.A. § 20-13-405

#### 4.35F—MEDICATION ADMINISTRATION CONSENT FORMS

**Please see the school nurse for the consent form that most fits your students needs.**

#### 4.35F2—MEDICATION SELF-ADMINISTRATION CONSENT FORM

##### Permission to Self-Administer

Student Name: \_\_\_\_\_ DOB: \_\_\_\_\_

Grade: \_\_\_\_\_ Teacher/HR: \_\_\_\_\_ School: \_\_\_\_\_

##### To Be Completed By Prescriber

Diagnosis \_\_\_\_\_

Medication \_\_\_\_\_ Dose \_\_\_\_\_ Route \_\_\_\_\_ Time(s) \_\_\_\_\_

Recommendations \_\_\_\_\_ ICD Code \_\_\_\_\_

All medication should be given as close to the prescribed time as possible, however may be given up to one hour before and no later than one hour after the prescribed time. Please advise the school if there is a time-specific concern regarding administration of the medication.

##### Prescriber please check all that are applicable:

☐ Medication is required: ☐ On bus ☐ On field trips ☐ On school-sponsored after school/weekend activities/sports

☐ I assess this student to be **self-directed\*** regarding this medication.

\*They understand the purpose, name, amount, dose, timing, and effect of taking or not taking the medication, can recognize the medication and refuse to take it inappropriately and can ingest, inhale, apply or calculate and administer the correct dose of the medication independently.

☐ I attest that this is **NOT** the first dose of this medication.

☐ I have determined this student is consistent and responsible in taking their own medications (Self-Directed) and in addition, give them permission to **self- carry and self-administer** this medication. They will be considered independent in medication delivery and need intervention only during emergencies.

Name and Title of Licensed Prescriber (Please Print) \_\_\_\_\_

Prescriber's Signature \_\_\_\_\_ Date \_\_\_\_\_ Phone \_\_\_\_\_

##### To Be Completed By Parent

I give permission for my child to self medicate the above medication as ordered by my health care provider. I will furnish the medication in the original pharmacy container, properly labeled with directions and dosage, or original over-the-counter medication container/packaging with my child's name on it. I acknowledge that the District, its Board of Directors, and its employees shall be immune from civil liability for damages resulting from the administration of medications in accordance with this consent form.

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

School District RN: \_\_\_\_\_ Date \_\_\_\_\_ Phone \_\_\_\_\_

##### Nursing Assessment for Determination of Self-Directed Student

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

Grade: \_\_\_\_\_ Classroom/HR Teacher: \_\_\_\_\_

Medication: \_\_\_\_\_

Dose: \_\_\_\_\_ Time: \_\_\_\_\_

**THIS STUDENT:**

<b>Recognizes his/her medication</b> <i>Comments:</i>	<b>YES</b>	<b>NO</b>
<b>Knows how much medication he/she takes</b> <i>Comments:</i>	<b>YES</b>	<b>NO</b>
<b>Knows what time his/her medication is needed during the school day</b> <i>Comments:</i>	<b>YES</b>	<b>NO</b>
<b>Knows why he/she takes this medication</b> <i>Comments:</i>	<b>YES</b>	<b>NO</b>
<b>Knows what happens when he/she doesn't take their medication</b> <i>Comments:</i>	<b>YES</b>	<b>NO</b>
<b>Knows when to refuse to take his/her medicine when appropriate</b> <i>Comments:</i>	<b>YES</b>	<b>NO</b>
<b>Knows how to self-administer medication from original labeled pharmacy container or original OTC container.</b> <b>(Or is able to direct staff member to assist)</b> <i>Comments:</i>	<b>YES</b>	<b>NO</b>

☐ This student meets the criteria to be determined to be self-directed.

☐ This student does not meet the criteria to be determined to be self-directed.

Plan to assist student in becoming self-directed: \_\_\_\_\_

School Nurse: \_\_\_\_\_ School: \_\_\_\_\_  
Phone #: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

☐ Copy shared with parent on \_\_\_\_\_

### Controlled/Prescription Medication Consent Form

"Medication" means any drug or substance used to treat disease, heal, relieve symptoms or alleviate pain. Medication that contains a controlled substance and is prescribed by a health care provider must have consent from both parent/guardian and provider. We attempt to discourage administration of medication during school hours and request, whenever possible, medication doses be given at home either before or after school. We recognize that this is not always possible and will cooperate in administration of medication that must be given during school hours. This consent includes but is not limited to, **Glucagon, Epi Pens or ADD/ADHD** meds. All medication, prescriptions, will be provided by the parent/guardian and must be in the original container with the child's name on the label. The label must include the dose and correct time of the day to be administered, i.e., 1 tab/capsule every afternoon, etc. If a label states "BID" we will need a specific order to be given during school hours, the same with daily, since it could be given before school. Most pharmacies will be happy to provide an extra bottle and label. The parent or guardian must transport any and all medications to and from school. **DO NOT SEND ANY MEDICATIONS WITH YOUR CHILD ON THE SCHOOL BUS.** Parent/Guardian must pick up any unused medication on or before the last day of school. Any meds not picked up will be destroyed.

Student's Name: \_\_\_\_\_ Teacher: \_\_\_\_\_ Grade: \_\_\_\_\_

Condition/Medical Problem: \_\_\_\_\_

Name of Medication: \_\_\_\_\_

Dose: \_\_\_\_\_ Time to be given: \_\_\_\_\_

Start Date: \_\_\_\_\_ End date: \_\_\_\_\_

Doctor's name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Doctor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

I request that the school nurse give the above medication to my child until further notice. I acknowledge that the District, its Board of Directors, and its employees shall be immune from civil liability for damages resulting from the administration of medications in accordance with this consent form. I acknowledge this is not the first dose of this medication.

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

**\*No prescription pain medication will be given at school\***

**4.35F3—GLUCAGON ADMINISTRATION AND CARRY CONSENT FORM**

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

This form is good for school year 2019-2020. This consent form must be updated anytime the student's medication order changes and renewed each year and/or anytime a student changes schools.

This form authorizes the school nurse or, in the absence of the nurse, trained volunteer district personnel, to administer Glucagon in an emergency situation to my child.

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

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

Parent or legal guardian signature \_\_\_\_\_

Date \_\_\_\_\_

**4.35F4—EPINEPHRINE EMERGENCY ADMINISTRATION CONSENT FORM**

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

This form is good for school year 2019-2020. This consent form must be updated anytime the student's medication order changes and renewed each year and/or anytime a student changes schools.

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

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

Date of physician's order \_\_\_\_\_

Circumstances under which Epinephrine may be administered \_\_\_\_\_

\_\_\_\_\_

Other instructions \_\_\_\_\_

\_\_\_\_\_

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

Parent or legal guardian signature \_\_\_\_\_

Date \_\_\_\_\_

#### 4.35F5—ALBUTEROL EMERGENCY ADMINISTRATION CONSENT FORM

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

This form is good for school year 2019-2020. This consent form must be updated anytime the student's medication order changes and renewed each year and/or anytime a student changes schools.

My child has an IHP that provides for the administration of albuterol in emergency situations. I hereby authorize the school nurse or other school employee certified to administer albuterol to administer albuterol in emergency situations when he/she believes my child is in perceived respiratory distress.

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

Date of physician's order \_\_\_\_\_

Circumstances under which albuterol may be administered \_\_\_\_\_

Other instructions \_\_\_\_\_

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

Parent or legal guardian signature \_\_\_\_\_

Date \_\_\_\_\_

#### 4.35F6—STRESS AND EMERGENCY DOSE MEDICATION ADMINISTRATION CONSENT FORM

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

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

The school has developed an individual health plan (IHP) acknowledging that my child has been diagnosed as suffering from adrenal insufficiency. The IHP authorizes the school nurse to administer a stress or emergency dose medication to my child in an emergency situation.

Date of physician's order \_\_\_\_\_

Circumstances under which the stress or emergency dose medication may be administered \_\_\_\_\_

Other instructions \_\_\_\_\_

In the absence of the nurse, trained volunteer district personnel may administer a stress dose or emergency dose medication to my child in an emergency situation.

I hereby authorize the school nurse to administer a stress or emergency dose medication to my child, or, in the absence of the nurse, trained volunteer district personnel designated as care providers, to administer the stress or emergency dose medication to my child in an emergency situation. I will supply the stress or emergency dose medication to the school nurse in the original container properly labeled with the student's name, the ordering provider's name, the name of the medication, the dosage,

frequency, and instructions for the administration of the medication (including times). Additional information accompanying the medication shall state the purpose for the medication, possible side effects, and any other pertinent instructions (such as special storage requirements) or warnings.

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

Parent or legal guardian signature \_\_\_\_\_ Date \_\_\_\_\_

#### **4.35F7—STRESS DOSE MEDICATION SELF-ADMINISTRATION CONSENT FORM**

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

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

The following must be provided for the student to be eligible to self-administer a stress dose medication. Eligibility is **only** valid for this school for the current academic year.

- a written statement from a licensed health-care provider who has prescriptive privileges that he/she has prescribed the stress dose medication for the student and that the student needs to carry the medication on his/her person due to a medical condition;
- the specific medications prescribed for the student;
- an individualized health care plan developed by the prescribing health-care provider containing the treatment plan for managing adrenal insufficiency of the student and for medication use by the student during school hours; and
- A statement from the prescribing health-care provider that the student:
  - Possesses the skill and responsibility necessary to use and administer the stress dose medication; and
  - Has been instructed on the details of his or her medical condition and the events that may lead to an adrenal crisis.

If the school nurse is available, the student shall demonstrate his/her skill level in administering the stress dose medication to the nurse.

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

Students who self-carry stress dose medication shall also provide the school nurse with a dose of the stress dose medication to be used in emergency situations.

I understand this form authorizes my student to possess and use the medication included on this form while on school grounds and at school sponsored events but that distribution of the medication included on this form to other students may lead to disciplinary action against my student.

My signature below is an acknowledgment that I understand that the District, its Board of Directors, and its employees shall be immune from civil liability for injury resulting from the self-administration of medications by the student named above.

Parent or legal guardian signature \_\_\_\_\_ Date \_\_\_\_\_

#### **4.36—STUDENT ILLNESS/ACCIDENT**

If a student becomes too ill to remain in class and/or could be contagious to other students, the principal or designee will attempt to notify the student's parent or legal guardian. The student will remain in the school's health room or a place where he/she can be supervised until the end of the school day or until the parent/legal guardian can check the student out of school.

If a student becomes seriously ill or is injured while at school and the parent/legal guardian cannot be contacted, the failure to make such contact shall not unreasonably delay the school's expeditious transport of the student to an appropriate medical care facility. The school assumes no

responsibility for treatment of the student. When available, current, and applicable, the student's emergency contact numbers and medical information will be utilized. Parents are strongly encouraged to keep this information up to date.

#### **4.37—EMERGENCY DRILLS**

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

The District shall annually conduct an lockdown drill at all schools in the District in collaboration with local law enforcement medical professionals, fire department officials, and emergency management personnel. The lockdown drill training will include use of the District's emergency communication method with law enforcement. Students will be included in the drills to the extent that is developmentally appropriate for the age of both the students and grade configuration of the school.<sup>45</sup>

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

Other types of emergency drills may also be conducted to test the implementation of the District's emergency plans in the event of violence, terrorist attack, natural disaster, other emergency, or the District's emergency communication with law enforcement method. Students shall be included in the drills to the extent practicable.

**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  
A.C.A. § 6-15-1304  
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

#### **4.38—PERMANENT RECORDS**

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

**Legal References:** A.C.A. § 6-18-901, A.C.A. § 6-28-107, DESE Rules Governing *Student Permanent Records*

#### **4.39—CORPORAL PUNISHMENT**

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

Prior to the administration of corporal punishment, the student receiving the corporal punishment shall be given an explanation of the reasons for the punishment and be given an opportunity to refute the charges. The Elementary School is the only building that is using corporal punishment.

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.

Corporal punishment shall not be used as a form of discipline for a student who is intellectually disabled, non-ambulatory, non-verbal, or autistic.  
**Legal References:** A.C.A. § 6-18-503(b), DESE Rules Governing Student Discipline and School Safety, DESE Rules Governing Special Education and Related Services Section 11.00 – Discipline

#### **4.40—HOMELESS STUDENTS**

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

- Receive appropriate time and training in order to carry out the duties required by law and this policy;
- Coordinate and collaborate with the State Coordinator, community, and school personnel responsible for education and related services to homeless children and youths;
- Ensure that school personnel receive Professional development and other support regarding their duties and responsibilities for homeless youths;

- Ensure that unaccompanied homeless youths:
- 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:

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

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

- 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.

A homeless student shall be immediately eligible to participate in interscholastic activities at the school in which the student is enrolled.

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

- A. Are:
  - Sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason;
  - Living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations;
  - Living in emergency or transitional shelters;
  - Abandoned in hospitals; or
2. 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;



3. Are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
4. 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.

**Legal References:** 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)(J)(i), (ii), (iii), (iii)(I), (iii)(II)  
 42 U.S.C. § 11432 (g)(3)(A), (A)(i), (A)(i)(I), (A)(i)(II), (A)(ii)  
 42 U.S.C. § 11432 (g)(3)(B)(i), (ii), (iii)  
 42 U.S.C. § 11432 (g)(3)(C)(i), (ii), (iii)  
 42 U.S.C. § 11432 (g)(3)(E)(i), (ii), (iii)  
 42 U.S.C. § 11432 (g)(3)(G)  
 42 U.S.C. § 11432 (g)(4) (A), (B), (C), (D), (E)  
 42 U.S.C. § 11434a  
 Commissioner's Memo COM-18-044

#### 4.41—PHYSICAL EXAMINATIONS OR SCREENINGS

The Lamar School District may provide from time to time for the administration of physical exams or screenings of its students. The intent of the exams or screenings shall be to detect contagious or infectious diseases or 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 district shall notify parents, at least annually, of the specific or approximate dates of any non-emergency, invasive physical examination or screening that is:

1. required as a condition of attendance;
2. administered by the school and scheduled by the school in advance; and
3. not necessary to protect the immediate health and safety of the student, or of other students.

For the purposes of this policy, "Invasive Physical Examination" is defined 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, but does not include a hearing, vision, or scoliosis screening.

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

A student may be required to pass a physical exam before being allowed to participate in certain extracurricular activities to help ensure they are physically capable of withstanding the rigors of the activity. It is understood that students who refuse to take such an exam will not be allowed to participate in the desired activity.

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

**Legal Reference:** A.C.A. § 6-18-701 (b), (c), (e), (f) 20 USC § 1232h (c) [NCLB Act of 2001, Part F, Section 1061 (c) (1)(D), (2)(A)(i)(ii)(B)(C)(iii)(I)(II)(III), (4)(B)(ii), (5)(B), (6)(B)(C)]

#### 4.41F—OBJECTION TO PHYSICAL EXAMINATIONS OR SCREENINGS

The district's School Health Services program supports your student's academic success by promoting health in the school setting. One way that we provide care for your student is by performing the health screenings as mandated by the State of Arkansas.

During this school year, the following screenings will be required or completed at school:

##### **Vision**

- Distance acuity for all newly entering students and students in Pre-K, Kindergarten, Grades 1, 2, 4, 6, 8 and 10.
- Near vision acuity and color perception screening for all newly entering students and students in Grades 1, 2, 4, 6, 8 and 10.
- Please submit a copy of most recent eye exam.

**Hearing**

- Hearing screening for all newly entering students and students in Pre-K, Kindergarten, Grades 1, 2, 4, 6, 8 and 10.

**Scoliosis**

- Scoliosis (spinal curvature) screening for girl students in Grades 6 – 8.
- Scoliosis screening for boy students in Grade 6.

**Health Appraisals**

- A physical examination including Body Mass Index and Weight Status Category Information is required for all newly entering students and students in Kindergarten, Grades 2, 4, 6, 8 and 10. **Results available upon parental/guardian request.**

**Puberty(Hygiene)Program**

- The “Always Changing” Program to discuss puberty/hygiene. Fifth graders only. **This is not “a sex talk” nor will it be allowed to become one!**

Other grades will be done as time allows or requests are made by parents or staff, except the Puberty Program. A letter will be sent home if there are any findings on the screening done at school that would cause concern or need medical follow-up. Please call the school’s Health Office (479-885-3965) if you have any questions or concerns.

**Please sign consent forms and release of information forms.**

By signing below, you are consenting to all screenings. If you **do not** want your child to participate in a specific test or program, please place xxx’s through that test or program.

Childs Name: \_\_\_\_\_

Parents Signature: \_\_\_\_\_

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

**AUTHORIZATION FOR USE OR DISCLOSURE OF HEALTH INFORMATION BETWEEN REQUESTOR and LAMAR SCHOOL DISTRICT #39**

Completion of this document authorizes the disclosure and/or use of individually identifiable health information, as set forth below, consistent with Federal laws (including FERPA/HIPPA) concerning the privacy of such information. Failure to provide all information requested may invalidate this authorization.

**USE AND DISCLOSURE INFORMATION:**

Patient/Student Name: \_\_\_\_\_  
Last First MI  
Date of Birth \_\_\_\_\_

I, the undersigned, do hereby authorize: Lamar School District #39

to provide health information from the above-named child’s medical record to and from:

<u>Third Party Biller</u>	<u>301 Elberta St. Lamar, AR 72846</u>
Requestor	Address / City and State / Zip Code
<u>Lamar School District #39</u>	<u>479-885-3907</u>
School District	Area Code and Telephone Number

The disclosure of health information is required for the following purpose:

**Reimbursement for state mandated screenings**

Requested information shall be limited to the following:

- ☐ All minimum necessary health information; or  
☐ Disease-specific information as described:

**DURATION:** This authorization shall become effective immediately and shall remain in effect until June 15, 2015 or for one year from the date of signature, if no date entered.

**RESTRICTIONS:** Law prohibits the Requestor from making further disclosure of my health information unless the Requestor obtains another authorization form from me or unless such disclosure is specifically required or permitted by law.

**YOUR RIGHTS:**

I understand that I have the following rights with respect to this Authorization: *I may revoke this Authorization at anytime. My revocation must be in writing, signed by me or on my behalf, and delivered to the school district/health care agencies/persons listed above. My revocation will be effective upon receipt, but will not be effective to the extent that the Requestor or others have acted in reliance to this Authorization.*

**RE-DISCLOSURE:** I understand that the Requestor will protect this information as prescribed by the Family

Educational Rights and Privacy Act (FERPA). I have a right to receive a copy of this Authorization. Signing this Authorization may be required in order for this student to obtain appropriate services in the educational setting.

**APPROVAL:**

_____	_____
Printed Name	Signature
Date	
_____	_____
Relationship to Patient/Student	Phone Number

**4.42—STUDENT HANDBOOK**

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

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

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

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

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

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

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

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

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

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

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

1. As soon as reasonably practicable, but by no later than the end of the school day following the receipt of the credible report of bullying:
  - 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; and
  - 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 as a result of the investigation; and
  - c. 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  
 DESE Rules Governing Student Discipline and School Safety

#### **4.44—NATIONAL ANTHEM**

Each school in the District shall broadcast The Star-Spangled Banner at:

- The commencement of each school-sanctioned sporting event; however, if two (2) or more school-sanctioned sporting events occur on the same day at the same school, then the broadcast of The Star-Spangled Banner may be performed at only one (1) of the events; and
- At least one (1) time each week during school hours.

The broadcast of The Star-Spangled Banner shall be selected from any recording that adheres to the Division of Elementary and Secondary Education (DESE) Rules, or, when appropriate, performed from original sheet music that adheres to DESE rules by:

- A school-sanctioned band program;
- A school-sanctioned chorale program, vocal group, or vocalist; or
- The attendees of a school-sanctioned event led by a vocalist selected by the principal of the school hosting the school-sanctioned event.

Students shall not be compelled to participate in the performance of The Star-Spangled Banner, but students who choose not to participate in the performance of The Star-Spangled Banner shall not disrupt those students choosing to participate in the performance of The Star-Spangled Banner. Students choosing not to participate in the performance of The Star-Spangled Banner who do not disrupt the participation of performance of The Star-Spangled Banner shall not be subject to any comments, retaliation, or disciplinary action.

Legal References: A.C.A. § 6-10-136  
 DESE Rules Governing the Star-Spangled Banner Act

#### **4.45—SMART CORE CURRICULUM AND GRADUATION REQUIREMENTS FOR THE CLASSES OF 2024, AND 2025**

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

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

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

Sufficient information relating to Smart Core and the district's graduation requirements shall be communicated to parents and students to ensure their informed understanding of each; this shall be accomplished through holding an informational meeting for parents, legal guardians, or persons standing in loco parentis to students enrolled in grades six through twelve (6-12) with the school counselor and may be accomplished through any or all of the additional following means:

- Inclusion in the student handbook of the Smart Core curriculum and graduation requirements;
- Discussion of the Smart Core curriculum and graduation requirements at the school's annual public meeting, PTA meetings, or a meeting held specifically for the purpose of informing the public on this matter; 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 and the Arkansas Military Child School Transitions Act of 2021 for all students who meet the definition of "eligible child" in Policy 4.2—ENTRANCE REQUIREMENTS including the waiving of specific courses that are required for graduation if similar coursework has been satisfactorily completed.

#### **GRADUATION REQUIREMENTS**

The number of units students must earn to be eligible for high school graduation is to be earned from the categories listed below. A minimum of twenty-two (22) units is required for graduation for a student participating in either the Smart Core or Core curriculum. In addition to the twenty-two (22) units required for graduation by the Division of Elementary and Secondary Education (DESE), the district requires an additional (1) unit to graduate for a total of (23) units. The additional required units may be taken from any electives offered by the district. There are some distinctions made between Smart Core units and Graduation units. Not all units earned toward graduation necessarily apply to Smart Core requirements. Career education courses that are determined by DESE to be eligible for use in the place of a listed course may be substituted for the course as designated by DESE.

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

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

#### **Personal and Family Finance**

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

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

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

Oral Communications: one-half (½) unit

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

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

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

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

Natural Science: three (3) units

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

Social Studies: three (3) units

- Civics - one-half (½) unit
- World History - one unit
- American History - one unit
- Other social studies – one-half (½) Unit

Physical Education: one-half (½) unit

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

Health and Safety: one-half (½) unit

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

Fine Arts: one-half (½) unit

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

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

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

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

**CORE: Sixteen (16) units**

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

Oral Communications: one-half (½) unit

Mathematics: four (4) units

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

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

Science: three (3) units

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

Social Studies: three (3) units

- Civics one-half (½) unit
- World history, one (1) unit
- American History, one (1) unit
- Other social studies – one-half (½) unit

Physical Education: one-half (½) unit

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

Health and Safety: one-half (½) unit

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

Fine Arts: one-half (½) unit

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

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

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

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

Cross References:

4.55—STUDENT PROMOTION AND RETENTION  
5.11—DIGITAL LEARNING COURSES  
5.12—COMPUTER SCIENCE INTERNSHIPS AND INDEPENDENT STUDIES  
5.16—COMPUTER SCIENCE COURSE PREREQUISITES AND PROGRESSION  
5.20-PLANNING FOR EDUCATIONAL IMPROVEMENT  
Standards for Accreditation 1-C.2, 1-C.2.1, 1-C.2.2, 1-C.2.3  
DESE Guidelines for the Development of Smart Core Curriculum Policy  
DESE Rules Governing Distance and Digital Learning  
Smart Core Information Sheet  
Smart Core Waiver Form  
Commissioner's Memo LS-18-082  
A.C.A. § 6-4-302  
A.C.A § 6-16-122  
A.C.A. § 6-16-143

Legal References:



A.C.A. § 6-16-149  
A.C.A. § 6-16-150  
A.C.A. § 6-16-1406  
A.C.A. § 6-28-115

#### **4.45.1—SMART CORE CURRICULUM AND GRADUATION REQUIREMENTS FOR THE CLASS OF 2026 AND THEREAFTER**

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

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

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

Sufficient information relating to Smart Core and the district's graduation requirements shall be communicated to parents and students to ensure their informed understanding of each; this shall be accomplished through holding an informational meeting for parents, legal guardians, or persons standing in loco parentis to students enrolled in grades six through twelve (6-12) with the school counselor and may be accomplished through any or all of the additional following means:<sup>4</sup>

- Inclusion in the student handbook of the Smart Core curriculum and graduation requirements;
- Discussion of the Smart Core curriculum and graduation requirements at the school's annual public meeting, PTA meetings, or a meeting held specifically for the purpose of informing the public on this matter; 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.<sup>5</sup>

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 and the Arkansas Military Child School Transitions Act of 2021 for all students who meet the definition of "eligible child" in Policy 4.2—ENTRANCE REQUIREMENTS including the waiving of specific courses that are required for graduation if similar coursework has been satisfactorily completed.

#### **GRADUATION REQUIREMENTS**

The number of units students must earn to be eligible for high school graduation is to be earned from the categories listed below. A minimum of twenty-two (22) units is required for graduation for a student participating in either the Smart Core or Core curriculum. In addition to the twenty-two (22) units required for graduation by the Division of Elementary and Secondary Education (DESE), the district requires an additional \_\_\_ units to graduate for a total of \_\_\_ units. The additional required units may be taken from any electives offered by the district.<sup>6</sup> There are some distinctions made between Smart Core units and Graduation units. Not all units earned toward graduation necessarily apply to Smart Core requirements. Career education courses that are determined by DESE to be eligible for use in the place of a listed course may be substituted for the course as designated by DESE.

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

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

#### **Personal and Family Finance**

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

#### **Computer Science**

All students shall earn one (1) unit of credit in a computer science or computer science related career and technical education course in order to graduate.

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

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

Oral Communications: one-half (½) unit

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

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

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

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

Natural Science: three (3) units

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

Social Studies: three (3) units

- Civics - one-half (½) unit
- World History - one unit
- American History - one unit
- Other social studies – one-half (½) Unit

Physical Education: one-half (½) unit

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

Health and Safety: one-half (½) unit

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

Fine Arts: one-half (½) unit

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

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

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

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

**CORE: Sixteen (16) units**

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

Oral Communications: one-half (½) unit

Mathematics: four (4) units

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

Science: three (3) units

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

Social Studies: three (3) units

- Civics one-half (½) unit
- World history, one (1) unit
- American History, one (1) unit
- Other social studies – one-half (½) unit

Physical Education: one-half (½) unit

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

Health and Safety: one-half (½) unit

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

Fine Arts: one-half (½) unit

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

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

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

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

Cross References: 4.55—STUDENT PROMOTION AND RETENTION

5.2—PLANNING FOR EDUCATIONAL IMPROVEMENT

5.11—DIGITAL LEARNING COURSES

5.12—COMPUTER SCIENCE INTERNSHIPS AND INDEPENDENT STUDIES

## 5.16—COMPUTER SCIENCE COURSE PREREQUISITES AND PROGRESSION

Legal References: Standards for Accreditation 1-C.2, 1-C.2.1, 1-C.2.2, 1-C.2.3

DESE Guidelines for the Development of Smart Core Curriculum Policy

DESE Rules Governing Distance and Digital Learning

Smart Core Information Sheet

Smart Core Waiver Form

Commissioner's Memo LS-18-082

A.C.A. § 6-4-302

A.C.A. § 6-16-122

A.C.A. § 6-16-143

A.C.A. § 6-16-149

A.C.A. § 6-16-150

A.C.A. § 6-16-152

A.C.A. § 6-16-1406

A.C.A. § 6-28-115

### **4.45.2—SMART CORE CURRICULUM AND GRADUATION REQUIREMENTS FOR THE CLASS OF 2027 AND THEREAFTER (This policy can be found on the last page of the handbook)**

#### **4.46— PLEDGE OF ALLEGIANCE AND MOMENT OF SILENCE**

The Pledge of Allegiance shall be recited: During the first class period of each school day;

1. At the commencement of each school-sanctioned after-school assembly; and
2. At the commencement of each school-sanctioned sporting event; however, if two (2) or more school-sanctioned sporting events occur on the same day at the same school, then the Pledge may be recited at only one (1) of the school-sanctioned sporting events.

Students choosing to participate in the recitation of the Pledge 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 either stand or sit quietly while the other students recite the Pledge.

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

Following the recitation of the Pledge, there shall be an observance of one (1) minute of silence. During the one (1) minute of silence, each student may reflect, pray, meditate, or engage in any other silent activity that is not likely to interfere with or distract another student. Students who do not disrupt the one (1) minute of silence shall not be subject to any comments, retaliation, or disciplinary action.

Legal References: A.C.A. § 6-10-115

A.C.A. § 6-16-108

#### **4.47— POSSESSION AND USE OF CELL PHONES AND OTHER ELECTRONIC DEVICES**

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

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

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

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

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

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

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

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

Legal References: A.C.A. § 6-15-2907

A.C.A. § 6-18-515

A.C.A. § 27-51-1602

A.C.A. § 27-51-1603

A.C.A. § 27-51-1609

DESE Test Administration Manual

DESE Rules Governing Student Discipline and School Safety

#### **4.48—VIDEO SURVEILLANCE**

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

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

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

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

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

Legal References:

20 USC 1232(g),

34 CFR 99.3, 4, 5, 7, 8, 10, 12, 31

#### **4.49—SPECIAL EDUCATION**

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.

Cross Reference: 6.7—COMPLAINTS

Legal References: 34 C.F.R. part 300

20 U.S.C. §1400 et seq.  
29 U.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.

#### **4.50—SCHOOL MEAL MODIFICATIONS**

The district only provides modified meal components on menus to accommodate students with. A 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 sufficient to understand how the disability restricts the student's diet;
2. An explanation of what must be done to accommodate the disability, which may include:
  - a. Food(s) to avoid or restrict;
  - b. Food(s) to substitute;
  - c. Caloric modifications; or
  - d. The substitution of a liquid nutritive formula.

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

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

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

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

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

#### **4.52—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 Division of Elementary and Secondary Education (DESE), and individuals involved with each foster child to ensure that the foster child is able to maintain his/her continuity of educational services to the fullest extent that is practical and reasonable.

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

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

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

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

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

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

##### **Foster Child School Choice**

If DHS approves a request from a foster parent, or the foster child if the foster child is eighteen (18) years of age, to transfer to another school in the District or into the district as being in the best interest of the foster child, the District shall allow the foster child to transfer to another school in the District or into the District if the foster parent, or the foster child if the foster child is eighteen (18) years of age, submits a request to transfer on a form approved by DESE 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.

Cross References: 4.1—RESIDENCE REQUIREMENTS 4.2—ENTRANCE REQUIREMENTS 4.5—SCHOOL CHOICE 4.7—

ABSENCE Legal References: A.C.A. § 6-18-233 A.C.A. § 9-28-113

#### **4.53—PLACEMENT OF MULTIPLE BIRTH SIBLINGS**

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

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

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

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

#### **4.55—STUDENT PROMOTION AND RETENTION**

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

Each time a student is assessed by use of a high-quality literacy screener, At with results at least once each semester, the Parents, legal guardians, persons having lawful control of the student, or persons acting in loco parentis, and teacher(s) of a student in kindergarten through eighth (8<sup>th</sup>) grade shall be notified in writing of the student's independent grade-level-equivalency in reading and, in a parent friendly manner, the student's reading progress.

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, legal guardians, persons with lawful control of the student, or persons standing in loco parentis.

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

Each student shall have a student success plan (SSP) developed by school personnel in collaboration with the student's parents and the student that is reviewed and updated annually. A student's SSP shall use multiple academic measures to personalize learning in order for students to achieve their grade-level expectations and individual growth. The SSP will identify if the student is in need of additional support or acceleration.

Academic measures to be used in creating and updating a student's SSP shall include, but are not limited to:

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



- Local assessment scores.

The SSP for a student in kindergarten through grade three (K-3) who does not meet the reading standard As set by the state board and determined by a high-quality literacy screener or the statewide assessment shall include an individual reading plan for each student. An individual reading plan shall include:

1. The student's specific, diagnosed reading skill needs, including without limitation:
  - Phonemic awareness;
  - Phonics decoding;
  - Text reading fluency;
  - Vocabulary-building strategies; and
  - Self-regulated use of reading comprehension strategies, as identified by high-quality literacy screener data;
2. The goals and benchmarks for the student's growth;
3. How the student's progress will be monitored and evaluated;
4. The type of additional instructional services and interventions the student may receive;
5. The intensive, evidence-based literacy intervention program aligned to the science of reading the student's teacher will use to address the areas of phonemic awareness, phonics, fluency, vocabulary, and comprehension;
6. The strategies the student's parents, legal guardians, or persons standing in loco parentis to the student are encouraged to use in assisting the student to achieve the student's reading goal; and
7. Any additional services the student's teacher determines are available and appropriate to accelerate the student's reading skill development.

All parents, legal guardians, or persons standing in loco parentis shall be notified in writing:

- a. Of the content of their child's independent reading plan and progress on the independent reading plan throughout the year; and
- b. By no later than October 1 of each year, or as soon as practicable if a student's reading need is identified after October 1:
  - Of their student's eligibility to participate in the literacy tutoring grant program;
  - The process for applying for the literacy tutoring grant program; and
  - Other information provided by DESE.

For each student who does not meet the reading standard established by the state board by the end of third (3<sup>rd</sup>) grade, including students who are promoted to the fourth (4<sup>th</sup>) grade under a good cause waiver, the District, during the subsequent summer and school year, shall :

- a. Provide at least ninety (90) minutes of evidence-based literacy instruction aligned to the science of reading during each school day;
- b. Assign the student to:
  - If the District has a teacher with a value-added model score in the top quartile statewide in English language arts for the past three (3) years, a teacher with a value-added model score in the top quartile statewide in English language arts for the past three (3) years; or
  - If the District is unable to identify a teacher with a value-added model score in the top quartile statewide in English language arts for the past three (3) years, a teacher:
    - With a highly-effective rating according to the Teacher Excellence and Support System, when possible; or
    - Deemed to be a high-performing teacher as defined by a Master Professional Educator designation.
- c. Provide parents, legal guardians, or persons standing in loco parentis to students with a "read-at-home" plan to support student early literacy growth, which shall include evidence-based science of reading strategies and tools that are aligned to a student's individual reading plan for parents, legal guardians, or persons standing in loco parentis to use with their student;
- d. Notify parents, legal guardians, or persons standing in loco parentis to a student regarding their student's eligibility for a literacy tutoring grant;
- e. Be given priority to receive a literacy tutoring grant; and
- f. Be given the option to participate in additional intensive, evidence-based literacy intervention programs aligned to the science of reading.

The SSP of a student in kindergarten through grade eight (K-8) who is not performing at or above grade level on the state assessment, as defined by the State Board of Education shall include a math intervention plan. The math intervention plan may include the:

1. Provision of each student with access to high-dosage, targeted math tutoring in the subsequent school year, which shall include three (3) or more tutoring sessions a week in a one-on-one or small-group setting;
2. Assignment to:
  - if the District has a teacher with a value-added model score in the top quartile statewide in math for the previous three (3) years, a teacher, with a value-added model score in the top quartile statewide in math for the previous three (3) years; or
  - if the District is unable to find a teacher with a value-added model score in the top quartile statewide in math for the previous three (3) years, a teacher:
    - With a highly-effective rating in the Teacher Excellence and Support System, when possible; or
    - Deemed to be a high-performing teacher as defined by a Master Professional Educator designation; and
3. Provision of each student with extended time on math instruction during or after school.

All parents, legal guardians, or persons standing in loco parentis shall receive written notification of their student's math intervention plan and progress on the student's math intervention plan throughout the school year.

By the end of grade eight (8), the student's SSP shall:<sup>34</sup>

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

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

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

A student's SSP shall include the recommended sequence of courses for successful completion of the diploma pathway selected by the student but be sufficiently flexible to allow the student to change the student's selected diploma pathway. The school counselor shall meet with the student's parent, legal guardian, or persons standing in loco parentis and the student to review the student's SSP annually and to revise the student's SSP as necessary to identify the courses to be taken each year until all required core courses are completed. Part of the review shall include an explanation of the possible impacts the revisions to the plan might have on the student's graduation requirements and postsecondary education goals. Any change made to a student's SSP as part of the review that amends the student's diploma pathway shall be structured to ensure that the student will meet the high school graduation requirements for the student's chosen diploma pathway and be qualified for admission to a postsecondary educational institution or to enter the workforce. After each review, the student's SSP shall be signed by the student; student's parent, legal guardian, or person standing in loco parentis to the student; and the school counselor.

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<sup>2</sup> 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 or designee may waive this paragraph's provisions when the student's failure was due to exceptional or extraordinary circumstances.<sup>45</sup> Students falling under the provisions of this paragraph shall be permitted to attend curriculum related field trips occurring during the school day. Cross References: 3.30—PARENT-TEACHER COMMUNICATION4.56—EXTRACURRICULAR ACTIVITIES - SECONDARY SCHOOLSDESE Rules Governing Grading and Course Credit4.56.1—EXTRACURRICULAR ACTIVITIES - ELEMENTARYLegal References: A.C.A. § 6-15-2001, A.C.A. § 6-15-2005A.C.A. § 6-15-2006, A.C.A. § 6-15-2907 A.C.A. § 6-15-2911, A.C.A. § 9-28-205DESE Rules Governing the Arkansas Educational Support and Accountability ActMurphy v. State of Ark., 852 F.2d 1039 (8<sup>th</sup> Cir. 1988)

#### **4.56—EXTRACURRICULAR ACTIVITIES – SECONDARY SCHOOLS**

##### **Definitions:**

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

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

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

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

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

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

##### **Extracurricular Eligibility**

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

Any student who refuses to sit for a Statewide assessment or attempts to boycott a Statewide assessment by failing to put forth a good faith effort on the assessment as determined by the assessment administrator/proctor, or whose parents do not send their student to school on the dates the assessments are administered or scheduled as make-up days shall not be permitted to participate in any non-curriculum related extracurricular activity. The student shall remain ineligible to participate until the student takes the same or a following statewide. The superintendent or designee may waive this paragraph's provisions when the student's failure was due to exceptional or extraordinary circumstances.<sup>3</sup> 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.

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

#### **Interscholastic Activities**

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

#### **ACADEMIC REQUIREMENTS: Junior High**

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

The first semester ninth-grade student meets the scholarship requirements for junior high if he/she has successfully passed four (4) academic courses the previous semester.

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

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

#### **ACADEMIC REQUIREMENTS: Senior High**

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

1. Have earned a minimum Grade Point Average (GPA) of 2.0 from all academic courses the previous semester; or
2. If the student has passed four (4) academic courses the previous semester but does not have a 2.0 GPA the student must be enrolled and successfully participating in an SIP to maintain their competitive interscholastic extracurricular eligibility.

#### **STUDENTS WITH AN INDIVIDUAL EDUCATION PROGRAM**

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

#### **Homeless Students**

Students who are determined to be experiencing homelessness by the school's homeless LEA shall be eligible for participation in interscholastic activities.

#### **ARKANSAS ACTIVITIES ASSOCIATION**

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

#### **Intrascholastic Activities**

#### **AAA Governed Activities**

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

### Non-AAA Governed Activities

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

### School Choice Transfers

A student who transfers under a legal school choice option shall not be denied participation in an extracurricular activity where the student transfers based exclusively on the student's decision to transfer. A student who transfers after July 1 of the year the student enters grade seven (7) shall complete a Changing Schools/Athletic Participation form as defined by AAA, which must be signed by the:

- Superintendent of the student's resident school district;
  - Superintendent of the nonresident school district to which the student transfers; and
  - Parent, legal guardian, person having lawful control of the student, or person standing in loco parentis to the student.
- The completed Changing Schools/Athletic Participation form shall be filed with the non-resident school district where the student transfers and the AAA. The Changing Schools/Athletic Participation form shall be signed by the superintendent of a student's resident school district and the superintendent of the nonresident school district to which a student transfers unless there is demonstrable evidence of recruiting by the receiving school district personnel or that the student is transferring to the nonresident school district solely for athletic purposes.

13. Cross References: 4.55—STUDENT PROMOTION AND RETENTION 4.56.1—EXTRACURRICULAR ACTIVITIES - ELEMENTARY Legal References: State Board of Education Standards for Accreditation 10.05 and 10.06 Arkansas Activities Association Handbook A.C.A. § 6-4-302 A.C.A. § 6-15-2907 A.C.A. § 6-16-151 A.C.A. § 6-18-712 A.C.A. § 6-28-108

### 4.56.2—EXTRACURRICULAR ACTIVITY ELIGIBILITY FOR HOME SCHOOLED STUDENTS

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

Interscholastic activity means an activity between schools subject to rules of the Arkansas Activities Association that is outside the regular curriculum of the school district, such as an athletic activity, fine arts program, or a special interest group or club. 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.<sup>1</sup>

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<sup>2</sup> 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; or
- The student's resident school does not offer the interscholastic activity and the superintendent of the non-resident district agrees to allow the student to enroll in the interscholastic activity.

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

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

To be eligible to try out and participate in interscholastic activities, the student or the parent of a student shall mail or hand deliver the student's request to participate to the student's school's principal before the signup, tryout or participation deadline established for traditional students. Additionally, the student shall demonstrate academic eligibility by obtaining a minimum test score of the 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 non-academic course<sup>3</sup> in the District's school where the student is intending to participate in an interscholastic activity that coincides with the interscholastic activity in which the homeschooled student participates and shall be required to be at school only when participation in the interscholastic activity requires other students who participate in the interscholastic activity to be at school.

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;<sup>4</sup>
- permission slips, waivers, physical exams; and
- participation or activity fees.

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 home schooled student may begin participating in an interscholastic activity immediately upon being approved to participate by the District if:

- The home schooled student has not withdrawn from an Arkansas Activities Association member school; or
- The student has withdrawn from an AAA member school and enrolled in a home school but did not participate in an interscholastic activity that is a varsity sport at the student's resident district prior to the student's withdrawal from the AAA member school.

A student who withdrew from an AAA member school who participated in an interscholastic activity that is a varsity sport at the student's resident district during the previous three hundred sixty-five (365) days shall not be eligible to immediately participate in an interscholastic activity that is a varsity sport in the District. The student will not become eligible for full participation until the completion of the three hundred sixty-five (365) day period from when the student withdrew. A student who is not eligible for full participation may participate in tryouts, practices, classes, or other endeavors associated with the interscholastic activity until the completion of the three hundred sixty-five (365) day period from when the student withdrew.

Legal References:           A.C.A. § 6-15-509  
                                       A.C.A. § 6-16-151  
                                       A.C.A. § 6-18-232  
                                       A.C.A. § 6-18-713  
                                       Arkansas Activities Association Handbook  
                                       Commissioner's Memo COM-18-009  
                                       Commissioner's Memo LS-18-015  
                                       Division of Elementary and Secondary Education Rules Governing Home Schools

#### **4.56.2F— HOME SCHOOLED STUDENTS' LETTER OF INTENT TO PARTICIPATE IN AN EXTRACURRICULAR ACTIVITY AT RESIDENT DISTRICT**

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

Parent or Guardian's Resident Address

Street \_\_\_\_\_ Apartment \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Student's date of birth \_\_\_\_/\_\_\_\_/\_\_\_\_ Last grade level the student completed \_\_\_\_\_

Student has demonstrated academic eligibility by obtaining a verifiable minimum test score of the 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 \_\_\_\_\_

**4.56.2F2— HOME SCHOOLED STUDENTS' LETTER OF INTENT TO PARTICIPATE IN AN EXTRACURRICULAR ACTIVITY AT NON-RESIDENT DISTRICT**

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

Parent or Guardian's Resident Address

Street \_\_\_\_\_ Apartment \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Student's date of birth \_\_\_\_/\_\_\_\_/\_\_\_\_ Last grade level the student completed \_\_\_\_\_

Student has demonstrated academic eligibility by obtaining a verifiable minimum test score of the 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 \_\_\_\_\_

As the superintendent of the above student's resident district, I agree that the above student may participate in extracurricular activities at \_\_\_\_\_ School District.

Resident Superintendent's Signature: \_\_\_\_\_

As the superintendent of the \_\_\_\_\_ School district, where the above student desires to participate in extracurricular activities, I agree to allow the student to participate in extracurricular activities at \_\_\_\_\_ School District.

Non-resident Superintendent's Signature: \_\_\_\_\_

**4.57—IMMUNIZATIONS**

**Definitions**

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

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

**General Requirements**

Unless otherwise provided by law or this policy, no student shall be admitted to attend classes in the District who has not been age appropriately immunized against<sup>1</sup>:

- Poliomylitis;
- 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;
- D. Official record from another educational institution in Arkansas; or
- E. An immunization record printed off of the statewide immunization registry with the Official Seal of the State of 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 as a history of varicella disease must be documented by a licensed physician, advanced practice nurse, doctor of osteopathy, or physician assistant. Valid proof of immunization and of immunity based on serological testing shall be entered into the student’s record.

In order to continue attending classes in the District, the student must have submitted:

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

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

### **Temporary Admittance**

While students who are not fully age appropriately immunized or have not yet submitted an immunization waiver may be enrolled to attend school, such students shall be allowed to attend school on a temporary basis only. Students admitted on a temporary basis may be admitted for a maximum of thirty (30) days (or until October 1st of the current school year for the tetanus, diphtheria, pertussis, and meningococcal vaccinations required at ages eleven (11) and sixteen (16) respectively if October 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 in order to extend the thirty (30) day period. Students may be allowed to continue attending beyond the thirty (30) day period if the student submits a copy of either number 2 or number 4 above.

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

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

## **Exclusion From School**

In the event of an outbreak, students who are not fully age appropriately immunized, are in process, or are exempt from the immunization requirements may be required to be excluded from school in order to protect the student. ADH shall determine if it is necessary for students to be excluded in the event of an outbreak. Students may be excluded for no fewer than twenty-one (21) days or even 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.<sup>2</sup>

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.<sup>3</sup>

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;
- The number of students within the District who have failed to provide to the public school proof of the vaccinations required and have not obtained an exemption from ADH;
- The percentage of students within the District who have failed to provide to the public school proof of the vaccinations required and have not obtained an exemption from ADH; and
- The percentage of a population that must receive an immunization for herd immunity to exist.

Cross References: 4.2—ENTRANCE REQUIREMENTS

4.7—ABSENCES

4.8—MAKE-UP WORK

4.34—COMMUNICABLE DISEASES AND PARASITES

Legal References: A.C.A. § 6-4-302

A.C.A. § 6-18-702

A.C.A. § 6-28-110

DESE Rules Governing Immunization Requirements in Arkansas Public Schools

ADH Rules Pertaining to Immunization Requirements

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

### **Food Sharing Table**

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

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



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

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

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**

At the end of the meal period, a student may leave the cafeteria with up to 3 school provided whole fruit or whole vegetable food items. Students may not remove from the cafeteria milk, juice, or any other item requiring a temperature controlled environment.

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

## **4.60—STUDENT BEHAVIORAL INTERVENTION AND RESTRAINT**

### **Definitions**

"Aversive behavioral intervention" means a physical or sensory intervention program that is intended to modify behavior through the use of a substance or stimulus that the intervention implementer knows will cause physical trauma, emotional trauma, or both, to a student, even when the substance or stimulus appears to be pleasant or neutral to others.

Examples of aversive behavioral interventions include, but are not limited to:

- Hitting;
- Pinching;
- Slapping;
- Using a water spray;
- Using noxious fumes;
- Requiring extreme physical exercise;
- Using loud auditory stimulus;
- Withholding meals; and
- Denying reasonable access to toileting facilities.

"Behavioral intervention" means the implementation of a service, support, or strategy to teach and increase appropriate behavior or substantially decrease or eliminate behavior that is dangerous, inappropriate, or otherwise impedes the learning of a student.

"Behavior Intervention Plan" (BIP) means a written plan that:

- Is developed by a problem-solving and intervention team and delineates emotional, social, or behavioral goals for a student and the steps that the school, student, parent of the student, and others will take to positively support the progress of the student towards the student's emotional, social, or behavioral goals;
- Is comprised of practical and specific strategies to increase or reduce a defined behavior or one (1) or more patterns of behavior exhibited by a student; and
- Includes the following at a minimum:
  - A definition or description of the desired target behavior or outcome in specific measurable terms;
  - A plan for preventing and eliminating inappropriate student behavior by changing a condition that is triggering, motivating, underlying, or supporting that behavior as determined through a FBA;
  - A plan for teaching a student to demonstrate appropriate social, emotional, or behavioral self-management, or a new method to address or meet the student's needs;
  - A description of how a specific incentive or consequence will be used as needed to decrease or eliminate inappropriate student behavior and increase appropriate behavior;
  - A plan for managing a crisis situation;
  - A system to collect, analyze, and evaluate data about the student;
  - The school personnel, resources, and training needed before implementation of the BIP; and

- The timeline for implementing different facets of an intervention, including without limitation when the intervention will be formally reviewed.

"Chemical restraint" means the use of a drug or medication to control the behavior of a student or restrict the free movement of the student; however, chemical restraint does not include the use of medication that is prescribed by a licensed physician, or other qualified health professional acting within the scope of the individual's professional authority under state law, for the standard treatment of a medical or psychiatric condition of a student and is administered as prescribed by the licensed physician or other qualified health professional acting within the scope of the individual's professional authority under state law.

"Crisis" means a situation in which a student engages in a behavior that threatens the health and safety of the student or others and includes without limitation a situation in which the student becomes aggressive or violent at school and is unable to regain self-control without posing a danger of injury to himself or herself or others.

"Crisis intervention" means the implementation of a service, support, or strategy to immediately stabilize a crisis and prevent the crisis from reoccurring after the crisis ends.

"Dangerous behavior" means the behavior of a student that presents an imminent danger of serious physical harm to the student or others; however, dangerous behavior does not include the following:

- Disrespect;
- Noncompliance;
- Insubordination; or
- Destruction of property that does not create an imminent danger.

"De-escalation" means the use of a behavior management technique that helps a student increase the student's control over the student's emotions and behavior and results in a reduction of a present or potential level of danger that in turn reduces the level of imminent danger of serious physical harm to the student or others.

"Emergency" means a serious and unexpected situation that requires immediate action and which may be dangerous.

"Functional Behavior Assessment" (FBA) means a problem analysis step that:

- Occurs within the context of data-based problem-solving and involves:
  - The review of existing records and other sources of information;
  - Diagnostic or historical interviews;
  - Structured academic or behavioral observations; and
  - Authentic, criterion-referenced, or norm-referenced tests; and
- Is performed with the goal of determining why a specific problem or situation is occurring in order to directly link a strategic intervention to an assessment and solve or resolve the specific problem or situation.

"Imminent danger" means an existing dangerous situation that could reasonably be expected to immediately cause death or serious physical harm.

"Mechanical restraint" means the use of a device or equipment to restrict the free movement of a student; however, mechanical restraint does not include a device that is used by trained school personnel or a student for a specific and approved therapeutic purpose or safety purpose for which the device was designed or prescribed or a vehicle safety restraint that is appropriately used in the manner for which it was designed during the transport of a student in a moving vehicle.

"Physical escort" means a temporary touching or holding of the hand, wrist, arm, shoulder, or back of a student for the purpose of redirecting or inducing the student to move to a safe location.

"Physical restraint" means a personal restriction that immobilizes or reduces the ability of a student to move the student's torso, arm, leg, or head freely; however, physical restraint does not include a physical escort.

"Positive behavioral support" means the application of behavior analysis that:

- Is used to achieve socially important behavior change;
- Occurs at the:
  - Prevention level for all students in a school;
  - Strategic intervention level for a student who is not responding, from a social-emotional and behavioral perspective, to the prevention level; and
  - Intensive service or crisis-management level for a student who needs multifaceted or comprehensive behavioral or mental health services; and

- Involves a planned and collaborative school-wide approach that is implemented with a goal:
  - Of establishing a positive and supportive school environment that:
    - Teaches and reinforces prosocial behavior in a student;
    - Holds a student positively accountable for meeting an established behavioral expectation; and
    - Maintains a level of consistency throughout the implementation process; and
  - That is accomplished by using positive behavioral programs, strategies, or approaches.

"Prone restraint" means restraining a student in a face-down position on the floor or another surface and applying physical pressure to the body of the student to keep the student in the prone position.

"Serious physical harm" means bodily injury that involves a substantial risk of death, extreme physical pain, protracted and obvious disfigurement, or protracted loss or impairment of the function of a bodily member, organ, or mental faculty.

"Supine restraint" means the restraint of a student in a face-up position on the student's back on the floor or another surface and with physical pressure applied to the body of the student to keep the student in the supine position.

### **Positive Behavioral Supports**

The District shall implement positive behavioral supports to be used at the:

1. Prevention level for each student in a school;
2. Strategic intervention level for a student who is not responding, from a social, emotional, or behavioral perspective, to the prevention level; and
3. Intensive service or crisis-management level for a student who needs multifaceted or comprehensive behavioral or mental health services.

The District's positive behavioral support shall include:

- a. The teaching and reinforcing of interpersonal, social, problem solving, conflict resolution, and coping skills to a student;
- b. Holding a student positively accountable for meeting an established behavioral expectation;
- c. Maintaining a high level of consistency through the implementation of the positive behavioral support process; and
- d. The following interrelated activities:
  - ✚ Providing a school-wide approach to the discipline and safety of each student rather than an approach to only the behavior problem of a single student;
  - ✚ Focusing on preventing the development and occurrence of problem behavior;
  - ✚ Regularly reviewing behavior data to adapt the District's procedures to meet the needs of every student; and
  - ✚ Providing a multitiered approach to academic and behavioral services and support to meet the academic and behavioral achievement needs of each student.

The following principles shall form the basis of the District's positive behavioral support system and conflict resolution or de-escalation approach:

1. A student has the right to be treated with dignity;
2. A student should receive necessary academic, social, emotional, and behavioral support that is provided in a safe and least-restrictive environment possible;
3. Positive and appropriate academic, social, emotional, or behavioral intervention, as well as mental health support, should be provided routinely to each student who needs the intervention or support;
4. Behavioral intervention should emphasize prevention as part of the District's system of positive behavioral support; and
5. Each student who exhibits an ongoing behavior that interferes with the student's learning or the learning of others, and who is nonresponsive to effectively implemented classroom or administrative intervention, should receive additional intensive behavioral intervention that is based on a FBA and data-based problem solving.

### **Problem Solving and Intervention Team**

A problem-solving and intervention team shall be established for each student who exhibits social, emotional, or behavioral difficulty that may escalate, if not addressed, to potentially dangerous behavior. The problem-solving and intervention team shall include at least one (1) member who is an academic and behavioral assessment and intervention professional.

A student's problem-solving and intervention team shall:

- a. Work with the teachers of a student to complete a FBA of the student and an assessment of any problematic situations involving the student;

- b. Consider the need for a BIP with the goal of preventing or resolving the social, emotional, or behavioral difficulty of the student and developing a response that will de-escalate and stabilize a potential emergency situation that approaches the danger level; and
- c. Regularly review the data on incidents involving the use of physical restraint on the student and adjust, as necessary, the procedures concerning the use of physical restraint on the student.

Special education procedures shall be followed if a student is suspected of having a disability that relates to behavioral concerns.

### **Physical Restraint**

Except in the case of a clearly unavoidable emergency situation in which a trained member of school personnel is not immediately available due to the unforeseeable nature of the emergency situation, the physical restraint of a student shall only be used by a member of school personnel who is appropriately trained to administer physical restraint.

When using physical restraint on a student, school personnel shall:

- use the least restrictive technique necessary to end imminent danger or serious physical harm to a student and others;
- Use the safest method available and appropriate to the situation;
- Consider the health and safety of a student, including without limitation whether the student has an existing medical condition that makes the use of physical restraint inadvisable;
- Not restrict the ability of a student to communicate unless the use of a less restrictive technique will not prevent imminent danger of serious physical harm to the student or others;
- Use only the amount of force that is reasonably necessary to protect a student or others from imminent danger of serious physical harm to the student or others;
- Not verbally abuse, ridicule, humiliate, taunt, or engage in any other similar action towards the student; and
- continuously and visually observe and monitor the student while the student is under physical restraint.

Physical restraint of a student shall only be used for a limited period of time and shall not be used:

- When imminent danger or serious physical harm to the student or others dissipates;
- If a medical condition occurs that puts the student at risk of harm;
- Unless the behavior of the student poses an imminent danger of serious physical harm to the student or others;
- After the threat of imminent danger of serious physical harm to the student or others dissipates; or
- In the following manner:
  - To punish or discipline the student;
  - To coerce the student;
  - To force the student to comply;
  - To retaliate against the student;
  - To replace the use of an appropriate educational or behavioral support;
  - As a routine safety measure;
  - As a planned behavioral intervention in response to behavior of the student that does not pose an imminent danger of serious physical harm to the student or others;
  - As a convenience for school personnel; or
  - To prevent property damage unless the act of damaging property committed by the student poses an imminent danger or serious physical harm to the student and others.

Even in an emergency, supine restraint shall not be used on a student except by a staff person who has been certified by a crisis intervention training program and the certified staff person determines that supine restraint is required to provide safety for the student and others.

At no time shall school personnel use the following on a student:

- ✚ Mechanical restraint;
- ✚ Chemical restraint;
- ✚ Aversive behavioral interventions that compromise health and safety;
- ✚ Physical restraint that is life-threatening or medically contraindicated; or
- ✚ Prone restraint or other restraint that restricts the breathing of a student.

Following the first incident of physical restraint used on a student, an FBA shall be conducted unless a previous FBA was conducted for the same behavior that was at issue when the physical restraint was used.

The use of physical restraint on a student as a planned behavioral intervention shall not be included in a student's IEP, 504 Plan, BIP, individual safety plan, or other individual planning document but may be considered as a crisis intervention if appropriate for the student. A student's IEP team or 504 Plan team shall consider whether an FBA should be performed; if a BIP should be

developed for the student or if a student's existing BIP should be revised; and if additional behavioral goals and interventions should be included in the student's existing IEP or 504 Plan.

Parents may submit complaints regarding an incident involving the use of physical restraint on their student. A complaint shall be referred for review to the appropriate school personnel:

- The student's problem-solving and intervention team;
- The student's IEP team; or
- The student's 504 Plan team.

A complaint by a parent shall be handled by the appropriate District staff in the same manner as a debrief following the use of physical restraint on a student.<sup>1</sup>

Use of a physical restraint technique that is abusive shall be reported to the Child Abuse Hotline and law enforcement.

### **Reports and Debriefing**

After the occurrence of an incident involving physical restraint of a student, the building principal, or the principal's designee, shall be notified of the incident as soon as possible but by no later than the end of the school day when the incident occurred.

The student's parent shall be notified of the incident of the use of physical restraint via verbal or electronic communication as soon as possible but by no later than the end of the school day when the incident occurred. In the event the student's parent is unable to be notified via verbal or electronic communication within twenty-four (24) hours after the incident occurred, then the parent shall be mailed written notification of the incident within forty-eight (48) hours after the incident occurred.

school personnel involved in the incident shall document the incident in a written report, which is to be completed within twenty-four (24) hours after the incident occurred. The written report of the incident shall:

1. Include all information contained in the Division of Elementary and Secondary Education (DESE) Physical Restraint or Seclusion Incident Record and Debriefing Report;
2. Be maintained in the student's education record; and
3. Be provided to the student's parent within one (1) school day of the completion of the report.

A debriefing meeting shall be held within two (2) school days after the incident occurred. The following school personnel shall be present at the debriefing meeting:<sup>2</sup>

- a. A member of school personnel who was present during the incident;
- b. A member of school personnel who was in the proximity of the student on whom physical restraint was used immediately before and during the time of the incident;
- c. A school administrator; and
- d. Any other member of school personnel determined to be appropriate by the District.

The purpose of the debriefing meeting shall be to:

- Determine whether the procedures used during the incident were necessary;
- Evaluate the use of any behavioral supports and de-escalation techniques by school personnel before and during the incident;
- Evaluate the school district's positive behavioral supports system and prevention techniques in order to minimize future use of physical restraint; and
- If a trained member of school personnel was not immediately available due to the unforeseeable nature of the emergency situation when the incident occurred:
  - Reevaluate the training needs of school personnel;
  - Reevaluate the physical restraint policy and practices; and
  - Develop a plan to prevent a future incident.

At a debriefing meeting, school personnel shall:

1. Consider relevant information in the student's education record, including without limitation:
  - a. The concerns of the student's parent;
  - b. The student's social and medical history;
  - c. The student's FBA, if one exists; and
  - d. The student's BIP, if one exists;
2. Consider relevant information from the teachers, parents, and other District professionals;
3. Discuss whether positive behavior supports were appropriately implemented;
4. Discuss the duration and frequency of the use of physical restraint on the student;
5. Discuss appropriate action that may be taken to prevent and reduce the need for physical restraint;

6. Consider whether additional intervention and support is necessary for the student;
7. Consider whether additional intervention and support is necessary for school personnel; and
8. Consider how and when to debrief a person who was not present at the debriefing meeting, including without limitation:
  - a. The student;
  - b. The student's parent; and
  - c. Other school personnel or students who witnessed the incident.

DESE's Physical Restraint or Seclusion Incident Record and Debriefing Report, or an alternative report that includes the same information, shall be completed during the debriefing meeting. A copy of the report shall be:

- Submitted to the building principal;<sup>3</sup>
- Mailed to the student's parent within two (2) days of the date on which the debriefing meeting was held; and
- Maintained as part of the student's education record along with other documents consulted during the debriefing meeting.

Notes: A copy of the DESE Guidance on the Use of Restraint along with the Physical Restraint or Seclusion Incident Record and Debriefing Report can be found at: <https://dese.ade.arkansas.gov/Offices/special-education/policy-regulations/guidance-and-resources>.

<sup>1</sup> There is nothing in the statute that requires the complaint to be handled in the same manner as a debriefing. This is intended only as a default method as you are required to have procedures governing the handling of a parental complaint. After consultation with appropriate staff, replace this language with your local procedures on how a complaint will be handled.

<sup>2</sup> While you can, and should, add additional staff members to the list of those required to attend a debriefing meeting, A.C.A. § 6-18-2307 requires these individuals be included at a minimum.

<sup>3</sup> A.C.A. § 6-18-2307 requires that the debriefing report be submitted to a designated district administrator. If you would rather have all debriefing reports provided to one single individual at the district staff level instead of keeping them at the school level, replace this with the district level position to whom debriefing reports should be submitted.

Cross Reference: 3.6—LICENSED PERSONNEL EMPLOYEE TRAINING

Legal Reference: A.C.A. § 6-18-2401 et seq.

#### **4.61—STUDENT USE OF MULTIPLE OCCUPANCY ROOM**

##### **Definitions**

"Multiple occupancy room" means an area in a District building that is designed or designated to be used by one (1) or more individuals at the same time and in which one (1) or more individuals may be in various stages of undress in the presence of other individuals, which includes, without limitation, a restroom, locker room, changing room, or shower room.

"Sex" means the physical condition of being male or female based on genetics and physiology, which may be demonstrated by the sex identified on a student's original birth certificate.

Each multiple occupancy room in a District building shall be designated as either male or female. Except as permitted by this policy, a student shall not enter a multiple occupancy room that does not correspond to the student's sex.

An individual who is unwilling or unable to use a multiple occupancy room designated for the individual's sex shall be granted a reasonable accommodation, which may include, without limitation, access to a single-occupancy restroom or changing area. A reasonable accommodation shall not include access to a restroom or changing area that is designated for use by members of the opposite sex to an individual while members of the opposite sex of the individual are present or may be present in the restroom or changing area.

The prohibitions in this policy do not apply to an individual who enters a multiple occupancy room designated for use by the opposite sex when the individual enters for any of the following reasons:

- custodial, maintenance, or inspection purposes;
- To render emergency medical assistance;
- To address an ongoing emergency, including without limitation a physical altercation;
- To accommodate individuals protected under the Americans with Disabilities Act; or
- To assist young children who are in need of physical assistance when using a restroom or changing facility that is located in the District.

#### **4.62—STUDENT NAME, TITLE, OR PRONOUN**

Unless a District employee has the written permission of the parent, legal guardian, person having lawful control of the student, or person standing in loco parentis to the student or the student if the student is an emancipated minor or over eighteen (18) years of age, a District employee shall not address a student with a:

1. Name other than that listed on the student's birth certificate, except for a derivative of the name; or
2. Pronoun or title that is inconsistent with the student's biological sex.

A student shall not be subject to discipline for declining to address a person using a:

- a. Name other than that listed on the student's birth certificate, except for a derivative of the name; or
- b. Pronoun or title that is inconsistent with the person's biological sex.

Legal Reference: A.C.A. § 6-1-108

#### **4.63—STUDENT RELIGIOUS EXPRESSION**

The Lamar School District Board of Directors does not allow the discrimination against a student based on a student's voluntary religious expression, if any. At the same time, the District shall provide a process to eliminate any actual or perceived sponsorship or attribution to the District of a student's public voluntary expression of a religious viewpoint, if any.

##### **Student Assignments**

Student assignments include, but are not limited to:

- Homework;
- Classwork;
- Artwork; and
- Other written or oral assignments.

A student may express the student's religious viewpoint, if any, in the student's assignments without discrimination based on the religious content, if any. A student's assignments shall:

1. Be graded and judged:
  - By ordinary academic standards of substance and relevance; and
  - Against other conventional, pedagogical topics as identified by the District curriculum; and
2. Not be penalized or rewarded based on the religious content, if any, of the student's assignments.

##### **Student Presenters**

A student's expression of a religious viewpoint, if any, on an otherwise permissible subject shall not be excluded from a forum, whether oral or in writing, where students are allowed to speak.

The District has the right to restrict student speech that is inappropriate in the school setting by being obscene, vulgar, offensively lewd, or indecent.

Review of written student forums shall be handled in accordance with Policy 4.14—STUDENT MEDIA AND THE DISTRIBUTION OF LITERATURE.

If the forum is a scheduled event with designated student speakers, the building principal shall have an opportunity to review pre-written remarks prior to the student's presentation at the scheduled forum. The principal may require the student to amend the student's remarks to the extent necessary to address any portions that are determined to be inappropriate. A student's refusal to amend the remarks that were determined to be inappropriate may be prohibited from participation in the forum. A student who diverts from the approved pre-written remarks during a speech in such a manner that is determined to be inappropriate by the building principal or another present District staff member may be asked to return to the approved remarks. If a student refuses to return to the approved remarks or continues to divert from the approved remarks in a manner that is determined to be inappropriate may be escorted from the forum and disciplined in accordance with the District's Student Code of Conduct.

If the timing or format of the forum does not provide for pre-written remarks to be reviewed, then the building principal or other District staff shall have the authority to address a student whose remarks are determined to be inappropriate. The building principal or District staff member shall initially ask the student to cease the inappropriate remarks. If the student refuses or makes additional inappropriate remarks after being directed to cease such remarks, Then the building principal or District staff member may escort the student from the forum and the student may be disciplined in accordance with the District's Student Code of Conduct

There shall be a disclaimer that a student speaker's speech does not reflect the endorsement, sponsorship, position, or expression of the District. The disclaimer shall be provided at all forums where students speak and at all graduation ceremonies. The disclaimer shall be provided orally or in writing as most appropriately fits the format of the forum.

Information on how to participate in a student forum shall be provided to all students.<sup>1</sup>

In addition to the salutatorian and valedictorian selection process in Policy 5.17—HONOR ROLL AND HONOR GRADUATES, the following students may speak during the District's graduation ceremony:<sup>2</sup>

Cross References: 4.14—STUDENT MEDIA AND THE DISTRIBUTION OF LITERATURE  
5.17—HONOR ROLL AND HONOR GRADUATES

Legal References: A.C.A. § 6-10-138

A.C.A. § 6-18-101

A.C.A. § 6-18-1201 et seq.

# Lamar Public Schools Lamar, Arkansas



## Parent & Family Engagement 2023-2024

Lamar School District  
Family and Community Engagement (FACE)  
2023-2024



### Mission Statement:

Recognizing that parents are full partners with schools in the education of children, Lamar School District encourages and expects parent/guardian and grandparent involvement in the school and, in particular, in the education of their own children. Keeping those expectations in mind, Lamar School District has developed and implemented the Parent & Family Engagement Plan and will wholeheartedly work to endure its impact upon the success of our students.

### Lamar School District Parental Involvement Committee Members:

David Tollett, Superintendent  
Lisa Collins, District Title I Coordinator  
Shane Gordon, Federal Programs Coordinator  
Miranda Kenner, District Parent and Family Engagement Coordinator  
Mike McCarley, Elementary Principal  
Lance Spence, Middle School Principal  
Mitch Harris, High School Principal  
Brittney Schluterman, District Assistant Principal  
Patricia Ahrens, District Assistant Principal  
Nikki England, Elementary Parental Involvement Facilitator  
Aimee Pearson, Middle School Special Education, Parental Involvement Facilitator  
Lara Pelts, High School, Parental Involvement Facilitator  
Paula Ober, parent  
Marcia Brown, parent  
Sara DeYoung, parent  
Dave Meador, counselor  
Paden Zimmerman, teacher  
Michelle Bacchus, community  
Sara Davis, Counselor  
Lara Miller, Media Specialist  
Sheila Key, Title I Reading/RTI  
Deanna Bates, Title I Math/RTI  
Martha White, Teacher  
Wendy Hogrefe, Teacher  
Amber Deen, Teacher/Parent  
Lacy Zachary, Teacher/Parent  
Jessica Geels, Teacher  
Beth Mayes, Teacher  
Hilary Kemp, Teacher  
Jessica Young, Teacher  
Amy McGuire, Paraprofessional/Parent  
Erin Rowbotham, Parent  
Holly Sanderson, Parent  
Monica Lara, Parent  
Rachel Jones, Parent  
Amanda Young, Parent  
Chris Schrimsher, Teacher/Parent

Salvador Flores, Parent  
Amiee Freeman, Parent  
Scarlett Martin, Para Pro  
Samantha DeBusk, Teacher  
Leslie Moore, Teacher  
Jennifer Hignite, Teacher

Lamar School District shall:

**1: Jointly Developed Expectations and Objectives**

- Involve parents in the development of the Lamar School District Parent and Family Engagement, the school-wide program plan, and support and improvement plans
  - ✓ Quarterly Title I & Face meetings 23-24 school year
    - Quarterly FACE & Health/Wellness Meetings 23-24 school year
    - Agendas, sign in & minutes posted on social media & school website
    - July 14, 2023, September 14, 2023; November 16, 2023; February 15, 2024; April 25, 2024
  - ✓ Quarterly FACE & Health/Wellness meetings 23-24 school year
    - Agendas, sign in & minutes posted on social media & school website
    - July 14, 2023, September 14, 2023; November 16, 2023; February 15, 2024; April 25, 2024
  - ✓ Survey BOY & EOY 23-24 school year
    - Agendas, sign in & minutes posted on social media & school website
  - ✓ School Improvement Quarterly Reviews
    - July 2023; September 2023; November, 2023; February, 2024; April 2024
    - Agendas, sign in & minutes posted on social media & school website
- Establish expectations and objectives for meaningful involvement, reflecting the specific needs of students and families
  - ✓ Quarterly Title I & Face meetings 23-24 school year
    - Monthly FACE & Health/Wellness Meetings 23-24 school year
    - July 14, 2023, September 14, 2023; November 16, 2023; February 15, 2024; April 25, 2024
    - Agendas, sign in & minutes posted on social media & school website
  - ✓ Quarterly FACE & Health/Wellness meetings 23-24 school year
    - Agendas, sign in & minutes posted on social media & school website
    - July 14, 2023, September 14, 2023; November 16, 2023; February 15, 2024; April 25, 2024
  - ✓ Survey BOY & EOY 23-24 school year
    - Agendas, sign in & minutes posted on social media & school website
  - ✓ School Improvement Quarterly Reviews
    - July 2023; September 2023; November, 2023; February, 2024; April 2024

- Agendas, sign in & minutes posted on social media & school website
- Make the Lamar School District Parent and Family Engagement Plan available to the families and the local community
  - ✓ File with the Department of Education by August 1 [Indistar]
  - ✓ Place a copy on the Lamar School District website by August 1
  - ✓ Place a parent-friendly summary/explanation of the parent and family engagement plan online and as a supplement to the student handbook
    - Obtain signatures from each parent acknowledging receipt of the Lamar School District's Parent and Family Engagement Plan summary
      - Signed Handbook forms required to be turned into each building by October 1, 2023
- Involve parents and families in the decisions regarding how funds reserved for parent and family engagement are allotted for activities
  - ✓ Survey BOY & EOY
    - September 2023 & May 2024
    - Agendas, sign in & minutes posted on social media & school website
  - ✓ Quarterly Title I & FACE meetings 23-24 school year
    - July 14, 2023, September 14, 2023; November 16, 2023; February 15, 2024; April 25, 2024
    - Agendas, sign in & minutes posted on social media & school website
  - ✓ Quarterly FACE & Health/Wellness meetings 23-24 school year
    - July 14, 2023, September 14, 2023; November 16, 2023; February 15, 2024; April 25, 2024
    - Agendas, sign in & minutes posted on social media & school website
  - ✓ School Improvement Quarterly Reviews
    - July, 2023, September, 2023; November, 2023; February, 2024; April, 2024
    - Agendas, sign in & minutes posted on social media & school website
- Involve parents and families meaningfully in the evaluation, and update, at least annually, of the Lamar School District's Parent and Family Engagement Plan
  - Monthly FACE & Health/Wellness meetings 23-24 school year
    - July 14, 2023, September 14, 2023; November 16, 2023; February 15, 2024; April 25, 2024
    - Agendas, sign in & minutes posted on social media & school website
  - Title I & FACE meetings
    - July 14, 2023, September 14, 2023; November 16, 2023; February 15, 2024; April 25, 2024
    - Agendas, sign in & minutes posted on social media & school website
  - School Improvement Quarterly Reviews
    - July 2023; September 2023; November, 2023; February, 2024; April 2024

- Agendas, sign in & minutes posted on social media & school website
- ✓ Involve parents through an annual survey and review to improve school effectiveness.
  - Agendas, sign in & minutes posted on social media & school website
- ✓ The Annual Survey to be used in the Annual Review (July 2024) will be conducted starting May 2024 on the [www.lamarwarriors.org](http://www.lamarwarriors.org) website
- ✓ PT Conferences; 9/14/23, 11/16/23, 2/15/24 & 4/25/24
  - Sign in sheets, email & phone documentation
- ✓ Open House August 10, 2023
  - Sign in
- ✓ School Improvement Quarterly Reviews
  - July 2023; September 2023; November, 2023; February, 2024; April 2024
  - Agendas, sign in sheets & minutes posted to social media & website
- Lamar School District will ensure adequate representation of parents and families of participating children in the process
  - ✓ Each building will determine their FACE Committee by June 2024
    - Agendas, sign in & minutes posted on social media & school website
- Incorporate the Lamar School District's Parent and Family Engagement Plan into the school-wide plan 23-24 school year
- Submit to the State the comments from parents who deem the school-wide plan unsatisfactory
- Establish parental involvement contact person at each of the Title I, Part A schools. Nikki England, Lamar Elementary; Aimee Pearson, Lamar Middle School; Lara Pelts, Lamar High School 23-24 school year
- Contact Person: Miranda Kenner District Parent and Family Coordinator
- Contact Number: 479-885-3907

## **2: Building Staff Capacity through Training and Technical Assistance**

- Ensure professional development requirements are met for teachers and administrators
  - ✓ 2023-24 Parent Involvement PD
  - ✓ 36 hours High Quality Instructional/ curriculum PD
  - ✓ Annual Science of Reading update PD Required K-12
  - ✓ Tier I & II PD
    - Agendas, sign in & Professional Development Certificate of Completion
- Provide coordination, technical assistance, and other support to schools in
  - ✓ jointly-developing school parent and family engagement plans
    - Quarterly Title I & FACE Meetings
      - Agendas, sign in & minutes posted on social media & school website
      - July 14, 2023, September 14, 2023; November 16, 2023; February 15, 2024; April 25, 2024
    - Quarterly FACE & Health/Wellness meetings 23-24 school year

- Agendas, sign in & minutes posted on social media & school website
  - July 14, 2023, September 14, 2023; November 16, 2023; February 15, 2024; April 25, 2024
- ✓ implementing effective parent and family involvement activities
  - Quarterly Title I & FACE meetings 23-24 school year
    - Agendas, sign in & minutes posted on social media & school website
  - Quarterly FACE & Health/Wellness meetings 23-24 school year
    - Agendas, sign in & minutes posted on social media & school website
- ✓ School Improvement Quarterly Reviews
  - July 2023; September 2023; November, 2023; February, 2024; April 2024
    - Agendas, sign in & minutes posted to social media & school website
- ✓ Jointly-developing school-parent compacts
  - Title I & FACE meetings
    - July 14, 2023, September 14, 2023; November 16, 2023; February 15, 2024; April 25, 2024
    - Agendas, sign in & minutes posted on social media & school website
- Train teachers, specialized instructional support personnel, principals, and other school leaders, and other staff, with the assistance of parents, in:
  - ✓ the value and utility of contributions of parents
  - ✓ how to reach out to, communicate with, and work with parents as equal partners
  - ✓ how to implement and coordinate parent programs
  - ✓ how to build ties between parents and the school
    - Required Parent Involvement PD Summer 2023
      - Agenda, Sign in or Professional Development Certificate
    - Quarterly Title I & FACE meetings 23-24 school year
      - July 14, 2023, September 14, 2023; November 16, 2023; February 15, 2024; April 25, 2024
      - Agendas, sign in & minutes posted on social media & school website
    - Quarterly FACE & Health/Wellness meetings 23-24 school year
      - July 14, 2023, September 14, 2023; November 16, 2023; February 15, 2024; April 25, 2024
      - Agendas, sign in & minutes posted on social media & school website
    - Parent Survey Results Reviewed June 2024
      - Agendas, sign in & minutes posted on social media & school website
    - School Improvement Quarterly Reviews
      - July 2023; September 2023; November, 2023; February, 2024; April 2024
      - Agendas, sign in & minutes posted to social media & school website
- Provide training at least annually for volunteers
  - ✓ August 2023 & September 2023

- Agenda & sign in sheets
- ✓ Training provided as needed for new Volunteers throughout the 23-24 school year
  - Agenda & sign in sheets
- Place a parent-friendly summary of the Lamar School District Family & Community Engagement Plan as a supplement to the student handbook
- Signed Handbook forms required to be turned into each building by October 1, 2023
- Obtain signatures from each parent acknowledging receipt of the Signed Handbook forms required to be turned into each building by October 1, 2023
  - ✓ Parents lacking signature of receipt are called by each building and request for signature is made. Each Building is required to have all parent signatures, acknowledging receipt of Lamar School District's Parent & Family Engagement Plan by October 1, 2023
- Lamar School District will ensure information is sent in a language and format parents and families can understand
- Contact Person: Miranda Kenner District Parent and Family Coordinator
- Contact Number: 479-885-3907

### **3: Building Parent Capacity**

- Provide assistance to parents, as appropriate, in understanding
  - ✓ the challenging State academic standards
  - ✓ State and local academic assessments
  - ✓ the requirements of Title I, Part A
    - Title I & FACE meeting
      - Agenda, sign in & minutes posted to social media & school's website
  - ✓ how to monitor a child's progress and work with educators to improve the achievement of their children
    - Agenda & sign in sheets
- Provide materials and training to help parents to work with their children to improve their children's achievement
  - ✓ Agendas & sign in
- Provide such other reasonable support for parental involvement activities under this section as parents may request
  - ✓ Describe how each discretionary item your district and parents chose will be implemented Lamar School District will ensure professional development requirements are met for teachers and administrators through Guy Fenter Education Service Cooperative; approved on-campus training
  - ✓ AETN
    - Professional Development Certificates of Completion
    - Agendas & sign in
  - ✓ Parent, Student & Staff Training will be provided on campus
    - Agenda & sign in

- Professional Development Certificates of Completion
- ✓ Parent Night offering guidance on higher education & vocational education opportunities; including assisting parents in completing FASFA online
  - Agenda & sign in
- ✓ Providing Parents training on accessing their child's grades online (HAC)
  - August 10, 2023; September 14, 2023; November 16, 2023; February 15, 2024; ; April 25, 2024
  - Agenda & sign in
- ✓ Literacy Night at each building promoting student achievement & providing parents guidance on helping their child achieve
  - Agenda & sign in
- ✓ Provide a Parent's Guide to the ATLAS Summative Assessment & how to help your child achieve
- ✓ Resiliency Training (Mental Health) offered to Parents & Staff on campus
  - Agenda & sign in
  - Professional Development Certificates of Completion
- ✓ Online Platform implemented to prevent plagiarism
- ✓ Open House August 10, 2023
  - Sign in
- ✓ PT conferences
  - September 14, 2023; November 16, 2023; February 15, 2024; ; April 25, 2024
  - Sign in

Contact Person: Shane Gordon, Assistant Superintendent

Contact Number: 479-885-3907

#### **4: Reservation and Evaluation**

- ✓ Reserve at least 1 percent of district allocation under Title I, Part A
- ✓ *Ensure a minimum of 90% of that 1% goes to schools, with priority given to high-need schools*
- Ensure parents and families are involved in the decisions regarding how funds reserved for parent and family engagement are allotted for parental involvement activities
  - ✓ Quarterly Title I & FACE meetings 2023-2024 school year
    - Implementation & evaluation of current programs and their effectiveness on student achievement
    - Analyze Summative Assessment & implemented program data
    - September 14, 2023; November 16, 2023; February 15, 2024; April 25, 2024
    - Agendas, sign in & minutes posted on social media & school website
  - ✓ Quarterly FACE & Health/Wellness 2023-2024 school year
    - September 14, 2023; November 16, 2023; February 15, 2024; April 25, 2024
    - Analyze BMI data
    - Complete the School Health Index & Identify Wellness Priorities

- Identify & implement activities how parents can support their child through healthy nutrition, social, emotional & physical well being
- Identify & provide Mental Health Resources & Training for Students, Parents & Staff
- Agendas, sign in & minutes posted on social media & school website
- ✓ School Improvement Quarterly Reviews
  - July 14, 2023, September 14, 2023; November 16, 2023; February 15, 2024; April 25, 2024
  - Agendas, sign in & minutes posted on social media & school website
- Ensure the funded activities and strategies are consistent with the Lamar School District's Parent and Family Engagement Policy
- Conduct an annual evaluation, including Parent Surveys, May 2024 identifying
  - ✓ barriers
  - ✓ needs
  - ✓ strategies
- Use the findings from the evaluation to design evidence-based strategies for more effective parental involvement
  - ✓ Improve Parent communication in the Lamar High School & Middle School per EOY Parent Survey, May 2024
- Review and approve the plan for each school
  - ✓ May 2024
  - ✓ Agenda, sign in & minutes posted to social media & school's website
- Review and update the Lamar School District's Parent and Family Engagement Plan annually by August 1, 2023
- Contact Person: Lisa Collins, Title I Coordinator  
Contact Number: 479-885-3907

## **5: Coordination**

- Coordinate and integrate programs and activities with other Federal, State, and local programs
  - ✓ Recruit parents to serve on the Lamar District School Improvement Committee to develop the Title I Application. Lamar School District will provide multiple opportunities for regular meetings, at flexible times, for parents to formulate suggestions and participate in decisions concerning Title I part A and the education of their children.
  - ✓ Quarterly Title I & FACE meetings 2023-2024 school year
    - July 14, September 14, 2023; November 16, 2023; February 15, 2024; April 25, 2024
    - Implementation & evaluation of current programs and their effectiveness on student achievement
    - Analyze Summative Assessment & implemented program data



- October 2023, January 2024 & May 2024
  - Agendas, sign in & minutes posted on social media & school website
- ✓ Quarterly FACE & Health/Wellness meetings 2023-2024 school year
  - July 14, September 14, 2023; November 16, 2023; February 15, 2024; April 25, 2024
  - Analyze BMI data
  - Complete the School Health Index & Identify Wellness Priorities
  - Identify & implement activities how parents can support their child through healthy nutrition, social, emotional & physical well being
  - Identify & provide Mental Health Resources & Training for Students, Parents & Staff
  - Agendas, sign in & minutes posted on social media & school website
- ✓ School Improvement Quarterly Reviews
  - July 2023; September 2023; November, 2023; February, 2024; April 2024
  - Agendas, sign in & minutes posted on social media & school website
- Conduct other activities, such as parent resource centers, that encourage and support parents
  - ✓ Parent Resource Centers are located in each of the Lamar School District school libraries
- Contact Person: Miranda Kenner District Parent and Family Coordinator  
Contact Number: 479-885-3907

### **Lamar School Student/Parent Compact**

In order for your child to be successful in school and learn to the best of their ability a strong voluntary commitment must be made by individuals to themselves and to others.

#### **As a Student ... I Promise To...**

- \*\*\* attend school every day
- \*\*\* be on time
- \*\*\* bring pencil, paper, books and be ready to learn
- \*\*\* complete and turn in classroom and homework assignments
- \*\*\* ask for help when I need it
- \*\*\* do my best work in school
- \*\*\* respect and cooperate with others

#### **As a Parent/Guardian ... I Promise To...**

- \*\*\* see that my child attends school every day
- \*\*\* see that he/she is on time
- \*\*\* praise and encourage my child each day
- \*\*\* help my child learn to respect the school staff and the cultural differences of others
- \*\*\* provide a quiet place for my child to study and read
- \*\*\* attend all parent/teacher conferences
- \*\*\* check my child's backpack every night and tell my child what I like about his/her work
- \*\*\* work with my child on areas that need improvement because I want my child to succeed

#### **As a Teacher/Staff/Administrator... I Promise To...**

- \*\*\* show that I care about all students
- \*\*\* have high expectations for myself, students, teachers and staff
- \*\*\* communicate and work with families to support students' learning
- \*\*\* provide a safe environment for learning
- \*\*\* respect the cultural differences of students and their families
- \*\*\* encourage students and parents with regular student progress reports
- \*\*\* be patient and understanding

Dear Parent or Guardian:

Our schools, Lamar Elementary, Lamar Middle School, and Lamar High School receive federal funds for Title I, Part A programs. Throughout the school year, we will be providing you with important information about this law as it relates to your child's education. This letter lets you know about your right to request information regarding the professional qualifications of the classroom staff working with your child. Our district or school will be able to provide you with the following information regarding the qualifications of your child's teacher(s):

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

If at any time your student has been taught for four (4) or more consecutive weeks by a teacher(s) that is not highly qualified, then you will be notified by the school.

You also have the right to request information regarding the qualifications of the paraprofessional(s) assisting your child's teacher(s). If your child is receiving Title I, Part A services from a paraprofessional, then our district or school is able to provide you with the following information:

1. Whether the paraprofessional has completed at least two years of study at an institution of higher education.
2. Whether the paraprofessional has completed an associate's degree (or higher).
3. Whether the paraprofessional has met a rigorous standard of quality through our state's certification procedure for determining the quality of paraprofessional staff.
4. Whether the paraprofessional has: (a) the knowledge of and ability to assist in instructing reading, writing, and mathematics or (b) the knowledge of and the ability to assist in learning activities, such as homework, reading readiness, writing, mathematics, and other support as appropriate.

To request this information please contact your child's school by phone at (479)885-3907 or by email at [david.tollett@lamarwarriors.org](mailto:david.tollett@lamarwarriors.org).

Should you have any other questions regarding your child's education, please do not hesitate to contact us.

Sincerely,

David Tollett,  
Superintendent  
Lamar School District

Dear Parent's name,

The application you submitted for student's name has been provisionally accepted. While the school's name looks forward to welcoming student's name as a student, to further the application process and to better assist the district in determining the proper placement of student's name, please submit the information listed below to district or school's address by enter date. Failure to submit the information requested by the date specified shall void and nullify this letter's provisional acceptance. In addition to the information you submit, records may be requested from the student's current district/school, and final acceptance may depend on the content of those records as to appropriate grade placement, program placement or services required. A student who has not previously attended an Arkansas public school or did not attend an Arkansas public school in the previous academic year may be evaluated by the district prior to final acceptance, and the results of that evaluation could impact final acceptance.

1. For students applying to enroll in first grade or higher: a copy of the student's transcript from the school where the student is currently enrolled. The student's permanent record, including the original transcript, will be requested from the school immediately following the student's actual enrollment in our district.
2. Proof of the student's age; This can be a 1) birth certificate; 2) A statement by the local registrar or a county recorder certifying the child's date of birth; 3) An attested baptismal certificate; 4) A passport; 5) An affidavit of the date and place of birth by the child's parent or guardian; 6) United States military identification; or 7) Previous school records.
3. The student's health care needs at school.
4. Student's name age appropriate immunization record or an exemption granted for the previous school-year and a statement of whether or not the parent is intending to continue the exemption for the upcoming school year.

After reviewing the submitted documentation the District will determine if the applicant meets the District's capacity standards and notify you of its decision by insert date.

Respectfully,

Insert name

Insert position/title

#### **4.5F3—SCHOOL CHOICE ACCEPTANCE LETTER**

Dear Parent's name,

I am pleased to inform you that the application you submitted for student's name has been accepted pending enrollment of student's name by insert date, however, failure to enroll student's name by this date will render this offer of acceptance null and void.

I look forward to welcoming student's name as part of the school or District's name and/or mascot.

Once your child has enrolled in school with us this coming school-year, student's name will be eligible to continue enrollment in the district until completing high school or is beyond the legal age of enrollment provided the student meets the applicable statutory and District policy requirements all other District students must meet (with the exception of residency in the District) to continue District enrollment. This information is contained in the student handbook.

Respectfully,

Insert name

Insert position/title

#### **4.5F4--SCHOOL CHOICE REJECTION LETTER**

Dear Parent's name,

I am sorry, but the application you submitted for student's name has been rejected for the following reason(s).

\_\_\_\_ Your child's resident district has declared itself exempt from the provisions of the School Choice Law due to it being under an enforceable desegregation order.

\_\_\_\_ Your child does not meet the openings identified for the coming school-year identified in the Board of Directors Resolution adopted on insert date.

The specific reason for rejection is that acceptance would cause the district to have to add:

- \_\_\_\_ Staff
- \_\_\_\_ Teachers
- \_\_\_\_ classroom(s)
- \_\_\_\_ the insert the name of the program, class, grade level, or school building's capacity

As noted in your original application, you have ten (10) days from receipt of this notice in which to submit a written appeal of this decision to the State Board of Education.

Respectfully,

Insert name

Insert position/title

#### **4.45.2—SMART CORE CURRICULUM AND GRADUATION REQUIREMENTS FOR THE CLASS OF 2027 AND THEREAFTER**

All students are required to participate in the Smart Core curriculum unless their parents or guardians, or the students if they are eighteen (18) years of age or older, sign a *Smart Core Waiver Form* to not participate. While Smart Core is the default option, a *Smart Core Information Sheet* and a *Smart Core Waiver Form*<sup>1</sup> will be sent home with students prior to their enrolling in seventh (7<sup>th</sup>) grade, or when a seventh (7<sup>th</sup>) through twelfth (12<sup>th</sup>) grade student enrolls in the district for the first time and there is not a signed waiver form in the student's permanent record. This policy is to be included in student handbooks for grades six (6) through twelve (12) and both students and parents must sign an acknowledgement they have received the policy. Those students not participating in the Smart Core curriculum will be required to fulfill the Core curriculum or the Alternate Pathway to Graduation when required by their IEP to be eligible for graduation. Counseling by trained personnel shall be available to students and their parents or legal guardians prior to the deadline for them to sign and return the waiver form.

While there are similarities between the two curriculums, following the Core curriculum may not qualify students for some scholarships and admission to certain colleges could be jeopardized. Students initially choosing the Core curriculum may subsequently change to the Smart Core curriculum **providing** they would be able to complete the required course of study by the end of their senior year.<sup>2</sup> Students wishing to change their choice of curriculums must consult with their counselor to determine the feasibility of changing paths.

This policy, the Smart Core curriculum, and the courses necessary for graduation shall be reviewed by staff, students, and parents as part of the annual school district support plan development process<sup>3</sup> to determine if changes need to be made to better serve the needs of the district's students. The superintendent, or his/her designee, shall select the composition of the review panel.

Sufficient information relating to Smart Core and the district's graduation requirements shall be communicated to parents and students to ensure their informed understanding of each; this shall be accomplished through holding an informational meeting for parents, legal guardians, or persons standing in loco parentis to students enrolled in grades six through twelve (6-12) with the school counselor and may be accomplished through any or all of the additional following means:<sup>4</sup>

- Inclusion in the student handbook of the Smart Core curriculum and graduation requirements;
- Discussion of the Smart Core curriculum and graduation requirements at the school's annual public meeting, PTA meetings, or a meeting held specifically for the purpose of informing the public on this matter; 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.<sup>5</sup>

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 and the Arkansas Military Child School Transitions Act of 2021 for all students who meet the definition of "eligible child" in Policy 4.2—ENTRANCE REQUIREMENTS including the waiving of specific courses that are required for graduation if similar coursework has been satisfactorily completed.

## **GRADUATION REQUIREMENTS**

The number of units students must earn to be eligible for high school graduation is to be earned from the categories listed below. A minimum of twenty-two (22) units is required for graduation for a student participating in either the Smart Core or Core curriculum. In addition to the twenty-two (22) units required for graduation by the Division of Elementary and Secondary Education (DESE), the district requires an additional \_\_ units to graduate for a total of \_\_ units. The additional required units may be taken from any electives offered by the district.<sup>6</sup> There are some distinctions made between Smart Core units and Graduation units. Not all units earned toward graduation necessarily apply to Smart Core requirements. Career education courses that are determined by DESE to be eligible for use in the place of a listed course may be substituted for the course as designated by DESE.

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

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

### **Personal and Family Finance**

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

### **Computer Science**

All students shall earn one (1) unit of credit in a computer science or computer science related career and technical education course in order to graduate.

### **Community Service**

Each student must receive seventy-five (75) clock hours of community service that is certified by the service agency or organization where the student volunteers.

The community service must be in programs or activities, either in Arkansas or outside of Arkansas, that meet the requirements established by the State Board and the District Board of Directors and include preparation, action, and reflection components. Except as provided by this policy, a student must receive at least the following documented clock hours of community service each year:

- Fifteen (15) hours for students in grade nine (9);
- Twenty (20) hours for students in grade ten (10);
- Twenty (20) hours for students in grade eleven (11); and
- Twenty (20) hours for students in grade twelve (12).

Students transferring into the District after grade nine (9) or students who are graduating early may receive a diploma provided that the minimum requirement for each year the student attends the District is met. The District Board of Directors may grant a waiver of the community service requirement for extenuating circumstances on a case-by-case basis, which may include without limitation:

- A major illness associated with a student or a family member of a student;
- Student homelessness or housing insecurity; and
- Notice to the public school district board of directors if the student is a major contributor to family income.

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

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

Oral Communications: one-half (½) unit

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

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

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

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

3) Algebra II; and

4) The fourth unit may be either:

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

Natural Science: three (3) units

a. DESE approved biology – 1 credit;

b. DESE approved physical science – 1 credit; and

c. A third unit that is either:

- An additional science credit approved by DESE; or
- A computer science flex credit may be taken in the place of a third science credit.

Social Studies: three (3) units

- Civics - one-half (½) unit
- World History - one unit
- American History - one unit
- Other social studies – one-half (½) Unit

Physical Education: one-half (½) unit

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

Health and Safety: one-half (½) unit

Economics – one half (½) unit – dependent upon the 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.<sup>7</sup>

Fine Arts: one-half (½) unit

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

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

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

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

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

Oral Communications: one-half (½) unit

Mathematics: four (4) units

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

Science: three (3) units

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

Social Studies: three (3) units

- Civics one-half (½) unit
- World history, one (1) unit
- American History, one (1) unit
- Other social studies – one-half (½) unit

Physical Education: one-half (½) unit

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

Health and Safety: one-half (½) unit

Economics – one half (½) unit – dependent upon the 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.<sup>7</sup>

Fine Arts: one-half (½) unit

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

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

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

Cross References: 4.55—STUDENT PROMOTION AND RETENTION5.2—PLANNING FOR EDUCATIONAL IMPROVEMENT5.12—COMPUTER SCIENCE INTERNSHIPS AND INDEPENDENT STUDIES5.16—COMPUTER SCIENCE COURSE PREREQUISITES AND PROGRESSION

Legal References: Standards for Accreditation 1-C.2, 1-C.2.1, 1-C.2.2, 1-C.2.3

DESE Guidelines for the Development of Smart Core Curriculum PolicyDESE Rules Governing Distance and Digital LearningSmart Core Information SheetSmart Core Waiver FormCommissioner's Memo LS-18-082

A.C.A. § 6-4-302A.C.A. § 6-15-2906A.C.A. § 2911A.C.A. § 6-16-122A.C.A. § 6-16-143A.C.A. § 6-16-149A.C.A. § 6-16-150A.C.A. § 6-16-152A.C.A. § 6-16-1901 et seq.A.C.A. § 6-28-115