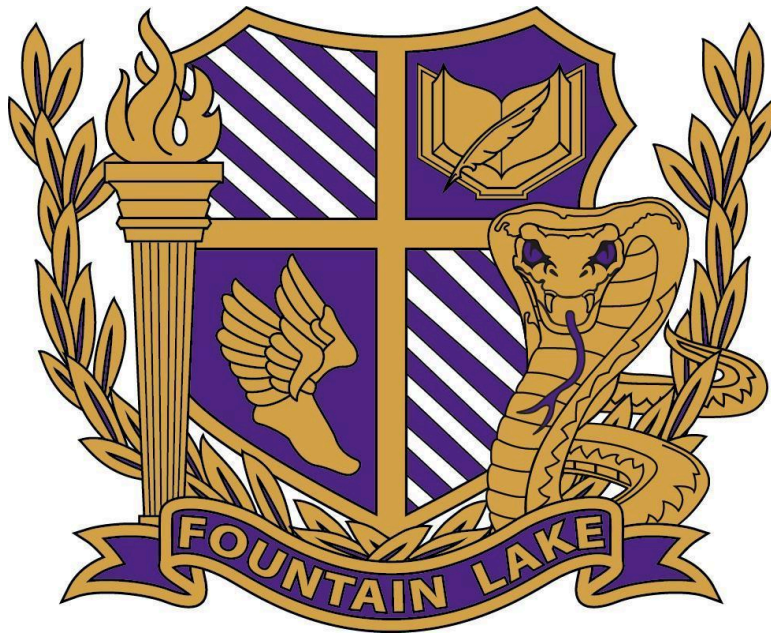


FOUNTAIN LAKE CHARTER HIGH SCHOOL



**EVERY STUDENT GRADUATES
EVERY STUDENT PREPARED**

**Student-Parent Handbook
2020-21**

Adopted by the Fountain Lake School Board on June 16, 2020
www.flcobras.com

Quick Reference Guide

Attendance	page 15
Post-Secondary Institution Visits	page 17
Prom/School Dances	page 29
Semester Test Exemption	page 32
Make-Up Work	page 32
Lunch/Food Delivery	page 48
Cell Phone	page 67
Dress Code	page 70
Tardies	page 77

Table of Contents

SCHOOL ADMISSION	7
Entrance Requirements	7
Students Expelled In Their Former District	9
Residence Requirements	9
School Choice-Non-Resident Students	10
Student Transfers	11
Students Who Are Foster Children	11
Homeless Students	12
Exchange Students	14
Withdrawal From School	14
SCHOOL ATTENDANCE	15
Compulsory Attendance Requirements	15
Absences	15
Attendance Accounting	17
Attendance on Day of Activity	17
Check-Out and Check-In Procedures	17
Post-Secondary Institution Visits	17
Truancy/Leaving Campus Without Permission	17
Contact With Students While At School	18
Student Visitors	19
Visitors	19
ACADEMIC REQUIREMENTS	19
Required Courses/Credits for High School Graduation From Fountain Lake	19
Requirements for Graduation	20
Arkansas Challenge Scholarship Requirements	20
Smart Core Curriculum	20
Graduation Requirements	21
Unit of Credit	27
Concurrent College and High School Credit	27
Advanced Placement Courses	28
Academic Improvement Plan (A.I.P.)	28
Honor Graduates	28
Valedictorian/Salutatorian	29
Graduation Exercises	29
Graduation Ushers	29
Early Graduation	29
Prom/School Dance Eligibility	29
Grading Scale	30
Student Acceleration	30
Student Promotion and Retention	30
Semester Test Exemptions	32
Report Cards	33
Placement and Progress of Special Education Students	33
Grading For Students With Disabilities	33
Homework/Classwork	33
Make-Up Work	33

Assignment of “Extra” Points	34
Home Schooling	34
Academic Course Attendance by Private School and Home School Students	35
Board Hearings	36
EXTRA CURRICULAR ACTIVITIES	37
Eligibility for Extracurricular Activities	37
Extra-Curricular and Non-Instructional Activities	39
Athletic Awards	41
Extra-Curricular Activity Eligibility for Home Schooled Students	42
GENERAL STUDENT INFORMATION	43
Bicycles	43
Closed Campus	43
Communicable Diseases and Parasites, Infectious Diseases	44
Crisis Preparedness	44
Fines, Fees, and Charges	44
Fund Raising	45
Health Services	45
Illness/Accident	45
Immunizations	45
Inclement Weather	47
Lockers	47
Lunch/Breakfast	47
Lunch/Food Delivery	48
Meal Modifications	48
Meal Prepayment	48
Media Center	49
Medications	49
Medication Administration Consent Forms	52
Parental Concerns	52
Parental Involvement Plan	52
Physical Examinations or Screenings	52
Safety/Emergency Drills	52
Student Insurance Programs	53
Student Organizations/By-Laws & Regulations	53
Student Organization/Equal Access	54
Student Media and the Distribution of Literature	54
Textbooks	55
Textbooks/Electronic Devices, Care of	55
STUDENT BEHAVIOR	56
Student Discipline	56
Conduct To and From School	57
Definitions	57
Student Behavior	58
Statement of Philosophy	58
Expectations	59
Behavior Code	59
Corporal Punishment	60
Lunch Detention Rules	60
In-School Suspension (ISS)	60

Saturday School	61
Suspension From School	61
Expulsion	63
Discipline for Students With Disabilities	64
Student Assault or Battery	64
Assault or Physical Abuse of School Staff	64
Bomb Threats	64
Bullying	64
Bus Conduct	67
Cell Phones/Possession and Use of Cell Phones and Other Electronic Devices	67
Cheating/Plagiarism	68
Communication of a False Alarm	69
Confrontational	69
Contraband	69
Damage or Destruction of School Property	69
Disciplinary Probation	69
Disorderly Conduct	69
Disruption of School	70
Dress Code, Student	70
Driving/Parking, Student	70
Drugs and Alcohol	71
Fighting	72
Fireworks/Other Disruptive Devices	72
Forgery of Passes and/or Falsification of General Information	72
Fraternities, Sororities, Gangs, or other Secret Organizations or Societies	73
Gambling	73
Gangs and gang activity	73
Indecent Exposure and Sexual Advances	74
Insubordination	74
Laser Pointers	74
Leaving Designated Area Without Permission	74
Loitering by Suspended Students	74
Profanity, Verbal Abuse, Obscene Gestures	75
Public Display of Affection	75
Sexual Harassment	75
Tardies	77
Technology Policies	77
Technology-Cases	80
Theft	80
Threat to a Staff Member	80
Threat to Another Student	81
Tobacco and Tobacco Products	81
Vandalism	81
Verbal Abuse of a School Employee	81
Video Surveillance and Other Student Monitoring	81
Weapons and Dangerous Instruments	82
Behavior Not Covered	83
STUDENT PERMANENT OR CUMULATIVE RECORDS	83
Permanent Records	83

Collection and Maintenance of Records	83
Privacy of Students' Records	84
Responsibility for Records	86
Parents' Right to Inspect and Review	86
Interpreting Records	86
Hearing to Challenge Content	86
Access to Pupil Records	86
Transfer of Records	86
Anonymous Data	86
RIGHTS & RESPONSIBILITIES, DUE PROCESS, GRIEVANCE, SEARCH & SEIZURE, ASSURANCES	87
Search, Seizure, and Interrogations	87
Students' Rights and Responsibilities	87
Due Process	88
Student Grievance Procedure	88
Notice of Nondiscrimination of the Handicapped	89
Special Education	89
Title IX	90
Equal Educational Opportunity	90
Objection to Publication of Directory Information	90

SCHOOL ADMISSION

ENTRANCE REQUIREMENTS

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

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

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

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

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

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

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

Prior to the child's admission to a District school:²

1. The parent, legal guardian, person having lawful control of the student, or person standing in loco parentis shall furnish the child's social security number, or if they request, the district will assign the child a nine (9) digit number designated by the Division of Elementary and Secondary education.
2. The parent, legal guardian, person having lawful control of the student, or person standing in loco parentis shall provide the district with one (1) of the following documents indicating the child's age:
 - a. A birth certificate;
 - b. A statement by the local registrar or a county recorder certifying the child's date of birth;
 - c. An attested baptismal certificate;
 - d. A passport;
 - a. 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;
 - b. United States military identification; or
 - c. Previous school records.
3. The parent, legal guardian, person having lawful control of the student, or person standing in loco parentis shall indicate on school registration forms whether the child has been expelled from school in any other school district or

is a party to an expulsion proceeding. Any person who has been expelled from any other school district shall receive a hearing before the Board at the time the student is seeking enrollment in the District. The Board reserves the right to not allow the enrollment of such students until the time of the person's expulsion has expired following the hearing before the Board.³

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

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”⁴ means full-time duty status in the active, uniformed services of the United States, including without limitation members of The National Guard and Reserve on active duty orders under 10 U.S.C. §§ 1209, 1210, and 1211.

“Deployment” means a period 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.

“Eligible child” means the children of:

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

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

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

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

An eligible child as defined in this policy shall:

1. Be allowed to continue his/her enrollment at the grade level commensurate with his/her grade level he/she was in at the time of transition from his/her previous school, regardless of age;
2. Be eligible for enrollment in the next highest grade level, regardless of age if the student has satisfactorily completed the prerequisite grade level in his/her previous school;
3. Enter the District's school on the validated level from his/her previous accredited school when transferring into the District after the start of the school year;
4. Be enrolled in courses and programs the same as or similar to the ones the student was enrolled in his/her previous school to the extent that space is available. This does not prohibit the District from performing subsequent evaluations to ensure appropriate placement and continued enrollment of the student in the courses/and/or programs;
5. Be provided services comparable to those the student with disabilities received in his/her previous school based on his/her previous Individualized Education Program (IEP). This does not preclude the District school from performing subsequent evaluations to ensure appropriate placement of the student;
6. Make reasonable accommodations and modifications to address the needs of an incoming student with disabilities, subject to an existing 504 or Title II Plan, necessary to provide the student with equal access to education. This does not preclude the District school from performing subsequent evaluations to ensure appropriate placement of the student;

7. Be enrolled by an individual who has been given the special power of attorney for the student's guardianship. The individual shall have the power to take all other actions requiring parental participation and/or consent;
8. Be eligible to continue attending District schools if he/she has been placed under the legal guardianship of a noncustodial parent living outside the district by a custodial parent on active military duty.

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

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

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

STUDENTS EXPELLED IN THEIR FORMER DISTRICT

It shall be the policy (Adopted 10/12/95) of the Fountain Lake School District to require a student to have a hearing before the School Board if he/she is currently under an order of expulsion from the last school district attended. This hearing must be held before the student is enrolled. This hearing may be closed at the request of the student's parent.

Legal Reference: **A.C.A. 6-18-507**

Prior to the hearing, the superintendent shall obtain a full report from the former district concerning the expulsion. At the hearing, the Board shall review the report from the former district, and have an opportunity to question the student and his or her parents concerning the alleged misconduct. The Board may rule that the student may not enroll until the student's expulsion from his or her former district has expired.

During initial enrollment procedures the following questions are to be asked and recorded.

1. Has your child ever been expelled from school in any other school district?
2. Is your child currently under an order of expulsion in his/her former school district?
3. If so, when may your child return to his former district?
4. Are expulsion proceedings currently pending against your child or have you been informed that such proceedings will be initiated against your child?

Legal Reference: **ACT 574 OF 1995**

RESIDENCE REQUIREMENTS

Definitions

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

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

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

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

“Residential address” means the physical location where the student’s parents, legal guardians, persons having lawful control of the student, 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 District¹ and to all persons between those ages who have been legally transferred to the District for educational purposes.

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

In order for a person under the age of eighteen (18) years to establish a residence for the purpose of attending the District’s schools separate and apart from his or her parent, legal guardian, person having lawful control of the student, or a person standing in loco parentis, the student is required to reside in the District for a primary purpose other than that of school attendance. However, a student previously enrolled in the district who is placed under the legal guardianship of a noncustodial parent living outside the district by a custodial parent on active military duty may continue to attend district schools.² 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.³

Under instances prescribed in A.C.A. § 6-18-203, a child or ward of an employee of the district or of the education coop to which the district belongs may enroll in the district even though the employee and his/her child or ward reside outside the district.⁴

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

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

In accordance with Act 663 of 1999, “any person who knowingly gives a false residential address for purposes of public school enrollment is guilty of a misdemeanor and subject to a fine not to exceed five hundred dollars (\$500.)

SCHOOL CHOICE - NON-RESIDENT STUDENTS

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.

Legal References: A.C.A. § 6-13-113
 A.C.A. § 6-18-1906

STUDENT TRANSFERS

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

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

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

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

Any person who has been expelled from any other school district shall receive a hearing before the Board at the time the student is seeking enrollment in the District. The Board reserves the right to not allow the enrollment of such students until the time of the person's expulsion has expired following the hearing before the Board.

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

Legal References: A.C.A. § 6-18-316
 A.C.A. § 6-18-317
 A.C.A. § 6-18-318
 A.C.A. § 6-18-510
 A.C.A. § 6-15-504 (f)
 A.C.A. § 9-28-113(b)(4)
 A.C.A. § 9-28-205,

STUDENTS WHO ARE FOSTER CHILDREN

The District will afford the same services and educational opportunities to foster children that are afforded other children and youth. The District shall work with the Department of Human Services ("DHS"), the Division of Elementary and Secondary Education (ADESE), 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, rules for standards for accreditation, or other applicable rule or regulation; or
2. Approving the transfer would conflict with a provision of an enforceable desegregation court order or a public school district's court-approved desegregation plan regarding the effects of past racial segregation in student assignment.

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

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

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

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

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

HOMELESS STUDENTS

The Fountain Lake 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:

1. Receive appropriate time and training in order to carry out the duties required by law and this policy;

2. Coordinate and collaborate with the State Coordinator, community, and school personnel responsible for education and related services to homeless children and youths;
3. Ensure that school personnel receive Professional development and other support regarding their duties and responsibilities for homeless youths;
4. Ensure that unaccompanied homeless youths:
 - a. Are enrolled in school;
 - b. Have opportunities to meet the same challenging State academic standards as other children and youths; and
 - c. 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;
5. Ensure that public notice of the educational rights of the homeless children and youths is disseminated in locations frequented by parents or guardians of such youth, and unaccompanied homeless youths, including schools, shelters, public libraries, and soup kitchens, in a manner and form that is easily understandable.

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

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

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

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

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

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

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

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

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

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

The District shall be responsible for providing transportation for a homeless child, at the request of the parent or guardian (or

in the case of an unaccompanied youth, the LEA Liaison), to and from the child's school of origin.

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

1. Are:
 - a. Sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason;
 - b. Living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations;
 - c. Living in emergency or transitional shelters;
 - d. Abandoned in hospitals; or
 - e. Awaiting foster care placement;
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 4.13.3

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

EXCHANGE STUDENTS

The following guidelines will be used when determining whether a foreign exchange student will be allowed to attend Fountain Lake Charter High School:

- No more than four (4) foreign exchange students will be accepted at Fountain Lake Charter High School in a school year. These four students will represent different geographic regions.
- Exchange students must possess a J-1 visa and meet all health requirements.
- Only those students experiencing a foreign exchange program for the first time in the United States will be eligible for acceptance at Fountain Lake Charter High School.
- A foreign exchange student may attend Fountain Lake Charter High School for no less or no more than one year.
- Host parents must present proof of Fountain Lake School District residency at the time of enrolling.
- Exchange students will enter Fountain Lake Charter High School as sophomores or juniors. No exchange student will be eligible to graduate from Fountain Lake Charter High School.

WITHDRAWAL FROM SCHOOL

All students who withdraw from school will secure a withdrawal form from the counselor or principal and secure all required signatures. No transcripts will be issued until this is done.

SCHOOL ATTENDANCE

COMPULSORY ATTENDANCE REQUIREMENTS

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

1. The child is enrolled in private or parochial school.
2. The child is being home-schooled and the conditions of policy (4.6—HOME SCHOOLING) have been met.
3. The child will not be age six (6) on or before August 1 of that 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

ABSENCES

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

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

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

Excused Absences

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

1. The student's illness or when attendance could jeopardize the health of other students. A maximum of six (6) such days are allowed per semester unless the condition(s) causing such absences is of a chronic or recurring nature, is medically documented, and approved by the principal.¹
2. Death or serious illness in their immediate family;²
3. Observance of recognized holidays observed by the student's faith;
4. Attendance at an appointment with a government agency;
5. Attendance at a medical appointment;
6. Exceptional circumstances with prior approval of the principal;
7. Participation in an FFA, FHA, or 4-H sanctioned activity;
8. Participation in the election poll workers program for high school students.
9. Absences granted to allow a student to visit his/her parent or legal guardian who is a member of the military and

been called to active duty, is on leave from active duty, or has returned from deployment to a combat zone or combat support posting. The number of additional excused absences shall be at the discretion of the superintendent or designee.

10. Absences granted, at the Superintendent's discretion, to seventeen (17) year-old students who join the Arkansas National Guard while in eleventh grade to complete basic combat training between grades eleven (11) and (12).
11. Absences for students excluded from school by the Arkansas Department of Health during a disease outbreak because the student has an immunization waiver or whose immunizations are not up to date.³

Students who serve as pages for a member of the General Assembly shall be considered on instructional assignment and shall not be considered absent from school for the day the student is serving as a page.⁴

Unexcused Absences

Absences not defined above or not having an accompanying note from the parent; legal guardian; person having lawful control of the student; or person standing in loco parentis, presented in the timeline required by this policy, shall be considered as unexcused absences. Students with six (6) 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 three (3) 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 six (6) 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

ATTENDANCE ACCOUNTING

Missing more than ten minutes of a class due to arriving late or leaving early will count as an absence in that class.
Missing ten minutes or less of a class due to arriving late or leaving early will count as a tardy in that class.

ATTENDANCE ON DAY OF ACTIVITY

Students who are absent during all or part of the day shall not participate in any school activity on that day or night unless permission has been granted through the principal's office in advance. Students checking out prior to a school activity must have a doctor or dental excuse or a court order to check out. Homecoming is the only exception to this rule. Students participating in Homecoming activities must attend 3 periods on the day of Homecoming and have a note from their parents to check out.

CHECK-OUT AND CHECK-IN PROCEDURES

Attendance is extremely important to a student's success and learning in each class. Therefore, checking students out of school for any other reasons than the following will result in an unexcused absence: 1) Medical, 2) Court Appearance, or 3) Family Crisis (approved by the principal/designee).

1. A student can be checked out by one of the following methods:
 1. The student may present a note signed by the parent stating the reason for checking out, the time to be released, a phone number where the parent can be reached for verification.
 2. The parent may call the office and give permission for the student to check out. The telephone number of the receiving call must match a telephone number in the student's demographic information.
 3. The parent may come in person to the front office and check out his/her child.
2. Students in grades 5-12 who wish to checkout during the day, or those students who arrive at school after the school day has started must report to the office and properly sign in or out.
3. A student will not be allowed to checkout for a period or more and then check back in on the same day without verification of the reason for checking out. Upon checking-out a student will leave campus immediately.

POST-SECONDARY INSTITUTION VISITS

To be eligible for a Post-Secondary Institution visit, a student must be a junior or a senior. A student must not have missed more than 6 days in a semester. If properly documented, these visits will not count against semester test exemption totals.

- Seniors: One excused post-secondary institution visit will be allowed during the fall semester. During the spring semester, seniors will only be allowed a post-secondary institution visit if required by the post-secondary institution.
- Juniors: A maximum of two excused visits will be allowed the junior year. There will be no Post-Secondary Institution visits scheduled during semester tests.

Each student should pick up from and return a Post-Secondary Institution Visit Form to the counselor one week prior to the planned visit. The completed form should be turned in to the office the day before the scheduled visit. Students are responsible for all work missed the day they are gone and will be held responsible for all assignments due the day returned. Whatever work is due the day students are gone should be turned in the day before they leave, unless prior arrangements are made with the teacher.

Upon returning, students should provide to the office, verification of the visit provided by the institution visited.

TRUANCY/LEAVING CAMPUS WITHOUT PERMISSION

The Fountain Lake Board of Education shall not tolerate truancy or the habitual and unlawful absence from school. The parent or legal guardian is responsible for requiring any student under his control or charge and less than eighteen (18) years of age to attend school regularly except for legal absences as defined by state law. If a student under eighteen (18) years of age becomes a truant, the parent or legal guardian of said student may be guilty of a misdemeanor and subject to punishment by law. The appropriate school official shall report habitually truant children to the juvenile court or county court, who shall determine the treatment for such children.

A student shall not be absent from school without parent and/or school authorities prior knowledge and consent. After arrival on campus, a student absent from his/her assigned learning station without permission from school authorities shall be considered truant. A student may not leave campus for any reason unless the specific procedures described elsewhere in this handbook are followed. For example, students may not check-out to "go eat lunch" and then come back (even with parents' permission). Students who are truant/leave campus without permission will be punished as follows:

Minimum Penalty	Saturday School assignment
Maximum Penalty	Recommended expulsion

CONTACT WITH STUDENTS WHILE AT SCHOOL

CONTACT BY PARENTS

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

CONTACT BY NON-CUSTODIAL PARENTS

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

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

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

State Law requires that Department of Human Services employees, local law enforcement, or agents of the Crimes Against Children Division of the Division of Arkansas State Police may interview students without a court order for the purpose of investigating suspected child abuse. In instances where the interviewers deem it necessary, they may exercise a "72-hour hold" without first obtaining a court order. 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

STUDENT VISITORS

Student visitors in the classroom can be disruptive to the educational process. Student visitation is strongly discouraged. Any visitation to the classroom shall be allowed only with the permission of the school principal.

VISITORS

Parents, grandparents, legal guardians, business, and community members are welcome and encouraged to visit District schools. To minimize the potential for disruption of the learning environment, visitors, for a purpose other than to attend an activity open to the general public, are required to first report to the school's main office.

Parents and legal guardians are encouraged to participate in regularly scheduled visitation events such as school open houses and parent/teacher conferences. Additional conferences are best when scheduled in advance. Conferences shall be scheduled at a time and place to accommodate those participating in the conference. Visits to individual classrooms during class time are permitted on a limited basis with the principal's prior approval and the teacher's knowledge.

Visitors, including parents wishing to speak with students during the school day shall register first with the office.

The District has the right to ask disruptive visitors to leave its school campuses. Principals are authorized to seek the assistance of law enforcement officers in removing any disruptive visitors who refuse to leave school property when requested to do so.

Legal References: **A.C.A. § 6-21-606**
 A.C.A. § 6-21-607

ACADEMIC REQUIREMENTS

REQUIRED COURSES/CREDITS FOR HIGH SCHOOL GRADUATION FROM FOUNTAIN LAKE

<u>Course</u>	<u>Credits</u>	
Total	24	
<u>English</u>	<u>4</u>	
<u>Oral Communications</u>	<u>.5</u>	
<u>Social Studies</u>	<u>3</u>	1 credit American History, 1 credit World History, .5 credit of Civics/Government
<u>Mathematics</u>	<u>4</u>	1 credit of algebra or its equivalent/ 1 of geometry or its equivalent.
<u>Science</u>	<u>3</u>	1 credit biology and one credit physical science.
<u>Economics</u>	<u>.5</u>	this counts toward the required 3 social studies credits
<u>Physical Education</u>	<u>.5</u>	
<u>Health</u>	<u>.5</u>	
<u>Fine Arts</u>	<u>.5</u>	
<u>Electives</u>	<u>8</u>	State approved courses (Athletics courses do not have state approval).

For the graduating class of 2018 and thereafter, in addition to the other graduation requirements contained in this policy, students are required to take at least one (1) digital learning course for credit while in high school.

All students will be required to take a full year of English, Math, Science, and Social Studies courses that are required to graduate, grades 9 – 12. This includes concurrent college courses taken either at Fountain Lake or on the campus of National Park Community College or other approved college or university. A semester college course will satisfy only one-half of the requirements to earn a diploma at Fountain Lake High School for English, Math, Science, and Social Studies. If a student has received college credit for College Algebra prior to his/her senior year, math placement for the senior year shall be determined by the student's personalized success plan.

REQUIREMENTS FOR GRADUATION

To be eligible to receive a diploma of graduation from Fountain Lake, a student must attend an accredited school for a minimum of eight (8) semesters or block equivalent in grades nine (9) through twelve (12). Summer school studies will not count as one of the required eight (8) semesters except under extreme circumstances that must be approved by the Board of Education in advance. Transfers from non-accredited schools may be granted exception to the semester requirement if the equivalent of eight (8) semesters or block equivalent has been attended. A maximum of two (2) units may be taken in summer school or by correspondence for make-up work only. These units must be approved by the principal in advance. Special Education students must meet the district's requirements for graduation unless his/her IEP committee finds it appropriate to waive those requirements. In such an instance, the Special Education student will receive a diploma of graduation from Fountain Lake.

ARKANSAS CHALLENGE SCHOLARSHIP REQUIREMENTS

The Arkansas Academic Challenge Scholarship is open to high school seniors who are Arkansas residents. High school seniors must have an overall grade point average of at least a 2.50 in the Smart Core curriculum OR a composite of at least 19 on the ACT.

Note: Students in the class of 2014 and beyond must complete the Smart Core curriculum and have a composite of at least 19 on the ACT in order to qualify for this scholarship. All students applying for the Arkansas Academic Challenge Scholarship MUST submit the FAFSA (Free Application for Federal Student Aid) AND the Arkansas Academic Challenge application at www.adhe.edu. Application deadline is June 1. Failure to complete the Smart Core curriculum for graduation may result in negative consequences such as conditional admission to college and ineligibility for scholarship programs.

SMART CORE CURRICULUM AND GRADUATION REQUIREMENTS FOR THE CLASS OF 2020

All students are required to participate in the Smart Core curriculum unless their parents or guardians, or the students if they are eighteen (18) years of age or older, sign a *Smart Core Waiver Form* to not participate. While Smart Core is the default option, a *Smart Core Information Sheet* and a *Smart Core Waiver Form*¹ will be sent home with students prior to their enrolling in seventh (7th) grade, or when a seventh (7th) through twelfth (12th) grade student enrolls in the district for the first time and there is not a signed waiver form in the student's permanent record. This policy is to be included in student handbooks for grades six (6) through twelve (12) and both students and parents must sign an acknowledgement they have received the policy. Those students not participating in the Smart Core curriculum will be required to fulfill the Core curriculum or the Alternate Pathway to Graduation when required by their IEP to be eligible for graduation. Counseling by trained personnel shall be available to students and their parents or legal guardians prior to the deadline for them to sign and return the waiver form.

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

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

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

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

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

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

GRADUATION REQUIREMENTS

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

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

Students shall be trained in quality psychomotor skill bases in cardiopulmonary resuscitation and the use of automated external defibrillators in order to graduate.

Digital Learning Courses

The District shall offer one or more digital learning course(s) through one or more District approved provider(s) as either a primary or supplementary method of instruction. The courses may be in a blended learning, online-based, or other technology-based format.⁷ In addition to the other graduation requirements contained in this policy, students are required to take at least one (1) digital learning course for credit while in high school.

SMART CORE: Sixteen (16) units

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

Oral Communications: one-half (½) unit

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

- 1) Algebra I or Algebra A & B* which may be taken in grades 7-8 or 8-9;
- 2) Geometry or 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 ADESE 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 ($\frac{1}{2}$) unit
- World History - one unit
- American History - one unit
- Other social studies – one-half ($\frac{1}{2}$) Unit

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

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

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

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

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

CAREER FOCUS: - Six (6) units

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

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

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

CORE: Sixteen (16) units

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

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

Mathematics: four (4) units

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

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

Science: three (3) units

- DESE approved biology – 1 credit;
- DESE approved physical science – 1 credit; and
- A third unit that is either:
 - An additional science credit approved by DESE; or

- A computer science flex credit may be taken in the place of a third science credit.

Social Studies: three (3) units

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

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

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

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

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

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

CAREER FOCUS: - Six (6) units

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

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

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

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. § 6-16-1406
 A.C.A. § 6-18-107

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

All students are required to participate in the Smart Core curriculum unless their parents or guardians, or the students if they are eighteen (18) years of age or older, sign a *Smart Core Waiver Form* to not participate. While Smart Core is the default option, a *Smart Core Information Sheet* and a *Smart Core Waiver Form* will be sent home with students prior to their

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

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

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

Sufficient information relating to Smart Core and the district's graduation requirements shall be communicated to parents and students to ensure their informed understanding of each. This may be accomplished through any or all of the following means:⁴

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

Administrators, or their designees, shall train newly hired employees, required to be licensed as a condition of their employment, regarding this policy. The district's annual professional development shall include the training required by this paragraph.⁵

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

GRADUATION REQUIREMENTS

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

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

Students shall be trained in quality psychomotor skill bases in cardiopulmonary resuscitation and the use of automated external defibrillators in order to graduate.

Digital Learning Courses

The District shall offer one or more digital learning course(s) through one or more District approved provider(s) as either a primary or supplementary method of instruction. The courses may be in a blended learning, online-based, or other technology-based format.⁷ In addition to the other graduation requirements contained in this policy, students are required to take at least one (1) digital learning course for credit while in high school.

Personal and Family Finance

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

SMART CORE: Sixteen (16) units

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

Oral Communications: one-half (½) unit

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

- 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.⁸

Fine Arts: one-half (½) unit

CAREER FOCUS: - Six (6) units

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

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

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

CORE: Sixteen (16) units

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

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

Mathematics: four (4) units

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

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

Science: three (3) units

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

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

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

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

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

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

CAREER FOCUS: - Six (6) units

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

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

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

Legal References: **Standards for Accreditation 1-C.2, 1-C.2.1, 1-C.2.2, 1-C.2.3**
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 A.C.A. § 6-16-150
 A.C.A. § 6-16-1406
 A.C.A. § 6-18-107

UNIT OF CREDIT

A unit of credit shall be defined as the credit given for a course which meets for a minimum of 120 clock hours. A minimum average six-hour day or minimum thirty (30) hour week is required.

CONCURRENT COLLEGE AND HIGH SCHOOL CREDIT

Any student who is enrolled in grades 9-12 in an Arkansas public school shall be eligible to enroll in a publicly supported community college, technical college, four-year college or university, or private institution in accordance with the rules and regulations adopted by the college or university.

If an Arkansas public college or university or private institution requires a college course placement score greater than a score of 19 on the ACT or an equivalent measure, the public school student must meet that institution's concurrent admissions and course placement requirements. A student in grade 12 who possesses at least an ACT sub-score of 17 in English, reading or mathematics (or an equivalent measure) may enroll in remedial/developmental education courses in English, reading and mathematics at a publicly supported community college, technical college, four-year college or university, or private institution.

Any institution of higher education offering a remedial/developmental education course(s) must inform the public school student, verbally and in writing, that successful completion of remedial/developmental education courses in English, reading and mathematics at one college or university does not guarantee college course placement at another Arkansas college or university, unless there is a written/signed college course placement agreement with the other Arkansas college or university. A list of the institutions of higher education with a signed college course placement agreement must be 1) included in the signed Memorandum of Agreement between the school district and college/university, 2) published in the current college/university catalog, and 3) posted on the college/university website.

Any public school student in grades 9-12 who enrolls in and successfully completes a course(s) offered by a publicly supported community college, technical college, four-year college or university, or private institution shall be entitled to receive both high school and college grades and credit (credit earned by CLEP examination may not be counted as high school credit) toward graduation, as outlined in these regulations. Participation in the concurrent high school and college credit program must be documented by a written agreement between:

The public school student, and his or her parent(s) or guardian(s) if the public school student is under the age of eighteen (18); The public school or public school district where the student is enrolled; and the publicly supported community college, technical college, four-year college or university, or private institution.

Students must comply with applicable enrollment or graduation requirements of the public high school the student attends while the student participates in the concurrent credit program. Public school students who previously earned high school credit through the concurrent credit program shall maintain the earned credit through graduation, regardless of whether the student subsequently transfers to a public school or school district that opts not to participate in the concurrent credit program.

Three semester hours of college credit taken by a student in grades 9-12 at a publicly supported community college, technical college, four-year college or university, or private institution shall be the equivalent of one unit of high school credit in the same subject area. A three-semester hour remedial/developmental education course shall be the equivalent of one-half unit of credit for a high school career focus elective. A remedial/developmental education course cannot be used to meet the core subject area/unit requirements in English and mathematics.

College credit earned at a publicly supported community college, technical college, four-year college or university or private institution by an eligible student shall be counted by the high school toward graduation, including credit earned through summer terms.

The student shall be responsible for all costs of higher education courses taken for concurrent college credit, unless the costs for these courses are paid by the public school district, a college/university scholarship, a grant, or a private foundation. If the costs for a higher education course(s) are paid by the public school district, a college/university scholarship, a grant, or a private foundation, a signed agreement must exist between the public school district, the external entity or foundation, and the publicly-supported or private institution of higher education. Students that are removed from their courses due to excessive absences, conduct, etc. or withdraw voluntarily ("drop out") will be responsible for reimbursing the public school for any costs incurred related to their involvement in the program. Public school students in grade 12 who are enrolled in remedial/developmental education courses will not be counted for public higher education funding purposes.

Nothing in these rules shall be construed to require Arkansas public schools, publicly supported community colleges, technical colleges, four-year colleges or universities, or private institutions to participate in a concurrent credit program. Any public school district and publicly supported or private institution of higher education that chooses to participate in a concurrent credit program shall implement and carry out the concurrent credit program in accordance with the rules of the Arkansas State Board of Education and the policies of the Arkansas Higher Education Coordinating Board.

ADVANCED PLACEMENT COURSES

In accordance with Act 102 of 2003, Fountain Lake will offer at least one College Board Advanced Placement course in English, math, science and social studies. Fountain Lake will offer Pre-Advanced Placement courses to prepare students for the rigor inherent in Advanced Placement courses. To receive weighted credit for an Advanced Placement course, the teacher must have had appropriate AP training, the student must complete the entire course, and the student must take the applicable Advanced Placement examination. Students must agree to reimburse District for test fees if the student does not attend the AP examination session. Pre-Advanced Placement courses do not receive weighted credit.

ACADEMIC IMPROVEMENT PLAN (A.I.P.)

Any student failing to achieve at the proficient level on the state mandated criterion referenced tests—Benchmark/End-of-Course exams/Grade 11 Literacy test—will be evaluated by school personnel, who shall jointly develop, with the student's parents, a student Academic Improvement Plan to assist the student in achieving the expected standard in the subject area(s) where performance is deficient. The plan shall describe the parent's roles and responsibilities as well as the consequences for the student's failure to participate in the A.I.P. Students not proficient on End-of-Course tests or on the Grade 11 Literacy test, shall participate in an A.I.P. to receive credit for the corresponding course. Students in grades 9-12 failing to participate in an A.I.P. shall be retained. (A.A.C. 6-15-1803)

HONOR GRADUATES

Graduates will be designated as achieving academic honors in the following manner:

- **Summa Cum Laude** – any student who has taken a minimum of 10 semesters of Advanced

Placement and/or Concurrent Credit courses and has earned a cumulative GPA of 4.00 or higher.

· Magna Cum Laude – any student who has taken a minimum of 6 semesters of Advanced Placement and/or Concurrent Credit courses and has earned a cumulative GPA of 3.75 or higher.

· Cum Laude – any student who has taken a minimum of 4 semesters Advanced Placement and/or Concurrent Credit courses and has earned a cumulative GPA of 3.50 or higher.

VALEDICTORIAN / SALUTATORIAN

The Graduate obtaining the highest level of HONOR (Summa, Magna, Cum Laude) with the highest GPA shall be deemed the class Valedictorian. Should two or more students have the same HONOR rank and GPA, the student with the highest total of graduation credits will be deemed the class Valedictorian. If the level of HONOR, GPA, and the total number of graduation credits are equal, a tie shall be declared and all students involved shall be honored as Valedictorian. Should this occur, there will be no designation of Salutatorian for the class.

The Salutatorian will be the student obtaining the second highest level of HONOR and GPA. Should two or more students have the same level of HONOR and GPA the student with the highest total of graduation credits will be deemed the class Salutatorian. Should two or more students tie for the honor of Salutatorian, all students involved shall be honored as Salutatorian.

GRADUATION EXERCISES

The superintendent and principal shall set the day for graduation and related activities as long as it does not interfere with the regular school program. The senior class, by majority vote will decide if a baccalaureate service will be held.

GRADUATION USHERS

Ushers for senior class graduation are chosen by the senior class from among the junior class. Two boys and two girls are chosen and serve as attendants during graduation exercises. Those chosen will have a grade point average of 2.0 (C) or better, and must not have been assigned Saturday school, in-school suspension, or out of school suspension in that school year.

EARLY GRADUATION

ACT 275 of 1997. Any student who is enrolled in a public high school in Arkansas and has earned the number of credits required by the local school district for graduation shall be eligible to graduate from the high school without regard to the grade level the student is enrolled in at the time such credits are earned.

NOTE: Students may not take senior level courses before scheduled during their senior year. Students who opt to graduate early will receive a school-generated diploma. Students who opt to graduate early will become Fountain Lake alumni and will not be eligible to participate in school functions. However, students who graduate early may elect to walk at the next graduation ceremony and/or attend the Prom if prior permission is obtained from the principal.

PROM/SCHOOL DANCE ELIGIBILITY

Only Fountain Lake High School students may attend on campus Fountain Lake High School dances. Guests for prom may be students from other schools providing the following expectations are met:

1. Guests must be pre-approved by the high school principal.
2. Guests must have prior approval and a recommendation from the principal of their home school, a post-secondary school official, or an employer.
3. Guests must be in the 10th, 11th, or 12th grade, or if graduated, enrolled in a post-secondary institution or gainfully employed.
4. Guests must be under the age of 21 on the date of the prom.

To be eligible to attend prom, a student must have met his/her financial obligations by the established deadline. Students that withdrew from school during their senior year, regardless of whether or not they had met their financial obligations, may not attend the prom even as the guest of another student. If a student has been expelled, suspended out of school, assigned to more than one in school suspension assignment during the current school year, or attends ALE off campus, he/she will not be allowed to attend the prom or other school dances in that school year.

GRADING SCALE

Fountain Lake student grades shall reflect only the achievement of academic objectives.

The grading system used by Fountain Lake School District #18 follows the Arkansas Department of Education's Uniform Grading Scale and numeric values for secondary schools. Grades earned in college courses will be assigned the following numeric values when such courses are used to compute student grade point average.

A	90 to 100	=	4 points
B	80 to 89	=	3 points
C	70 to 79	=	2 points
D	60 to 69	=	1 points
F	0 to 59	=	0 points
I	Incomplete Work		

If a student receives an "I" at the end of a grading period, the work which resulted in the "I" grade must be made up before the next grading period ends or the "I" becomes an "F." There can be no "I" grades at the end of a school term.

The following scale is to be the Uniform Grading scale and numeric values for Advanced Placement courses and State of Arkansas Education Department approved honors courses.

A	90 to 100	=	5 points
B	80 to 89	=	4 points
C	70 to 79	=	3 points
D	60 to 69	=	2 points
F	0 to 59	=	0 points

STUDENT ACCELERATION

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

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

While the needs of the student should dictate when acceleration decisions are considered, the Board believes the optimal time for referrals is in the spring which gives adequate time for working through the determination process and for preparing those concerned for a smooth transition to the acceleration beginning in the following school-year. The District's Gifted and Talented Coordinator will create a written format to govern the referral and determination process which shall be made available to any parent or staff member upon request.

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

Legal Reference: **DESE Gifted and Talented Rules**

STUDENT PROMOTION AND RETENTION

A disservice is done to students through social promotion and is prohibited by state law. The District shall, at a minimum, evaluate each student annually in an effort to help each student who is not performing at grade level. Parents, legal guardians, persons having lawful control of the student, or persons acting in loco parentis shall be kept informed concerning the progress of their student(s). Notice of a student's possible retention or required retaking of a course shall be included with the student's

grades sent home to each parent/guardian or the student if 18 or older. Parent-teacher conferences are encouraged and may be held as necessary in an effort to improve a student's academic success.

At least once each semester, the Parents, legal guardians, persons having lawful control of the student, or persons acting in loco parentis, and teacher(s) of a student in kindergarten through eighth (8th) grade shall be notified in writing of the student's independent grade-level-equivalency in reading.

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

Promotion or retention of students, or their required retaking of a course shall be primarily based on the following criteria. 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.

Students who retake a course will have the most recent grade for that course reflected on their transcript. The most recent grade earned for a course will replace the previous course grade on the transcript.

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

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

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

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

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

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

An SSP shall be created:

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

A student's individualized education program (IEP) may act in the place of the student's SSP if the IEP addresses academic deficits and interventions for the student's failure to meet standards-based academic goals at an expected rate or level and includes a transition plan that addresses college and career planning components. Promotion 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. Students falling under the provisions of this paragraph shall be permitted to attend curriculum related field trips occurring during the school day.

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

SEMESTER TEST EXEMPTIONS

A comprehensive final evaluation will be given in every class at the conclusion of each semester. Semester exams will count 20% of the semester grade.

All students will be required to take all 1st semester exams, except those who have been granted an exemption because of the end of level course examination incentive. If a student meets college readiness criteria in a subject area on a state recognized assessment from the previous spring semester, he/she will be exempt from the first semester exam in that subject area (with the exception of an AP course/online course/college course).

In order for a student to be granted a 2nd semester exemption, the following criteria must be met in the class:

Semester Grade in Class Prior To Test	2 nd Semester Absences in Class*	Tardies (accumulated for the year)	Discipline (all school year)	All Fines and Fees Paid**
A	No more than 5	No more than 6 cumulative tardies for the school year.	No Out of School Suspensions, No more than one In-School Suspension, No more than 2 Saturday School Assignments	Must be paid in high school office prior to testing
B	No more than 4			
C	No more than 3			
D or F	No Semester exemptions will be granted for students with semester grades of D or F.			

*Students will be counted absent up to the final test days.

**A record of fines and fees is kept in the high school office.

***Students who owe any fines or fees may not participate in graduation ceremonies.

The only absences that do NOT count in the absence total are school business, properly documented medical absences, and/or properly documented Post-Secondary Institution Visits.

REPORT CARDS

Fountain Lake School shall use a nine week grade reporting system. Parents will be able to pick up their child's report card and have conferences with teachers at scheduled parent/teacher conferences. If a parent is unable to attend the parent-teacher conferences, the report card will be mailed home. At the end of each semester a report card will be mailed to the student's home.

PLACEMENT AND PROGRESS OF SPECIAL EDUCATION STUDENTS

Placement and progress of students enrolled in special education will be determined at the year-end conference for each student. In order to be promoted to the next level (grade), a student must make satisfactory progress toward meeting the objectives stated in his/her IEP and satisfy the requirements of any "regular" classes in which he/she is enrolled, as would all other students at Fountain Lake. Parents of special education students who disagree with grade placement of their child should contact their local special education supervisor for a hearing.

GRADING FOR STUDENTS WITH DISABILITIES

At Fountain Lake, no child who is enrolled in a special education class for either all or part of the school day shall receive failing grades while attending "regular" classes, unless that student does not "try," or unless the teachers adjust the materials presented down to a level where the student can function. If a teacher should decide to adjust the level of instruction for a student, that student will be graded on the same scale as all other students. If a teacher chooses not to make an adjustment in the level of materials presented, the student will not receive a grade lower than a D- as long as he/she gives an effort comparable to that of other students. If a student with disabilities fails because of lack of effort, the teacher must document the lack of effort.

HOMEWORK/CLASSWORK

Homework and/or class work is considered a very important component of the total learning process. These types of activities provide the avenue by which students practice the concepts presented by the teacher or prepare for future class activities. When reasonable and applicable homework or class work is assigned, students are expected to do it to the best of their ability and within the time period allowed by the teacher.

Students who habitually fail to do homework or who refuse to do class work will be considered to be insubordinate and shall be subject to the same consequences listed in that section of this behavior code.

Teachers are asked to assign only the amount of homework on a daily basis that the average student can complete in 20 to 30 minutes for each class. Reading assignments may occasionally exceed this limit. If homework is assigned that the student has more than one day to complete, the teacher should estimate the time needed according to the limits above. Pre-AP and Advanced Placement courses are rigorous in content. Students enrolled in Pre-AP and Advanced Placement courses will experience an increased level of outside work, surpassing the levels listed above.

A student will be issued a "pink slip" if he/she reports to class three (3) times, per a semester, without appropriate books and materials. The student will be assigned Saturday school for the third offense and each time after.

MAKE-UP WORK

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

1. 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. With the exception of out-of-school suspension and expulsion, students shall have one class day to make up their work for each class day they are absent. Students that do not make-up work within this window will receive a deduction of one (1) letter grade per day for each day the work is late.
6. Students who are assigned out-of-school suspension are responsible for all missed assignments and classwork that is missed in their absence from the class. It will be the student's responsibility to maintain electronic contact with teachers during the suspension. In order to receive credit, all assignments are to be returned to the office at the beginning of the assigned day of the student's return from the out-of-school suspension.
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 for students serving an out-of-school suspension or expulsion shall be in accordance with the District's programs, measures, or alternative means and methods to continue student engagement and access to education during the student's period of suspension or expulsion, including offering an expelled student an opportunity for enrollment in digital learning courses or other alternative educational courses that result in the receipt of academic credit that is at least equal to credit the expelled student may have received from the District if the student had not been expelled.

In lieu of the timeline above, assignments for students who are excluded from school by the Arkansas Department of Health during a disease outbreak are to be made up as set forth in Policy 4.57-Immunizations

Legal References: A.C.A. § 6-15-1406
 A.C.A. § 6-18-502

ASSIGNMENT OF "EXTRA" POINTS

Certain instances may warrant the assignment of "extra points" or "bonus points" as an incentive to improve a grade. In such cases, the following procedures must be followed:

1. All students in a class must be given an equal opportunity to acquire those "extra" or "bonus" points.
2. The assignment for those "extra" or "bonus" points must be relevant and applicable to the subject being studied at that time within a particular course.
3. Under no circumstances may "extra" or "bonus" points be assigned for non-academic activities.

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 homeschool. The notice shall be given:

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

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

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

The notice shall include:

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

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

Enrollment or Re-Enrollment in Public School

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

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

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

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

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

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

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

Legal References: **A.C.A. § 6-15-503**
 A.C.A. § 6-15-504
 A.C.A. § 6-41-103

Academic Course Attendance by Private School and Home School Students

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

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

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

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

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

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

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

- Require the addition of staff or classrooms;

- Exceed the capacity of a program, class, grade level, or school building;
- Cost the District more for the student to attend the academic course than the District receives for the student's attendance;
- Cause the District to provide educational services the District does not currently provide at a financial burden to the District; or
- Cause the District to be out of compliance with applicable laws and regulations regarding desegregation.

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

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

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

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

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

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

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

Legal References:

A.C.A. § 6-15-509

A.C.A. § 6-18-232

A.C.A. § 6-18-702

A.C.A. § 6-47-401 et seq.

ADESE Rules Governing Distance and Digital Learning

ADESE Rules Governing Kindergarten Through 12th Grade Immunization

Requirements in Arkansas Public Schools

Commissioner's Memo COM-19-021

BOARD HEARINGS

Any deviation from the policies stated in the "Academic Requirements" section of this handbook must be approved by the Fountain Lake Board of Education, prior to the beginning of a school year.

EXTRA CURRICULAR ACTIVITIES

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.¹

“Intrascholastic Activities” means athletic or non-athletic/academic activities where students compete with students from within the same school.¹

“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)². Additionally, a student’s participation in, and the District’s operation of, extracurricular activities shall be subject to the following policy. All students are eligible for extracurricular activities unless specifically denied eligibility on the basis of criteria outlined in this policy.

Any student who refuses to sit for a Statewide assessment or attempts to boycott a Statewide assessment by failing to put forth a good faith effort on the assessment as determined by the assessment administrator/proctor, or whose parents do not send their student to school on the dates the assessments are administered or scheduled as make-up days shall not be permitted to participate in any non-curriculum related extracurricular activity. The student shall remain ineligible to participate until the student takes the same or a following statewide assessment, as applicable. The superintendent or designee may waive this paragraph’s provisions when the student’s failure was due to exceptional or extraordinary circumstances.³ Students falling under the provisions of this paragraph shall be permitted to attend curriculum related field trips occurring during the school day.⁴

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.⁵

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).

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.⁶

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.⁷

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).

Legal References: **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. § 6-18-713
 Commissioner's Memo COM-18-009
 Commissioner's Memo LS-18-015

EXTRA-CURRICULAR AND NON-INSTRUCTIONAL ACTIVITIES

It shall be the policy of the Fountain Lake School Board to help develop each individual to his/her fullest potential. This educational process will include extra-curricular and non-instructional activities that will help in the development of well-rounded individuals.

The school is striving to provide a non-interrupted school day for each student. Because of this concern, the school has developed the following regulations:

1. All visitors must report to the principal's office.
2. Students will not be allowed out of class without a request from the principal or counselor's office. If a teacher needs student/students, he/she must contact the principal's office. The principal will contact the student and his/her teacher to let them know the time the student is needed and by whom. All requests must be made during the last ten minutes of the class or during the teacher's conference period.
3. Messages will be left in the principal's office and will be delivered during the final few minutes of a class period.
4. A student will not be allowed out of class to receive a phone call unless it is an emergency. Messages will be taken and given to the student at the discretion of the principal.
5. If gifts of flowers, balloons, or other materials are delivered during the school day, they will be given to the student at the end of the school day.
6. Activities such as assemblies, lectures, pep rallies, etc., will be kept to a reasonable minimum, and efforts will be made to schedule these events so as to not interfere with the same class period every time.

All students that participate in extracurricular and non-instructional activities will abide by the rules and regulations of Fountain Lake School and the Arkansas Activities Association.

MANDATORY DRUG TESTING **STUDENT DRUG TESTING POLICY Fountain Lake** **Schools** **MISSION STATEMENT:**

The Fountain Lake School District recognizes that drug abuse is a significant problem for students, detrimentally affecting overall health, behavior, learning ability, reflexes, and the total development of each individual. The Fountain Lake School District is determined to help students by providing another option for them to say "No". Drug abuse includes, but is not limited to, the use of illegal drugs, alcohol, and the misuse of legal drugs and medications.

DEFINITIONS:

Drug: Any substance considered illegal by Arkansas statutes or which is controlled by the Food & Drug Administration unless prescribed by a licensed physician.

School Year: From the first day of classes in the fall, until the last day of classes in the spring.

Activity Program Any activity that meets the guidelines of the Arkansas Activities Association or sponsored by the Fountain Lake School District. These activities are listed below:

STUDENT DRUG SCREENING POLICY – EXTRACURRICULAR ACTIVITIES

Football	Art Club	NHS
Basketball	Band	Spanish Club
CHAMPS	Class Officers	Student Council
Track	Beta Club	Newspaper
Golf	Choir	Key Club
Cheerleading	FBLA	FCCLA
Volleyball	FCA	PALS
FFA	History Club	GT
Softball	Tennis	Yearbook
Baseball	EAST Lab	Others as Formed

POLICY STATEMENT:

Fountain Lake School District is conducting a mandatory drug-testing program for students who choose to participate in an activity program sponsored by the Fountain Lake School District or drive a vehicle onto campus. Its purpose is threefold: (1) to provide for the health and safety of students. (2) to undermine the effects of peer pressure by providing a legitimate reason for students to refuse to use illegal drugs; and (3) to encourage students who use drugs to participate in drug treatment programs.

PROCEDURES FOR STUDENTS:

Consent: Each student wishing to participate in any activity or drive on campus and the student's custodial parent or guardian shall consent in writing to drug testing pursuant to the district's drug testing program. Written consent shall be in the form attached to this policy as FORM A. No student shall be allowed to participate in any activity program or drive onto the Fountain Lake campus absent such consent.

Students not involved in activities may be allowed to participate voluntarily in the testing pool with a consent form signed by the parent.

STUDENT SELECTION

At the option of the district, all students in activity programs or who drive to school may be drug tested at the beginning of the school year. In addition, random testing will be conducted bi-weekly during the school year. Selection for random testing will be by lottery drawing from a "pool" of all students participating in drug testing programs in the district at the time of the drawing. A single test can be required by a principal from a student for reasonable suspicion. The superintendent or the superintendent's designee shall take all reasonable steps to assure the integrity, confidentiality and random nature of the selection process including, but not necessarily limited to, assuring that the names of all participating students are in the pool, assuring that the person drawing names has no way of knowingly choosing or failing to choose particular students for the testing, assuring that the identity of students drawn for testing is not known to those involved in the selection process and assuring direct observation of the process by the least intrusive means possible while assuring brevity and privacy.

SAMPLE COLLECTION

Samples will be collected at a mutually convenient time on the same day the student is selected for testing or if the student is absent on that day, on the day the student returns to school. All students providing samples will be given the option of doing so alone in an individual room with the door closed.

TESTING AGENCY:

The district will choose a qualified agency for the purpose of processing sample results and maintaining privacy with respect to test results and related matters.

PRESCRIPTION MEDICATION

Students who are taking prescription medication may provide a copy of the prescription or a doctor's verification, which will be considered in determining whether a "positive" test has been satisfactorily explained. That documentation will be forwarded to the testing lab with instructions for the lab to consider the student's use of such medication to assure the accuracy of the result. Students who refuse to provide verification and test positive will be subject to the actions specified below for "positive tests."

SCOPE OF TESTS

The drug screen tests for one or more illegal drugs. The superintendent or his designee shall decide which illegal drugs shall be screened, but in no event shall that determination be made after selection of students for testing. Student samples will not be screened for the presence of any substances other than an illegal drug or for the existence of any physical condition other than drug intoxication. As a quality control measure, the school reserves the right to send any urine sample that appears unusual in color and/or consistency to a laboratory for testing and confirmation or nonconfirmation.

LIMITED ACCESS TO RESULTS

The results will be reported only to the superintendent or to such person as the superintendent may designate in the event the superintendent is absent.

PROCEDURES IN THE EVENT OF A POSITIVE RESULT

Whenever a student's test result indicates the presence of illegal drugs ("positive test"), the following will occur: If the sample tests positive, a custodial parent or legal guardian will be notified and a meeting will be scheduled with the superintendent or his designee, the student, the custodial parent or legal guardian, and the student's principal. The student will then be asked to submit a second sample for testing as soon as possible. If the student refuses to submit another sample or causes excessive delays then the first positive test will be deemed accurate. If the second sample is negative no further action will take place.

FIRST POSITIVE RESULT

For a positive result, the student will be placed on probation and not be allowed to participate in competitions, presentations, and activities of Fountain Lake Schools or drive a vehicle onto the Fountain Lake campus for a period of twenty calendar days. The student will be recommended for counseling and if any charge is incurred, it will be the responsibility of the parents.

On day twenty-one, the student will be allowed to be retested (at the expense of parent-guardian). If the test results are found to be negative, the student will again become eligible for competitions, presentations, and activities relating to Fountain Lake Schools and allowed to drive onto the Fountain Lake campus. However, the student must submit to a mandatory drug screen or lab test on a monthly basis at the expense of the parent/guardian for the next three consecutive months when school is in session.

SECOND POSITIVE RESULT

A second positive result in the 24-month period following the first positive test will result in the student's being suspended from participating in activities or driving on campus for the remainder of the school year. If this positive test is in the spring semester, the student will not be able to participate in school activities or drive on campus during the following fall semester.

THIRD POSITIVE RESULT

For the third positive result, the student will be suspended from participation in activities or driving on Fountain Lake campus for the remainder of his/her enrollment with the school.

NON-PUNITIVE NATURE OF POLICY

No student shall be penalized academically for testing positive for illegal drugs. The results of drug tests pursuant to this policy will not be documented in any student's academic records. Information regarding the results of drug tests will not be disclosed to criminal or juvenile authorities absent legal compulsion by valid and binding subpoena or other legal process, which the district shall not solicit. In the event of service of any such subpoena or legal process, the student and the student's custodial parent or legal guardian will be notified as soon as possible by the district.

OTHER DISCIPLINARY MEASURES

The district by accepting this policy is not precluded from utilizing other disciplinary measures set forth in the Student Discipline Policy, and this policy does not preclude the district from following their disciplinary procedure and resulting action when founded upon reasonable belief and suspicion that a student has participated in drug related activities.

ATHLETIC AWARDS

1. At the end of his/her ninth grade season, an athlete who had participated in a sport for two (2) complete semesters is eligible to order a Junior High Wind-Breaker which will designate the sport participated in and would signify that he/she lettered in that sport.
2. At the end of his/her first complete season in High School athletics, a student is eligible to order a Fountain Lake Jacket.

3. At the end of his/her second complete season of Senior High athletics, a student is eligible to order the traditional Fountain Lake Letter Jacket or Sweater.
4. At the end of his/her third complete season in Senior High athletics, a student is eligible to order a Fountain Lake Blanket. (Only 3 year lettermen may order blankets.) These guidelines merely determine when athletes become eligible. The school does not buy the awards.

The following special achievement awards may be given certificates.

<u>Football</u>	<u>Basketball</u>	<u>Baseball</u>	<u>Tennis</u>
Leading Tackler	Captain	Most Improved	#1 Singles
Interception Leader	Free Throw Pct.	Leading Hitter	#1 Doubles
Outstanding Off. Lineman	2 pt. Field Goal Pct.	Pitcher-Defense	
	3 pt. Field Goal Pct.		
	Rebound		
<u>Golf</u>	<u>Softball</u>	<u>Volleyball</u>	<u>Cheerleaders</u>
Outstanding Golfer	Most Improved	Most Improved	Most Spirited
	Best All-Around	Best All-Around	Captain
	Best Defensive	Best Hustle	
	Best Sportsmanship	Best Sportsmanship	

The school shall purchase "patches" for teams who are District, Regional, or State Champions. Also, any student who achieves recognition as an all-district, all-region, or all-state performer will receive a "patch" from the school. Any teams or individuals who achieve state-runners-up status will also receive "patches." Any awards not listed here must be ordered at the student's expense and with the coach's approval.

EXTRA-CURRICULAR 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.

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

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

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

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

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

another nationally recognized norm-referenced test; or a minimum score on a test approved by the State Board of Education.

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

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

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

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

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

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

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

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

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

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

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

GENERAL STUDENT INFORMATION

BICYCLES

Bicycles, inline skates, skates or skateboards will not be allowed on campus at any time, including after school hours.

CLOSED CAMPUS

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

COMMUNICABLE DISEASES AND PARASITES, INFECTIOUS DISEASES

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 B or C, mumps, vomiting, diarrhea, and fever (100.4 F when taken orally). A student who has been sent home by the school nurse will be subsequently readmitted, at the discretion of the school nurse, when the student is no longer a transmission risk. In some instances, a letter from a health care provider may be required prior to the student being readmitted to the school.

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

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

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

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

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

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
 12th Grade Immunization Requirements

CRISIS PREPAREDNESS

Fountain Lake Schools has an extensive policy regarding crisis intervention, including a crisis team in each building. Anyone can report information to the Garland County Hotline 622-3674.

FEES, FINES, AND CHARGES

The Fountain Lake Board of Education shall hold every student responsible for every textbook, chromebook, netbook, calculator, case, charger, and other educational material issued to him/her. It shall be understood that the parent or guardian of any student to whom textbooks, chromebooks, netbooks, calculators, cases, chargers or other materials are issued shall be held liable for any loss, abuse, or damage in excess of that which would result from the normal use of such materials. If parent/legal guardian/student are unable to pay the fine the student will be required to work off the fine on campus. A student's final grades or records will not be released or sent to any party until all fees, fines, and charges are paid in full. Parent(s)/guardian(s) objecting to their student taking an electronic device home need to notify the principal in writing no later than ten(10) school days from the first day of school. Failure to file an objection by that time is considered a specific grant of permission.

FUND RAISING

All fund raising activities held in the District or in the name of the District must be pre-approved in writing by the Superintendent and affected school principal. Approval will be predicated on the potential for return relative to the time and energy to be invested in the fund raising. Fundraising that conflicts excessively with and/or detracts from student or teacher instructional time in either the planning or the execution of the activity will not be approved.

Neither an individual school nor the District shall be liable for any contract between clubs or organizations and third parties.

Student participation in any fund raising activity shall:

- 1) Be voluntary. Students who choose not to participate shall not forfeit any school privileges. It shall not be considered discriminatory to reward those who participate; and
- 2) Not influence or affect the student's grade.

Secondary Schools

Fund raising in the secondary schools may only be done by officially sanctioned student clubs, spirit groups, school PTAs, or parent booster clubs. Student clubs and spirit groups must receive written approval from their sponsor and the school principal before submitting the fundraising proposal to the Superintendent.

Door to door fundraising activities are generally discouraged. If approved, students wishing to participate who are under the age of eighteen (18) must return to their sponsor a signed parental notification and permission form.

Legal Reference: A.C.A. § 6-18-1104

HEALTH SERVICES

It shall be the responsibility of the Fountain Lake Board of Education, through its school officials, to notify the parents immediately of any child who becomes seriously ill while in school. Other than giving emergency first aid when it is required, teachers may not give aspirin or any other medication, even when requested by the student. In extreme cases when the taking of medication is necessary for a child to be able to attend school, a parent may request a teacher, school nurse, or principal to give prescribed medicine based upon written instructions from the physician. The parent shall make this request in writing. Such medication shall be taken to school in a properly labeled bottle. See MEDICATIONS.

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's illness or injury is of such a nature as to require immediate medical attention or the services of a doctor when the parent cannot be reached, school officials shall act in loco parentis and undertake needed actions. Every effort shall be made to contact the student's parent or legal guardian. Parents are strongly encouraged to keep student's emergency contact information up-to-date.

IMMUNIZATIONS

Definitions

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

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

General Requirements

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

- Poliomyelitis;
- Diphtheria;
- Tetanus;
- Pertussis;

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

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

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

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

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

In order to continue attending classes in the District, the student must have submitted:

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

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

Temporary Admittance

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

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

The District will not accept copies of applications requesting an exemption for the current school year that 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 twenty-one (21) days or longer depending on the outbreak. No student excluded due to an outbreak shall be allowed to return to school until the District receives approval from ADH.

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

- for the remainder of the week by the end of the initial school day of the student's exclusion; and
- by the end of each school's calendar week for the upcoming week until the student returns to school.²

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.³

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

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

Legal References:

A.C.A. § 6-18-702

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

ADH Rules Pertaining to Immunization Requirements

INCLEMENT WEATHER

When school is dismissed early or not in session due to weather or other unforeseen circumstances, the announcement will be made on local radio stations. Also, all Little Rock TV stations will carry announcements of school closing. Notification will also be done through the Alert Now System.

LOCKERS

Lockers have been placed in the hallways for the students' use and are the property of Fountain Lake Schools. Lockers are subject to search by school and/or legal authorities. Individual lockers are available for student use. Students may only use lockers that are installed by the school. Students are not allowed to share lockers. Students shall not attach anything to the outside of the lockers, nor tamper with the locking mechanism.

LUNCH / BREAKFAST

The Fountain Lake School cafeteria serves class A meals daily for lunch and breakfast. Students will have a specified time for lunch and they may eat breakfast (optional) each day between 7:30 a.m. and 7:50 a.m. The cafeteria operates on a non-profit basis and prices for lunch and breakfast will be the minimal amount possible. Some students may qualify for free or reduced priced meals. At the beginning of each year, applications for free meals will be sent home with the students. This application should be returned to the school within three working days. Students may complete an application anytime during the year. Applications are available in the principal's office. Students will be allowed to charge three (3) times before an alternate meal is given.

LUNCH/FOOD DELIVERY

For the safety of our students, only immediate family members will be allowed to deliver food to students. All food deliveries must be brought to the high school office. Students that pick up food somewhere other than the high school office will be assigned consequences under parking/driving in the Student Behavior section in the handbook.

MEAL MODIFICATIONS

The district only provides modified meal components on menus to accommodate students with a disability. A parent/guardian wishing to request dietary accommodations for their student with 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)

MEAL PREPAYMENT

Meal Charges

Meal Charges

Option 1: The district does not provide credit for students to charge for meals, a la carte, or other food and beverage items available for purchase in the school food service areas. Meals, a la carte, or other food and beverage items may be purchased by either providing payment for the items at the time of receipt or by having a prepaid account with the District that may be charged for the items. Parents, or students choosing to do so, may pay in advance for meals, a la carte, or other food and beverage items through any of the following methods:

- Submitting cash or check payment at the cafeteria;
- Depositing funds through the District's online service;

A student's parents will be contacted by an automated call regarding a student's prepaid account balance when the student has a zero balance.

Unpaid Meal Access

In accordance with Arkansas law, the District allows students whose accounts do not have enough funds to purchase a meal to receive an unpaid reimbursable meal at no charge. The District will notify a student's parents

- When the student's prepaid account balance has dropped to the point that the student will begin receiving unpaid meals
- Each time the student receives the first unpaid meal after money has been deposited into the student's prepaid account; and
- After the student has received five (5) unpaid meals.

Students who have submitted proper documentation to receive a meal modification in accordance with Policy 4.50—SCHOOL MEAL MODIFICATIONS shall receive the same type of modification for an unpaid meal.

Legal References: **Commissioner's Memo CNU-17-003**
 Commissioner's Memo CNU-17-024
 A.C.A. § 6-18-715

MEDIA CENTER

Fountain Lake High School Library Media Center hours of operation are typically from 7:30 A.M. until 3:30 P.M. on school days. Specific campus hours of operation may vary slightly. Students are encouraged to visit the media center to read, research information, check in/out materials, work on homework, collaborate, and work in the MakerSpace as directed by the classroom teacher throughout the school day

Some classes will visit the media center together. Students are allowed to check out two books for a two-week period. Books may be renewed once. A fine will be assessed for overdue books and any equipment checked out to you (Chromebooks, chargers, cases, etc.) Books are 10 cents per day, DVD's are 25 cents per day and overdue equipment will be charged at the rate of \$1.00 per day, per item beginning the day following the due date.

Each student is given a device and charger to use for their schoolwork only. Loaning or borrowing devices and chargers from one another is prohibited. Any items lost, stolen or damaged must be paid in full prior to the item being replaced. Payment can be made in the LMC, a receipt will be issued to you.

Lost library books should be reported to the media specialist as soon as possible. The student will be required to pay for any lost book. Fines and overdue fees should be paid immediately. This fine/fee will remain on your account until it is paid in full. Having a fine/fee prohibits you from checking out any further items from the LMC.

The District's Acceptable Computer Usage policy applies to all Media Center Technology in the FLSD.

MEDICATIONS

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

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

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

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

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

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

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)¹ 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 healthcare practitioner on file with the District may:

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

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

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

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

Students may possess and use a topical sunscreen that is approved by the United States Food and Drug Administration for OTC use to avoid overexposure to the sun without written authorization from a parent, legal guardian, or healthcare professional while the student is on school property or at a school-related event or activity. The parent or guardian of a

student may provide written documentation authorizing specifically named District employee(s), in addition to the school nurse, to assist a student in the application of sunscreen. The District employee(s) named in the parent or legal guardian's written authorization shall not be required to assist the student in the application of sunscreen.

Emergency Administration of Glucagon and Insulin

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

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

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 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 and certified by a licensed physician, advanced practice registered nurse, or physician assistant may administer albuterol to those students who the school nurse, or other school employee certified to administer albuterol, in good faith professionally believes is in perceived respiratory distress.

Emergency Administration of Anti-opioid

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

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 and Glucagon to Arkansas Public School**

Students with Diabetes

A.C.A. § 6-18-701

A.C.A. § 6-18-707

A.C.A. § 6-18-711

A.C.A. § 6-18-714

A.C.A. § 17-87-103 (11)

A.C.A. § 20-13-405

MEDICATION ADMINISTRATION CONSENT FORMS

Note: If your child needs a Medication Administration Consent Form, a Medication Self-Administration Consent Form, Glucagon Administration and Carry Consent Form, and/or an Epinephrine Emergency Administration Consent Form, the forms are located in the nurse's office and the high school office.

PARENTAL CONCERNS

Fountain Lake High School uses a chain of authority for processing parental concerns. In order to alleviate a problem concerning grades or the discipline of a student, the stated procedures should be followed in the order below:

- A building administrator shall arrange a conference between the parent and the teacher concerned.
- The parent may request to discuss the problem with the principal.
- The parent may request a conference with the superintendent in attendance.
- The parent may appeal to the school board within five (5) working days of the last conference.

PARENTAL INVOLVEMENT PLAN

All schools in the District have developed Parental Involvement Plans. The Fountain Lake High School Parental Involvement Plan includes the following topics: communication strategies, parent meetings, volunteer opportunities, resources, school improvement efforts, use of parent surveys. To receive a copy of the Parental Involvement Plan, contact the high school principal. The building Media Specialist in conjunction with the district Volunteer Coordinator facilitates the numerous opportunities for parents to be active participants in the education of their child. Parents are encouraged to become involved in the numerous activities offered such as Parent Teacher Organization (PTO), Volunteer Tutoring Program, Dads on Campus, Athletic Booster Club, and Band Booster Club. Additionally, each classroom teacher has a system for communicating with parents (telephone, text messaging, emails, social media, etc.). Parent Fairs are conducted during Parent Teacher Conferences to further engage parents in opportunities for involvement. To help promote positive communication, parent/teacher conferences shall be held once each semester. Parent/teacher conferences are encouraged and may be requested by parents or guardians when they feel the need to discuss their child's progress with his/her teacher. Parents or guardians may also monitor their child's grades through the use of the school's web-based grade book.

PHYSICAL EXAMINATIONS OR SCREENINGS

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

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

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

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

SAFETY/EMERGENCY DRILLS

All schools in the District shall conduct fire drills at least monthly. Tornado drills shall also be conducted no fewer than three (3) times per year with at least one each in the months of September, January, and February. Students who ride school buses shall also participate in emergency evacuation drills at least twice each school year.

The District shall annually conduct an active shooter drill and school safety assessment for all District schools in collaboration with local law enforcement and emergency management personnel. This training will include a lockdown

exercise with panic button alert system training. Students will be included in the drills to the extent that is developmentally appropriate for the age of both the students and grade configuration of the school.

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

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

Legal References: **A.C.A. § 12-13-109**
 A.C.A. § 6-10-110
 A.C.A. § 6-10-121
 A.C.A. § 6-15-1302
 A.C.A. § 6-15-1303
 Ark. Division of Academic Facilities and Transportation Rules Governing Maintenance and Operations of Ark. Public School Buses and Physical Examinations of School Bus Drivers 4.03.1

STUDENT INSURANCE PROGRAMS

The Fountain Lake Board of Education shall contract each year with a reputable insurance company to provide no cost student accident insurance for students.

The Board shall require a student in interscholastic athletics and in other school activities, as deemed necessary, to participate in the school accident insurance program or file with the school principal a statement from the student's parent or legal guardian stating that the student is adequately protected against accidents that may occur while participating in said activities.

The Fountain Lake School Board currently carries a secondary insurance policy which covers all students in Fountain Lake Schools during the regular school day and at all school sponsored activities. This policy will pay bills not covered by a family's primary insurance policy.

Parents should take note that this is a "secondary" policy and it has limits as to what it will pay on various services. All costs for an injury may not be covered. The School will not accept responsibility for injury costs incurred in excess of policy limits.

Students also have the option of participating in a voluntary twenty-four (24) hour accidental insurance program for a minimal cost. Information about this program can be obtained in the building principal's office.

When a student is injured, except in cases of extreme emergency, the supervisor of that student must see that a claim form is properly filled out and given to the student before he/she goes to the doctor or hospital. In cases of emergency, it is still the supervising teacher's responsibility to see that a claim form is properly filled out and given to the parents.

STUDENT ORGANIZATIONS/BY-LAWS & REGULATIONS

Very definite policies, regulations, and/or by-laws exist for the following student organizations and activities.

Information concerning these organizations or annual events may be obtained by contacting the sponsor of an organization or event or by contacting the principal.

Organizations

Student Council (Sr. & Jr.)	FFA	Quiz Bowl (Sr. & Jr.)
Beta Club (Sr. & Jr.)	FCCLA	All Athletic Teams
Fellowship of Christian Athletes	FBLA	Cheerleaders
Student Christian Association	Band/Choir	Key Club
Annual Staff/Newspaper	Art Club	National Honor Society
	Champs (Sr. & Jr.)	

Annual Activities

Homecoming (Football & Basketball)	FFA Banquet	Jr. Career Day
Jr. Fall Dance	Sports Cookout	Senior Prom
Jr. Spring Dance		Miss Fountain Lake Pageant
Band and Choir Concerts		Awards Program

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 wellbeing 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 or sport program. Students who are convicted of participation in hazing or the failure to report hazing shall be expelled.

Note: 1 A.C.A. § 6-5-202 requires the automatic expulsion of a student who is convicted of hazing.

Legal References:

A.C.A. § 6-5-201 et seq.
A.C.A. § 6-10-130132
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)

STUDENT MEDIA AND THE DISTRIBUTION OF LITERATURE

Student Media

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

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

Student Media on School Web Pages

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

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

Student Distribution of Non-school Literature, Publications, and Materials

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

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

The regulations shall:

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

The Superintendent, along with the student media advisors⁸, 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)**

TEXTBOOKS

Textbooks are issued free to all students. The life of a textbook is five (5) years as set forth by the State Department of Education. Damaged textbooks will be charged to the student on a prorated basis up to five (5) years. Lost or unusable textbooks will be paid for by the student at the purchase price of a replacement (new) textbook.

TEXTBOOKS/ELECTRONIC DEVICES/CALCULATORS, CARE OF

Fountain Lake School District purchases and issues textbooks/electronic devices/calculators to students free of charge. Textbooks/electronic devices/calculators are issued on a "loan" basis and students are asked to remember that even though they use them, the books/electronic devices/calculators still belong to the school. The only thing required of the students is that they keep up with, care for, and return the textbooks/electronic devices/calculators in a condition similar to the condition in which the textbooks/electronic devices/calculators were issued. Custodians are to collect all textbooks/electronic devices/calculators left in the halls, in the gym, in the cafeteria, or in any other place on campus at the end of the day, and turn them into the principal's office. If a student misplaces textbooks/electronic devices/calculators, or has one stolen, that

student should report it to his/her teacher immediately, and the teacher will be authorized to send the student to the office to either "find" the lost book/electronic device/calculators or be issued another. REMEMBER: It is the responsibility of the student to pay for any lost textbooks/electronic devices/calculators during the school year. When textbooks/electronic devices/calculators are turned in at the end of the semester or year, students will be held monetarily responsible for any textbook/electronic device/calculator that is defaced, damaged, lost or otherwise unaccounted. Reimbursement for lost or damaged textbooks/electronic devices/calculators must be made to the school before final grades can be received.

STUDENT BEHAVIOR

In addition to the guidelines included in this handbook, students are expected to follow current district guidelines regarding Covid-19 procedures. Failure to do so will result in appropriate disciplinary action.

STUDENT DISCIPLINE

The Fountain Lake 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.¹

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 Fountain Lake School Board. The Board has the responsibility of determining whether to approve any recommended changes to student discipline policies.

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

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

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

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

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

Legal Reference: A.C.A. § 6-18-502
 A.C.A. § 6-17-113

CONDUCT TO AND FROM SCHOOL

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 sStudent cCode of cConduct rules.

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.

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

The definitions listed below are there to help students and parents better interpret the contents of this section of our handbook.

DEFINITIONS

Equal Educational Opportunity The Board of Education believes that every child, regardless of race, creed, color, sex, cultural/economic background, or handicap, should be given the opportunity to develop and achieve to the maximum extent possible. To provide equal educational opportunity, all programs offered by the schools within the Fountain Lake School District will be open to all students. Certain requirements and restrictions for various programs that have nothing to do with the areas listed above might disqualify some students.

Due Process Established procedures that must be followed by school personnel which ensure that an individual's rights have not been violated.

Parent/Guardian Persons who, by blood relationship or through custody or guardianship proceedings, have control or charge of any student in attendance in the district's schools.

Insubordination A state of being disobedient, resistant to authority, or unwilling to follow directions.

Refractory Conduct Conduct that is unacceptable and at times uncontrollable.

Reasonable Suspicion School personnel who have reason to believe that a search or investigation will produce evidence that a student has violated or is violating the law or school rules may conduct such a search or investigation.

Reasonable Force School personnel may apply the minimum amount of force necessary to stop or restrain a student from conducting himself/herself in such a way as to possibly harm himself/herself or others.

Probation School personnel (principal) may suspend punishment for a rule infraction, and notify the parent/guardian of the student committing the infraction that (under certain specific restrictions) he/she must obey the rules for the remainder of the year or face a much more severe penalty than the original.

Detention Students who violate school rules may be assigned to supervised study periods during lunch. Students assigned to detention will be responsible for doing work for classes missed. They will not be counted absent from class.

Suspension The temporary removal of a student from the student population because of rule infractions. The suspension may be in school or out of school. The length of time may be from one hour to 10 school days. During out of school suspension or in school suspension, students shall not participate in any school-sponsored activities and shall not attend any school sponsored activities. During out of school suspension, students may not come on campus at any time. Students who

are assigned out of school suspension are responsible for all missed assignments and class work that is missed in their absence from the class. It will be the student's responsibility to maintain electronic contact with teachers during the suspension. In order to receive credit, all assignments are to be returned to the office at the beginning of the assigned day of the student's return from the out-of-school suspension.

Expulsion The removal of a student from the school setting by the Board of Education for the remainder of the current semester, the remainder of the current year, or permanently. Any student who has been expelled and returns to school property at any time will be arrested.

Contraband Any articles which are illegal or articles which a student possesses illegally.

Disciplinary Referral A written report "pink slip" of a rule's infraction by a student, the punishment enforced, and the person administering the punishment. It may also contain other information about an incident.

Grading Period Fountain Lake Schools operate on nine weeks (quarterly) system of reporting grades to parents. Any reference to a grading period in this handbook refers to nine weeks (quarterly) period of time.

STUDENT BEHAVIOR

The Fountain Lake Board of Education instructs the superintendent of schools, in cooperation with the principals and teachers of all schools within the school district, to establish Student Behavior Codes which state clearly and precisely, in written form, specified rules and regulations which are applicable to those students that are enrolled. Such rules and regulations shall:

1. Be based on policies of the Fountain Lake Board of Education;
2. Be based on the improvement of education within the schools. Rules and regulations shall be established that prohibit actions by students who would interfere with the educational process;
3. Be as precise as possible and sufficiently adapted to the specific needs of the youth served by Fountain Lake Schools;
4. Be otherwise considered reasonable and proper; and
5. Have as their basis the maintenance within the schools of a proper learning atmosphere.

Principals and teachers shall have both the duty and authority to take action and establish procedures needed to cope with any student actions which might interfere with or disrupt maintenance of a proper atmosphere for learning within the classrooms or any other part of the school.

Notice of the rules and regulations existing in each school shall be disseminated to students and parents in a wide variety of ways (student assemblies, PTO meetings, public address and media announcements, newsletters, student/parent handbooks, etc.)

Application of disciplinary measures shall at all times reflect a fair and reasonable exercise of authority, being neither arbitrary, capricious, discriminatory, or otherwise unreasonable. Procedural due process, to the extent applicable, shall be afforded all students prior to the imposition of punishment. The degree of the due process afforded shall be proportionate both to the gravity of the offense and the severity of the contemplated penalty, as outlined by the board of education in its policies relative to suspension, and expulsion from school.

STATEMENT OF PHILOSOPHY

The Fountain Lake Board of Education believes that all students are entitled to instruction that is as free of distractions as possible. Thus, students are not to be subjected to those who chose to be disruptive, belligerent, disrespectful, or otherwise engage in actions which are considered detrimental to a positive learning environment.

The Board authorizes the superintendent of Schools to establish such programs as are necessary to accomplish the following:

1. Remove habitually disruptive students from the classroom so that an atmosphere in which the remaining students can learn will be maintained, and
2. To encourage a positive modification of behavior in the disruptive student so that he/she may have a successful return to the regular classroom.

Such a program may include (but is not limited to) Detention Hall, Saturday School, Suspension, and Expulsion.

The development of regulations and procedures for the implementation of such programs will be the responsibility of the superintendent and his administrative staff, to be approved by the Board of Education. When the decision must be made to either tolerate the unacceptable behavior of an individual student or maintain an acceptable educational climate within the

classroom, the APPROPRIATE EDUCATIONAL CLIMATE WITHIN THE CLASSROOM WILL TAKE PRIORITY. The classroom teacher and the administration will exhibit actions that encourage all students who misbehave to modify their behavior so that they may return to the regular classroom. However if those attempts are unsuccessful, disruptive students will face the danger of having all educational privileges denied.

EXPECTATIONS

Students are expected to:

1. Be in their seats at the class' scheduled start time.
2. Bring to class all materials needed...every day.
3. Follow the instructions of the teacher at all times.
4. Respect the "Space" of other students by keeping hands, feet, and actions to themselves.
5. Treat all classmates with the proper respect and courtesy.
6. Always conduct themselves in a manner that will not interfere with the learning opportunity of classmates.
7. Try. Students may not sleep, work on other subjects, or be in any manner indifferent to the classroom structure established by the teacher.
8. Treat the classroom teacher with respect by always voicing comments in appropriate tones and using acceptable language.

Teachers are expected to:

1. Be in the classroom or at the door of the classroom when the tardy bell rings.
2. Be prepared each day with a variety of activities appropriate to what is to be taught.
3. Organize and plan for the use of all available time scheduled. Start class on time and use the whole period. Anything less short-changes the student.
4. Give homework assignments (where appropriate), and check homework personally or within the classroom structure. Homework should be part of the student's' final grade.
5. Maintain a classroom climate which is conducive to good learning practices.
6. Identify the boundaries of acceptable student conduct within the classroom (minimums are listed in the "student expected to" section) and explain the repercussions for those who exceed those boundaries.
7. Do the following for those students who do not comply with acceptable classroom behavior:
 - a. Visit with the student privately.
 - b. Call or otherwise contact the Parent/Guardian for assistance.
 - c. Visit with the student and an administrator.
 - d. Identify specific punishment within the classroom structure.

NOTE: Always document efforts for future reference.

8. Refer students whose behavior is not properly modified by 7 above to the appropriate administrator for further disciplinary actions.

NOTE: In some severe cases, all the steps listed in 7 above will not be taken. However, in most instances, all of the steps should be attempted by the classroom teacher.

Administrators are expected to:

1. See that all classroom teachers establish minimum codes of conduct for their classrooms and assist them (where appropriate) in seeing that their codes are followed.
2. See that proper classroom climates are established in all classrooms and take appropriate steps with teachers to see that the proper climate is maintained.
3. Insure that each teacher is fair, consistent, and reasonable in dealing with all students within his classroom.
4. Assist the classroom teacher in dealing with students who are not responsive to the efforts of the teacher in modifying unacceptable behavior.

The Board of Education is expected to:

1. Approve the reasonable recommendations of the administration in the area of establishing guidelines for appropriate classroom behavior, and
2. Periodically evaluate those guidelines and make modifications which will benefit the students at Fountain Lake.

BEHAVIOR CODE

Contained in this Behavior Code are infractions of proper conduct, which could subject a student to disciplinary actions ranging from a minimum of a simple reprimand to a maximum of expulsion from school and/or notification of law enforcement officials. Though this Code is quite extensive, it may not cover all possible situations. School officials do have the authority to make administrative decisions regarding discipline for infractions, which arise that are not addressed in this

code.

Disciplinary action for refractory conduct can take a wide variety of forms.

The staff at Fountain Lake Schools is encouraged to explore all avenues available to effect a change in a student's undesirable behavior. Students should be aware that some of those avenues have been approved by the Fountain Lake Board of Education are:

1. Reprimand/warning
2. Parent contact - Conferences
3. Disciplinary referral
4. Supplemental written assignments (not to exceed 3,000 words)
5. Detention
6. Saturday School
7. Revocation of privileges
8. Probation
9. Suspension
10. Expulsion
11. Prosecution

Other forms of punishment that are applicable and reasonable may be used. Students are reminded that a violation of a rule will occur for improper conduct whether it takes place during school hours, on campus at any time, off campus at any school sponsored activity, function, or event, or en-route to and from school.

Listed below each rule is a set of disciplinary actions to be taken.

CORPORAL PUNISHMENT

The Fountain Lake School Board prohibits the use of corporal punishment by any employee of the District against any student.

Legal Reference: A.C.A. § 6-18-503(b)

LUNCH DETENTION RULES

Lunch Detention Hall was established as a place for students who cause class disruptions of a minor nature. The principal or principal's designee determines if the student should be placed in Lunch Detention, and for how long. The principal and/or referring teacher shall make assignments to complete during Lunch Detention. Students are responsible for bringing assignments to complete during Lunch Detention. If a student does not bring an assignment, an alternate assignment will be given.

1. Lunch Detention may be assigned for any length of time deemed appropriate by the principal or principal's designee (for up to five days.)
2. A student assigned to Lunch Detention shall immediately report to the cafeteria and check in with the person in charge of Lunch Detention. Students tardy to Lunch Detention will be assigned another day of Lunch Detention.
3. Students who fail to comply with Lunch Detention rules will be assigned Saturday School or suspended.
4. Lunch Detention will be conducted during the entire lunch period.
5. Individual Lunch Detention students are stationed away from the other students.
6. Rules for students in Lunch Detention are determined by the principal and supervisor.
7. Students who refuse a Lunch Detention assignment will be assigned Saturday School or Suspension.
8. ISS will be assigned to a student after he/she receives his/her fifth Lunch Detention.

IN-SCHOOL SUSPENSION (ISS)

Students are entitled to instruction that is as free from distractions. Students will not be subjected to those who choose to engage in actions which detract from a positive learning environment.

Either the principal or assistant principal is the school official responsible for making ISS assignments. Students assigned to ISS will be required to complete educationally appropriate work as assigned by the ISS supervisor.

1. Assigned work must be completed and turned in daily, to the ISS instructor, or upon return to class, whichever is assigned.
2. The responsibility for completion of any work lies totally with the student. Students will complete all work assigned before returning to class. The appropriate grade will be given by the teacher.
3. ISS assignment ends at 8 a.m. following the last assigned day. Students who miss ISS for ANY reason will be

- required to make up the missed time and will not be able to perform in activities held on that day.
4. Problems, disturbances, or failure to work in ISS will automatically result in additional days in ISS or an OSS assignment. The OSS assignment will be no less than 3 days. The OSS assignment will cancel the remaining ISS assignment.

In-School Suspension shall be treated as if the student was present at school. The student shall not attend any school-sponsored activities during the imposed suspension nor shall the student participate in any school-sponsored activities.

SATURDAY SCHOOL

PURPOSE: The main purpose of Saturday school is to help students remain in school instead of being suspended. This option will be made available to students for certain offenses.

DATES: The Alternative Saturday School will be offered on select Saturdays during the school year.

TIME: Saturday school will be held from 8:00 a.m. to 12:00 noon. All students must check-in before 8:00 a.m.

Students will not be admitted (for any reason) after 8:00 a.m. No excuses will be accepted.

PLACE: FTN. LAKE HIGH SCHOOL

RULES:

1. A parent or guardian must bring the student to Saturday School and check him/her into class. There must be an emergency telephone number left with the supervisor before the parent leaves. **STUDENTS ARE NOT PERMITTED TO DRIVE OR HAVE A CAR AT SATURDAY SCHOOL** unless he/she has received permission from the principal. Also, a parent or guardian must pick the student up at 12 noon.
2. Upon checking in, each student must have Chromebook, books, paper, and at least one(1) pen or pencil. Other materials or magazines not related to school work will not be brought to Saturday School. If the student does not have all of the required materials the student will not be allowed to attend Saturday School.
3. The school student dress code will apply to Saturday School.
4. Students will sit according to the supervisor's directions.
5. Students will not communicate with other students.
6. Students will work to the satisfaction of the Saturday school teacher.
7. Productive and meaningful activities are expected throughout each session. Head on desk or sleeping will not be tolerated.
8. There will be one break for restroom purposes.
9. All school rules will be in effect.

Violation of the above guidelines may result in the student being sent home. If a student is dismissed from Saturday School the teacher will notify the parent or guardian immediately. Any student dismissed from Saturday School will receive a three (3) day in school suspension and will be required to attend the next available Saturday School.

If a student misses a Saturday School, he/she will be given a three (3) day in school suspension assignment and will be required to attend the next available Saturday School. A student may not attend or participate in school activities during this in school suspension period. Students assigned to Saturday school may still attend or participate in school activities. Notification will be sent to parents on each Saturday School assignment.

Saturday School will be given to students who have behaved improperly or who have excessive tardies or absences. Students will be assigned to attend Saturday School by the building principal/assistant principal. Saturday School will be a strict supervised study hall.

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,¹ 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 (5th) grade unless the student's behavior:

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

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

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

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:²

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

The district shall keep a log of contacts attempted and made to the parent, or legal guardian, 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.³

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

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

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

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

EXPULSION

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

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

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

- a. Poses a physical risk to himself or herself or to others;
- b. 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, or 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 days¹ 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 not less than one (1) year for possession of any firearm prohibited on school campus by law. The Superintendent shall, however, have the discretion to modify the expulsion recommendation for a student on a case-by-case basis. Parents, or legal guardians, 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.² The parents, or legal guardians, persons having lawful control of the student, or persons standing in loco parentis shall sign a statement acknowledging that they have read and understand said laws prior to the student being enrolled in school.

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

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

Legal Reference: A.C.A. § 6-15-1406
 A.C.A. § 6-18-502
 A.C.A. § 6-18-507

DISCIPLINE FOR STUDENTS WITH DISABILITIES

Students who engage in misbehavior are subject to normal discipline rules and procedures as long as such treatment does not abridge the right to free appropriate public education. Individual Educational Planning (IEP) teams determine if special considerations are warranted for individual students. Suspension of students with disabilities for more than ten (10) days must follow the guidelines set forth in the Individual with Disability Act (IDEA).

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 Reference: A.C.A. § 6-17-106 (a)

Consequences:

Minimum Penalty	Three (3) to ten (10) day suspension or Saturday School assignment.
Maximum Penalty	Recommended expulsion and/or notification of the proper authorities for prosecution.

ASSAULT OR PHYSICAL ABUSE OF SCHOOL STAFF

A student shall not cause or attempt to cause physical harm to any employee of the Fountain Lake School District. Nor shall any visitor to our campus be subjected to any type of physical abuse or assault.

Consequences:

Recommended expulsion and/or reported to the proper authorities for prosecution.

BOMB THREATS

No student shall call in a bomb threat and/or any other threat to the health and safety of students and employees of Fountain Lake School.

Consequences:

Recommended expulsion and notification of the proper authorities for prosecution.

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 (5th) 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
6. Discuss, as appropriate, the availability of counseling and other intervention services with students involved in the incident of bullying.

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

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

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

Copies of this policy shall be available upon request.

Consequences:

Minimum Penalty	Verbal Reprimand
Maximum Penalty	Recommended expulsion and/or possible referral to the proper authorities for prosecution when applicable.

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

BUS CONDUCT

While the Fountain Lake Board of Education feels it has the responsibility to furnish transportation for students who live two or more miles from school, it does not relieve parents/guardians of students from the responsibility of supervision until such times as the student boards the bus in the morning and leaves the bus at the end of the day. Once a child boards the bus, and only at that time, does he/she become the responsibility of the school district. Such responsibility shall end when the child is delivered to the regular bus stop at the close of the school day.

In view of the fact that a bus is an extension of the regular classroom, the Board shall require students on a bus to conduct themselves in a manner consistent with established standards of classroom behavior. In cases when students do not conduct themselves properly on the bus, the misconduct is to be brought to the attention of the Transportation Supervisor by the bus driver. If the situation warrants, the Supervisor will inform the parents/guardians of the misconduct and request their assistance and cooperation in checking the student's behavior. For minor disturbances, the Supervisor may choose to take action such as themes, reprimands, and/or disciplinary referrals.

Students who become a serious problem on the school bus may be suspended from school, and in some instances, expelled from school.

Any student, who willfully defaces, marks, cuts, breaks, or otherwise damages a school bus will be expected to pay for any and all damages. Depending on the seriousness of the offense, the student's behavior may result in suspension from school, Saturday School assignment, expulsion from school, and/or charges being filed with the proper authorities.

In the event the parent/guardian of a student feels punishment regarding a rule infraction on the bus is too harsh or otherwise unfair, they may request a hearing within a reasonable length of time with the superintendent or his designee.

POSSESSION AND USE OF CELL PHONES AND OTHER ELECTRONIC DEVICES

As used in this policy, "electronic devices" means anything that can be used to transmit or capture images, sound, or data.

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.

Students who are in possession of cell phones, headphones, earbuds, or other personal listening devices or other electronic devices that can be used to transmit or capture images, sound, or data while on school property, must turn the device off and keep it put away "out of sight" during school hours. Students are allowed to use a cell phone or other electronic device during breakfast and lunch periods. During instructional time, phones may not be used for any reason unless permission is given from school personnel for specific identified academic purposes. If a device is believed to be in use at any time during the school day without permission, it will be confiscated and appropriate discipline will be assigned.

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.

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

1. Using electronic devices during class time in any manner other than specifically permitted by the classroom instructor;

2. Permitting any audible sound to come from the device when not being used for reason #1 above;
3. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, or wrongfully obtaining test copies or scores;
4. Using the device to record audio or video or to take photographs in areas where a general expectation of personal privacy exists, including but not limited to locker rooms and bathrooms;
5. Creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction of oneself or another person.

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

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

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

The student and/or the student's parents or guardians expressly assume any risk associated with students owning or possessing electronic devices. Students misusing electronic devices shall have them confiscated. Confiscated devices may be picked up at the school's administration office by the student's parents or guardians. Students have no right of privacy as to the content contained on any electronic devices that have been confiscated. 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.

. Consequences:

Minimum Penalty	Student warning and device confiscated
Maximum Penalty	Recommended expulsion and notification of proper authorities for possible prosecution

Legal Reference: **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

CHEATING/PLAGIARISM

Cheating on homework, classwork, and tests cannot be tolerated if each student is to be evaluated and graded according to his/her own abilities and efforts. Any student who allows another student to look on or copy his/her work shall be deemed to be cheating. Any student who has in his/her possession a "cheat sheet," looks on or copies another student's work, uses any unauthorized device to acquire correct responses, talks after being told not to, or otherwise gains an unfair advantage over other students shall be deemed to be cheating. Plagiarism, copying or using the words or ideas of another person without crediting the source, shall be deemed to be cheating. Plagiarism is to be avoided by appropriate use of summary, paraphrase, quotation, and crediting of all sources.

Consequences:

1. The first time a student is caught, he/she will receive an "O" grade for that project, assignment, or test, a disciplinary referral and the parent/guardian will be notified.
2. The second time a student is caught, he/she will receive an "F" grade in that class for that grading period, and parent/teacher conference will be required.
3. A third offense may result in a 3 day out of school suspension from school and a failing grade in that class for the semester.

COMMUNICATION OF A FALSE ALARM

A student shall not communicate a false alarm. A student shall not purposely initiates or circulates a report of a present, past, or impending bombing, fire, offense, catastrophe, or other emergency knowing that the report is false or baseless.

Consequences:

Act 567 of 2001: Communicating a false alarm is a Class D felony if:

Physical injury to a person results, or the false alarm communicates a present or impending bombing and is made to or about a public or private educational institution.

Minimum Penalty

Five(5) day suspension and report to the proper authorities.

Maximum Penalty

Recommended expulsion and referral to the proper authorities for prosecution.

CONFRONTATIONAL**Consequences:**

Minimum Penalty

Reprimand and/or discipline report

Maximum Penalty

Suspension

CONTRABAND

A student shall not possess, handle or store contraband materials while on school property or a school sponsored event.

Consequences

Minimum Penalty

Confiscation, report to the proper authorities.

Maximum Penalty

Recommended expulsion and referral to the proper authorities for possible prosecution.

DAMAGE OR DESTRUCTION OF SCHOOL PROPERTY

A student shall not cause or attempt to cause damage or theft of school property.

Consequences:

1. Restitution by the student or parents/legal guardians of the student(s), any reasonable punishment prescribed by the teacher or principal.
2. Intentional damage, destruction, or theft of a serious nature (\$50 or more in value) will result in automatic suspension from school for three (3) to ten (10) days plus restitution.
3. Damage, destruction, or theft of a flagrant or extensive nature will result in recommended expulsion and notification of the proper authorities for prosecution plus restitution.

DISCIPLINARY PROBATION

Students that exhibit a serious discipline problem or have numerous disciplinary referrals may be placed on Disciplinary Probation. If this action takes place, the parent will be notified by the school. If a student is placed under disciplinary probation, he or she may be assigned to the ALE or recommended for expulsion for any serious discipline problem that might occur during the probationary period.

DISORDERLY CONDUCT

A student shall not engage in behavior which produces situations in which instruction or activities of other students are adversely affected.

Consequences:

Minimum Penalty

Reprimand and/or discipline report.

Maximum Penalty

Recommended expulsion and/or possible referral to proper authorities for prosecution when applicable.

Act 1281 of 1999, “authorizes teachers to remove students from class in order to maintain effective discipline in the classroom.” It also states that “if a teacher removes a student from class twice during any (9) nine week grading period” that the student may not return to the teacher’s class unless a conference is held. Failure of the parents or guardians of the student to attend the conference “shall not prevent the conference from being held or any action being taken as a result of that conference.”

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 Reference: A.C.A. § 6-18-511

DRESS CODE, STUDENT

Appropriate dress and good grooming are known to be positive factors for student behavior and attitude. Dress and personal grooming should not present health or safety problems or cause actual disruption of the educational process. Since one of the goals of education is preparing students for the workplace, rules for student dress should contain guidelines that define and promote attire that is acceptable in the business world.

1. Students are prohibited from wearing, while on the school grounds during the school day and at school-sponsored events, clothing that exposes underwear, belly, buttocks, breasts, or the whole back. Special activity groups may be given permission to wear specific clothing on specified days.
2. No clothing of any type will be permitted which is obscene, indecent, arouses, excites, or angers. Indecent, obscene or suggestive slogans will not be allowed. Clothing containing logos, designs, or slogans which promote or advertise alcoholic beverages, tobacco products, or illegal drugs will not be allowed at school or at any school function. No pants or shorts with words on the back will be permitted.
3. Hats, caps, other head apparel, or sunglasses are not to be worn in the school building during the normal school hours.
4. Shorts, skirts/dresses, or holes in clothing must be mid thigh length when worn at normal waist level. See-through shorts/skirts/dresses may be worn over non-see-through outer garments that must be mid thigh length when worn at normal waist level.
5. Pajama, house shoes or lounge pants may not be worn. Spandex pants, leggings, or yoga type pants can be worn only when covered by appropriate outer garments that cover the buttocks; such as shorts, skirt, or a long shirt. Appropriate underclothing must be worn.
6. Proper footwear must be worn by all students at all times.
7. Shirts must have straps that are 2” wide. Fishnet shirts, mesh athletic jerseys, racer back type shirts, shirts cut low under the arm, and see-through blouses/shirts must be worn with an undershirt that meets dress code.
8. Any clothing, jewelry, hair style, or accessory that the administration deems inappropriate for an educational setting should be avoided. The final decision will rest with the building principal and his/her designee.
9. Students will wear a face mask on campus, in buildings, in classrooms, on buses, and when social distancing guidelines cannot be met. All face masks worn shall be in compliance with CDC guidelines and the school dress code policy.

Students in violation of the dress code will not be permitted to attend class until the clothing is changed. Missed class time to change clothing will not be excused and will count as an unexcused absence. Failure to comply could result in further disciplinary action. Recognizing that this dress code does not cover all possibilities, the judgment of the administration as to the appropriateness of the clothing worn must be respected and adhered to. The principal shall be the final authority as to what is appropriate.

Consequences:

- 1st offense- Written warning
- 2nd offense- Three (3) days detention
- 3rd offense- One (1) day Saturday School
- 4th offense- Three (3) days In School Suspension and parent conference

Maximum Penalty- Out of School Suspension and parent conference

DRIVING/PARKING, STUDENT

A motor vehicle registration form will be properly filled out and a parking permit purchased by each student desiring to drive a vehicle on campus. Students, who have 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 who drive to and from campus will be required to add their name to the schools random drug pool.

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 a grant of permission for school or law enforcement authorities to search that vehicle. Driving recklessly (over 10 MPH) or sitting in the vehicle while parked during the day is forbidden. Students may not congregate around vehicles during the school day.

Consequences:

Minimum Penalty	Warning, disciplinary referral, and appropriate punishment when necessary.
Maximum Penalty	Loss of driving privilege/Referral to the authorities for possible prosecution (Reckless driving).

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 Fountain Lake 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; or is on 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.

Consequences:

10 day out of school suspension with recommendation for expulsion for ninety (90) school days up to one (1) calendar year. Appropriate law enforcement authorities will be notified.

Second Chance Program

Students who are recommended for expulsion for violation of district drug and alcohol policy MAY be eligible to appeal the Superintendent of Schools for placement in the "Second Chance Program" to avoid expulsion.

This request must be made directly to the superintendent by the parent or guardian and/or the student. This program is designed to allow eligible student a possibility of continuing as Fountain Lake student under a strict probation and with specific limitation if they meet the following:

(1) The Student cannot previously been suspended or recommended for expulsion for violation of the drug/alcohol policy.

- (2) The parent and the student must agree to be enrolled in and agree the complete participation in the school approved drug/alcohol program. The school approved program is provided and administered by the professionals at Community Counseling.
- (3) The Student agrees to participate in the drug/alcohol testing, counseling, and required meetings prescribed by the drug/alcohol abuse program. The program administrators will notify the school if the student fails to meet all of the requirements for their program.
- (4) The parent and student agree to assume a portion of the cost of the drug/alcohol abuse program as determined by the parent, Community Counseling and the superintendent.
- (5) Parents and Students requesting enrollment in the "Second Chance Program" agree to waive the right to a hearing before the school board on the expulsion should the student fail to meet the terms of the program and be recommended for expulsion during the probationary period.

Students who meet these requirements may request probationary status from the Superintendent of Schools after they serve Ten (10) Day Out of School Suspension. If approved, the student may have their recommendation for expulsion modified by the superintendent and will be placed in the "Second Chance Program". Parent making the request for this probationary status must contact the Superintendent of Schools and arrange for a meeting with the superintendent, an administrator from the student's school, a school counselor, the student, and their parent or guardian. The superintendent may, after reviewing the information provided, choose to allow the student to attend school on a probationary status for the remainder of the expulsion term. Students who are placed on probationary status will be allowed to attend school as long as the student satisfactorily completes the drug/alcohol abuse program. In addition, the student must meet all prescribed stipulations dealing with school attendance, academic performance, student disciplinary restrictions and other restrictions deemed appropriate by the superintendent/principal. A student who fails to meet all requirements of the drug/alcohol abuse program or violates the agreed upon terms of the "Second Chance Program," will be considered in violation of the probation and will be recommended for expulsion.

FIGHTING

Fighting among students is unacceptable behavior, as are verbal threats to do physical harm. Students will not fight while at school, on school buses, or at any school sponsored event regardless of where or when that event takes place.

Consequences:

1. The student who starts the fight by initiating physical contact will be punished. If fault cannot be determined, all students involved shall be disciplined fairly and equally, as determined by the teachers and/or principal.
2. If it is determined that the fight is of a flagrant nature, the student(s) at fault will be automatically suspended for a minimum of five (5) school days. If the fight is not of a flagrant nature, the student(s) at fault will be punished accordingly and the parent notified.
3. If a student is involved in a fight more than once during a school year, he/she will be suspended for 5 days or more.
4. If it is determined that the safety of other persons on campus is in jeopardy, the offending student may be recommended for expulsion.
5. If a student injures another student(s), the proper authorities will be notified for possible prosecution.

FIREWORKS/OTHER DISRUPTIVE DEVICES

A student shall not possess, handle or store firecrackers, smoke bombs, or any other kind of fireworks that could be a danger to himself/herself or to others, that could cause damage to school property, or that could be disruptive to the learning climate of the school.

A student shall not bring to school any device such as paint, eggs, shoe polish, shaving cream, water guns, water balloons, etc., which will serve to disrupt the educational process at any time during the school year.

Consequences:

Minimum Penalty	Confiscation of device, reprimand and/or discipline report of appropriate punishment given.
Maximum Penalty	Recommended expulsion and/or referral to the proper authorities.

FORGERY OF PASSES AND/OR FALSIFICATION OF GENERAL INFORMATION

Any student who forges or attempts to use a forged hall pass, admit slip, tardy slip, teacher or administrator communication, note from a parent/guardian, or any other information of this nature shall be subject to the following consequences.

Consequences:

Minimum Penalty	Loss of privileges (if applicable), disciplinary report with appropriate prescribed
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	punishment.
Maximum Penalty	Recommended expulsion.

FRATERNITIES, SORORITIES, GANGS OR OTHER SECRET ORGANIZATIONS OR SOCIETIES

No student shall participate in, recruit for, or display the symbols of a fraternity, sorority, gang, or other secret organization or society.

Prohibited activities include (but are not limited to) the following:

1. Soliciting and/or recruiting others for membership;
2. Participating in and/or inviting physical violence;
3. Extorting or soliciting money and/or other services;
4. Coercing, harassing, and/or otherwise intimidating or threatening;
5. Wearing, possessing, using, displaying in any manner, distributing, or selling any clothing, jewelry, emblem, badge, symbol, sign, or other item commonly associated with membership in or affiliation with a gang;
6. Using any communication, verbal or nonverbal (gestures, handshakes, etc.) suggesting or showing membership in, or affiliation with a gang;
7. Engaging in any activity intended to promote or further the interests of any gang or any gang related activity including distributing literature, drawing or displaying unauthorized symbols or any surface, teaching others to "represent," or acting like a member of a gang;
8. Engaging in any activity defined by the laws of Arkansas to be "hazing."

Consequences:

1. Confiscation, reprimand and/or disciplinary report with proper punishment for minor first offenses, and parent notification.
 2. Automatic three (3) day suspension, parent conference
 3. Three (3) – ten (10) day suspension or ISS placement
 4. Recommended expulsion and possible referral to the proper authorities for prosecution.
- The severity of the offense committed will determine which consequences (1 through 4) is administered.

GAMBLING

A student shall not participate in any activity which may be termed gambling or wagering where the stakes are money or any other object or objects of value.

Consequences:

Minimum Penalty	Reprimand and/or disciplinary referral of punishment.
Maximum Penalty	Recommended expulsion and/or possible referral to proper authorities for prosecution.

GANGS AND GANG ACTIVITY

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

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

1. Wearing or possessing any clothing, bandanas, jewelry, symbol, or other sign associated with membership in, or representative of, any gang;
2. Engaging in any verbal or nonverbal act such as throwing signs, gestures, or handshakes representative of membership in any gang;
3. Recruiting, soliciting, or encouraging any person through duress or intimidation to become or remain a member of any gang; and/or
4. Extorting payment from any individual in return for protection from harm from any gang.

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)

INDECENT EXPOSURE AND SEXUAL ADVANCES

A student shall not deliberately commit any act of indecent exposure, nor shall a student make any improper sexual advances toward another person while at school, on school property, or at any school sponsored event anywhere.

Consequences:

Minimum Penalty	Ten (10) day suspension
Maximum Penalty	Instances of a sufficiently flagrant nature will result in recommended expulsion and/or notification of the proper authorities for prosecution.

INSUBORDINATION

All students shall comply with reasonable directions or commands of teachers, student teachers, substitute teachers, teacher aides, principals, administrative personnel, superintendents, school bus drivers, school security officers or other authorized school personnel.

Students will be considered insubordinate when they refuse to obey any rule or regulation of the school or school district, or the reasonable instructions of school district personnel.

Consequences:

Minimum Penalty	Verbal reprimand and/or warning - for minor offense.
Maximum Penalty	Recommended expulsion and/or possible referral to the proper authorities for prosecution when applicable.

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; on 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: **Act 1408 Of 1999**
 ~~A.C.A. § 6-18-512~~

Consequences:

Minimum Penalty	Confiscation of the device, notification of proper authorities, disciplinary referral with appropriate punishment.
Maximum Penalty	Recommended expulsion and notification of proper authorities for possible prosecution.

LEAVING DESIGNATED AREA WITHOUT PERMISSION

After arriving at school, every student has a designated area (place) to be in at all times during the school day. Students are required to be in their designated areas (places) unless they are given specific permission to be elsewhere. If permission is given, said student must have a hall or corridor pass in his/her possession. Students who persist in not being where they are assigned will be punished as follows:

Consequences:

Minimum Penalty	Detention with theme or other appropriate measure.
Maximum Penalty	Recommended expulsion.

LOITERING BY SUSPENDED STUDENTS

Students who have been suspended from school are not allowed to return to campus until their suspension is completed. This

applies to before, during, and after school hours as well as any school activities on Fountain Lake campus or on other public school campuses, that are held during the suspension time period.

Consequences:

Minimum Penalty	Warning to leave campus.
Maximum Penalty	Students will be arrested and charged in accordance with Arkansas Law.

PROFANITY, VERBAL ABUSE, OBSCENE GESTURES

A student shall not use profane, violent, vulgar, or insulting language at any time to or in the presence of another person. A student shall not use physical gestures that connote obscene or disrespectful acts, infringe upon the rights of others, or disrupt the educational process.

Consequences:

Minimum Penalty	Reprimand and/or disciplinary report of action and punishment issued.
Maximum Penalty	Recommended expulsion.

PUBLIC DISPLAY OF AFFECTION

No physical contact is permitted whether hostile or affectionate.

Consequences:

Minimum Penalty	Verbal reprimand and/or warning - for minor offense.
Maximum Penalty	Recommend expulsion and/or possible referral to the proper authorities for prosecution when applicable.

SEXUAL HARASSMENT

The Fountain Lake School District is committed to providing an academic environment that treats all students with respect and dignity. Student achievement is best attained in an atmosphere of equal educational opportunity that is free of discrimination. Sexual harassment is a form of discrimination that undermines the integrity of the educational environment and will not be tolerated.

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

"Sexual harassment" means conduct that is:

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

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

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

Actionable sexual harassment is generally established when an individual is exposed to a pattern of objectionable behaviors or when a single, serious act is committed. What is, or is not, sexual harassment will depend upon all 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 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 student self-identifies as homosexual or transgender.

Students who believe they have been subjected to sexual harassment, or the parent/legal guardian/other responsible adult of a student who believes their student has been subjected to sexual harassment, are encouraged to file a complaint by contacting a counselor, teacher, Title IX coordinator, or administrator who will provide assistance on the complaint process. Under no circumstances shall a student be required to first report allegations of sexual harassment to a school contact person if that person is the individual who is accused of the harassment.

Complaints will be treated in a confidential manner to the extent possible. Limited disclosure may be provided to: individuals who are responsible for handling the District’s investigation to the extent necessary to complete a thorough investigation; the extent necessary to submit a report to the child maltreatment hotline; the Professional Licensure Standards Board for complaints alleging sexual harassment by an employee towards a student; or the extent necessary to provide the individual accused in the complaint due process during the investigation and disciplinary processes. Individuals who file a complaint have the right to request that the individual accused of sexual harassment not be informed of the name of the accuser; however, individuals should be aware that making such a request may substantially limit the District’s ability to investigate the complaint and may make it impossible for the District to discipline the accused.³

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

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

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

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

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

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

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

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

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

Consequences:

Minimum Penalty	Ten (10) day suspension
Maximum Penalty	Recommended expulsion and/or possible referral to proper authorities for prosecution when applicable.

TARDIES

Promptness is an important character trait that the 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 or leave early from class show a disregard for both the teacher and their classmates which compromises potential student achievement. Missing more than ten minutes of a class due to arriving late or leaving early will count as an absence in that class. Missing ten minutes or less of a class due to arriving late or leaving early will count as a tardy in that class.

Classes at FLCHS begin when the tardy bell rings. At this time, classroom doors are locked and closed. Students who are not in the classroom when the door closes, are to report immediately to the high school office to receive an admit slip. Students will not be admitted to a classroom after the door closes without an admit slip from the office.

A record of unexcused tardies will be kept in the High School Office. Tardy counts for discipline purposes will reset each semester.

Accumulated unexcused tardies will have the following consequences:

- 4th tardy – warning by principal and/or designee and notify parent
- 5th tardy – 1 day detention hall/notify parent
- 6th tardy – 3 days detention hall/notify parent
- 7th tardy – 1 day ISS and parent conference
- 8th tardy – 2 days ISS and parent conference
- 9th tardy – 3 days ISS and parent conference
- 10th tardy and beyond - Saturday School and parent conference

TECHNOLOGY POLICIES

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

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

Misuse of Internet

The opportunity to use the Fountain Lake School 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)
47 CFR 520(c)(4)
A.C.A. § 6-21-107
A.C.A. § 6-21-111

STUDENT ACCESS TO NETWORKED INFORMATION RESOURCES POLICY

The Board recognizes that telecommunications and other new technologies change the ways that information may be

accessed, communicated, and transferred by members of the society. Those changes may also alter instruction and student learning. The Board generally supports access by students to rich information resources along with the development by the staff of appropriate skills to analyze and evaluate such resources. In a free and democratic society, access to information is a fundamental right of citizenship. Telecommunications, because they may lead to any publicly available file server in the world, will open classrooms to electronic information resources, which have not been screened by educators for use by students of various ages. Electronic information research skills are now fundamental to preparing students for future studies and employment. The Board expects the staff to blend thoughtful use of such information throughout the curriculum and for the staff to provide guidance and instruction to students in the appropriate use of such resources.

Students are responsible for good behavior on school computer networks just as they are in a classroom or school hallway. Communications on the network are often public in nature. General school rule for behavior and communications apply. The network is provided for students to conduct research and communicate with others. Access to network services will be provided to students who agree to act in a considerate and responsible manner. Independent student use of telecommunications and electronic information resources will be permitted upon submission of permission and agreement forms by parents of minor students (under 18 years of age) and by students themselves.

Access to telecommunications will enable students to explore thousands of libraries, databases, and bulletin boards while exchanging messages with people throughout the world. The Board believes that the benefits to students from access in the form of information resources and opportunities for collaboration exceed the disadvantages. But ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. To that end, the Fountain Lake School District supports and respects each family's right to decide whether or not to apply for independent access.

TECHNOLOGY SECURITY STATEMENT

Students can use technology as a tool for lifelong learning. The users also have the responsibility of maintaining the legal and ethical standards in the security of the different systems as outlined herein. Fountain Lake School District, through technology on local area and wide area networks is now offering students access to local and worldwide knowledge. Along with the privilege to use this technology is the responsibility to protect the security of the network hardware and software, as well as the rights of the individual and school.

The network is to be used for educational purposes only. Use of the network and/or e-mail system or any internal or external systems by students for the following reasons will not be tolerated:

- immoral or unethical use of any kind
- harassment of other students or staff
- use of abusive language or behavior, or flame baiting (for example, posting crude comments that bait others to fight back)
- transmitting programs or viruses (including sending mass e-mail messages through the network) designed to slow down or incapacitate computers on the e-mail system or any internal or external system
- use of games is prohibited on the Fountain Lake network. Accessing, installing, or downloading games from the Internet will result in loss of privileges
- use of any program using MP3 files (MPEG1-audio layer 3), including Napster or any Napster-like program is strictly prohibited. Such programs pose a security threat to the network.

Passwords are to be regarded as private property and MUST NOT be shared with anyone or written down anywhere. The Network Supervisor or appointee will issue user's identification and password. Attempting to access any directory, DOS files, or system management files other than your own is strictly prohibited and is a major violation of policy. The Network Supervisor and Assistant Network Supervisor will monitor the network. Graduates, transfers, and employees leaving Fountain Lake will have access privileges denied upon departure.

Internet access will provide our students with a wealth of knowledge, information, and opportunities that can enhance their learning skills. However, misuse of the Internet access is a serious issue. Accessing, downloading, uploading, copying, or saving inappropriate materials (any materials that are not in keeping with the goals of the District) will not be tolerated and will be considered a very serious incident.

DISCIPLINARY ACTIONS FOR TECHNOLOGY POLICY VIOLATIONS

Minimum Penalty: Reprimand

Maximum Penalty: Permanent loss of computer access and possible expulsion and/or possible referral to proper authorities for prosecution when applicable.

NETWORK INTEGRITY

Fountain Lake will abide by the Copyright Laws of the USA. Only software authorized by the Technology Department

and Administration may be installed on Fountain Lake's computers or file servers. Modifying any file not in your personal directory without authorization, tampering with/or erasing any file not of your own creation, or introducing any viruses are strictly prohibited. The Network Supervisor will remove unauthorized software. Unauthorized copying or duplication of software or files is prohibited. Students are prohibited from having unauthorized software or computer disks on campus. Any student who brings software on campus or is involved in the planning or furnishing of software to another student for the purpose of intentionally damaging or altering any hardware or software system will face severe penalties. No Fountain Lake hardware, software, or cables may be removed without permission from the Technology Department or Principal. No student may attempt to service any hardware or repair any software problem without authorization from the Network Supervisor or the Principal. Any action, including theft, tampering, or damaging hardware or software, which results in the operation of the computer network being interrupted temporarily or permanently, will be dealt with accordingly. The consequences will be threefold:

- Monetary restitution to repair or replace
- Suspension from school
- The involvement of appropriate legal authorities

A copy of the Student Internet Use Agreement can be obtained from the building Media Specialists.

COMPUTER FRAUD IS A CLASS D FELONY.

FIRST OFFENSE COMPUTER TRESPASS IS A CLASS C MISDEMEANOR.

STUDENTS WILL NOT BE ALLOWED TO USE THE NETWORK WITHOUT SIGNED PARENT PERMISSION FORM.

TECHNOLOGY- CASES

School issued electronic devices (Chromebooks, netbooks, iPads, etc) must be placed at all times in school issued cases in order to prevent damage. Parent(s)/guardian(s) objecting to their student taking an electronic device home need to notify the principal in writing no later than ten(10) school days from the first day of school. Failure to file an objection by that time is considered a specific grant of permission.

Consequences for not using school issued case:

- 1st offense: written warning
- 2nd offense: Three (3) days detention
- 3rd offense: One (1) day Saturday School and parent conference
- Maximum Penalty: In School Suspension

THEFT

A student shall not steal property belonging to the school, or property belonging to others while under the jurisdiction of the school.

Consequences:

- | | |
|-----------------|--|
| Minimum Penalty | Conference with principal, restitution, accompanied by a disciplinary report and other appropriate punishments if necessary. |
| Maximum Penalty | Recommended expulsion and possible referral to the proper authorities (usually \$50 or more). The value of property stolen and the circumstances of the theft will determine what disciplinary action will be taken. |

THREAT TO A STAFF MEMBER

Consequences:

- | | |
|-----------------|--|
| Minimum Penalty | Suspension, evaluation by school counselor, notification of authorities. |
| Maximum Penalty | Recommended expulsion |

THREAT TO ANOTHER STUDENT

Consequences:

- | | |
|-----------------|--|
| Minimum Penalty | Suspension, evaluation by school counselor, notification of authorities. |
| Maximum Penalty | Recommended expulsion |

TOBACCO, ELECTRONIC NICOTINE DELIVERY SYSTEMS AND RELATED PRODUCTS

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

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

Legal Reference: **A.C.A. § 6-21-609**
 Act 1099 of 2013

Consequences:

Minimum Penalty	Five (5) day suspension
2nd offense	Ten (10) day suspension
Maximum Penalty	Recommended expulsion.

VANDALISM

No student shall cause or attempt to cause damage to or be involved in theft of school property after school hours or while school is not in session. Nor shall any student be a party to such actions.

Consequences:

1. Restitution by the student or parent/legal guardian of the guilty student(s) and automatic suspension of three (3) to ten (10) days.
2. Recommended expulsion and/or notification of the proper authorities for prosecution, and restitution at a rate of two (2) times the value of the property damaged.

NOTE: The nature of the vandalism, value of the property damaged, circumstances of the vandalism, and other considerations may cause a recommendation for expulsion and prosecution on the first offense.

VERBAL ABUSE OF A SCHOOL EMPLOYEE

A student shall not, under any circumstances, verbally abuse any school employee.

Consequences:

Minimum Penalty	Three (3) to ten (10) day suspension.
Maximum Penalty	Recommend expulsion.

VIDEO SURVEILLANCE AND OTHER STUDENT MONITORING

The Board of Directors has a responsibility to maintain discipline, protect the safety, security, and welfare of its students, staff, and visitors while at the same time safeguarding district facilities, vehicles, and equipment. As part of fulfilling this responsibility, the board authorizes the use of video/audio surveillance cameras, automatic identification technology, data compilation devices, and technology capable of tracking the physical location of district equipment, students, and/or personnel.

The placement of video/audio surveillance cameras shall be based on the presumption and belief that students, staff and visitors have no reasonable expectation of privacy anywhere on or near school property, facilities, vehicles, or equipment, with the exception of places such as rest rooms or dressing areas where an expectation of bodily privacy is reasonable and customary.

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

The district shall retain copies of video recordings until they are erased which may be accomplished by either deletion or copying over with a new recording. Other than video recordings being retained under the provisions of this policy's following paragraph, the district's video recordings may be erased any time greater than seven (7) days after they were created.

Videos, automatic identification, or data compilations containing evidence of a violation of student conduct rules and /or state

or federal law shall be retained until the issue of the misconduct is no longer subject to review or appeal as determined by board policy or student handbook; any release or viewing of such records shall be accordance with current law.

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

Legal References: **20 USC 1232**
 20 U.S.C. 7115
 34 CFR 99.3, 4,5,7,8,10,12,31

Consequences:

1. Restitution by the student or parent/legal guardian of the guilty student(s) and automatic suspension of three (3) to ten (10) days.
2. Recommended expulsion and/or notification of the proper authorities for prosecution, and restitution at a rate of two (2) times the value of the property damaged.

NOTE: The nature of the vandalism, value of the property damaged, circumstances of the vandalism, and other considerations may cause a recommendation for expulsion and prosecution on the first offense.

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.¹

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

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

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

Legal References:

- A.C.A. § 5-4-201
- A.C.A. § 5-4-401
- A.C.A. § 5-27-210
- A.C.A. § 5-73-119(b)(c)(8)(9)(10)
- A.C.A. § 5-73-133
- A.C.A. § 6-18-502
- A.C.A. § 6-18-507
- A.C.A. § 6-21-608
- 20 USC § 7961

Consequences:

Act 567 of 1995 requires expulsion for a period of not less than one year for possession of any firearm prohibited on the school campus.

Act 567 of 1995 requires expulsion for a period of not less than one year for possession of any other weapon prohibited on the school campus; however, the superintendent shall have discretion to modify such expulsion requirements for a student on a case-to-case basis.

Act 1149 of 1999 states that “when a parent of a minor that knows that the minor is in illegal possession of a firearm” on school premises or at a school sponsored event, “and fails to report the possession to the appropriate school or law enforcement officials, the parent shall be guilty of a class B misdemeanor.

BEHAVIOR NOT COVERED

The District reserves the right to pursue disciplinary action or legal action for student behavior subversive to good order and discipline in schools even though such behavior may not be specified in the preceding rules. School administrators may choose a more severe penalty due to the nature of the infraction.

STUDENT PERMANENT OR CUMULATIVE RECORDS

PERMANENT RECORDS

Permanent school records, as required by the Division of Elementary and Secondary Education (ADESE), 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 attendance¹. 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 received².

COLLECTION AND MAINTENANCE OF RECORDS

The permanent or cumulative record folder shall include: all official records, files and data directly related to the student's program in the Fountain Lake School District. The file shall include data of academic work completed, level of achievement

(grades and standardized test scores), standardized intelligence, aptitude, interest inventory results, and verified reports of various or recurrent behavior patterns.

PRIVACY OF STUDENTS' RECORDS/DIRECTORY INFORMATION

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

The district shall receive written permission before releasing education records to any agency or individual not authorized by law to receive and/or view the education records without prior parental permission. The District shall maintain a record of requests by such agencies or individuals for access to, and each disclosure of, personally identifiable information ("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.

For purposes of this policy, the Fountain Lake 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.

Unless the parent or guardian of a student (or student, if above the age of eighteen [18]) objects, "directory information" about a student may be made available to the public, military recruiters, post-secondary educational institutions, prospective employers of those students, as well as school publications such as annual yearbooks and graduation announcements. "Directory information" includes, but is not limited to, a student's name, address, telephone number, electronic mail address, photograph, date and place of birth, dates of attendance, his/her placement on the honor role (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 © 2015 Arkansas School Boards Association accessing or communicating in electronic systems and a student ID number or other unique personal identifier that is displayed on a student's ID badge, provided the ID cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a personal identification number (PIN), password or other factor known or possessed only by the authorized user.

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

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

The right to opt out of the disclosure of directory information under Family Educational Rights and Privacy Act (FERPA) does not prevent the District from disclosing or requiring a student to disclose the student's name, identifier, or institutional email address in a class in which the student is enrolled. Parents and students over the age of 18 who believe the district has failed to comply with the requirements for the lawful release of student records may file a complaint with the U.S. Department of Education (DOE) at

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

Legal References: A.C.A. § 9-298 -113(b)(6)
20 U.S.C. § 1232g
20 U.S.C. § 7908 (NCLB Section 9528)
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

RESPONSIBILITY FOR RECORDS

The principal shall be responsible for the collection and management of records and shall have overall responsibility for maintaining and preserving the confidentiality of student records. The principal is responsible for reviewing the records from time to time and for deleting any outdated information they may contain. He is also responsible for granting or denying access to such records. The principal shall be responsible for the records of any graduate of the Fountain Lake School.

PARENTS' RIGHT TO INSPECT AND REVIEW

The parents or legal guardian of a student shall have the right to inspect and review any and all official records, files, and data directly related to their children. This includes all material that is incorporated into each student's cumulative record folder. In accordance with ACT 345 of 1997, 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 college attended by the child.

Whenever a student has attained eighteen years of age, the permission or consent required of, and the rights accorded to the parents of the student shall thereafter only be required of and accorded to the student. All persons, parents or legal guardians, agencies, or organizations desiring access to the records of a student shall be required to sign a written form which shall be kept permanently with the file of the student. The specific interest that each person, agency or organization has in seeking this information shall be indicated on the form.

INTERPRETING RECORDS

A school staff member competent in interpreting student records shall be present at each record review to explain the meaning and implications of the records and shall initial the request form. The student and his parents or legal guardian shall have the right to make written objections to any information contained in the record. Any written objection must be signed by the person or persons making the objection and filed within 10 days after reviewing the record.

HEARING TO CHALLENGE CONTENT

The person or persons making the objection shall have an opportunity for a hearing to challenge the content of their child's school record with the principal and other staff members who furnished or entered the data in the student's record. The next level of appeal would be for a hearing before the superintendent of schools.

ACCESS TO PUPIL RECORDS

The school may without consent of parents or students provide access to a student's cumulative record file to:

1. Other school staff members within the Fountain Lake School District who have a legitimate educational interest. All school personnel desiring access to pupil records shall sign a written form which shall be kept permanently on file indicating specifically the educational interest they have in seeking this information.
2. Authorized representatives of the United States, or state educational authorities which may be necessary in connection with the audit and evaluation of federally supported educational programs or enforcement of the Federal legal requirements which relate to such programs. Data collected by such officials with respect to individual students shall not include information which would permit the personal identification of students or their parents.
3. In connection with a student's application for, or receipt of financial aid.
4. The Board of Education members in an official capacity by completing the proper forms stating the purpose of any review of records.

TRANSFER OF RECORDS

1. A student's records may be transferred to officials of a school to which the student intends to enroll, upon the condition that the student's parents be notified of the record transfer, receive a copy of the record if requested, and have an opportunity for a hearing to challenge the content of the record.
2. A student's records shall be made available in compliance with a judicial order, or pursuant to any lawfully issued subpoena. Parents and students must be notified of all court orders or subpoenas in advance of compliance by the school district. Personal information shall only be transferred to a third party on the condition that such party will not permit any other party to have access to such information without the written consent of the parents of the student.

ANONYMOUS DATA

The school may provide anonymous data from its records for outside purposes without consent under conditions where the likelihood of identifying any individual because of his unique characteristics is negligible.

RIGHTS & RESPONSIBILITIES, DUE PROCESS,

GRIEVANCE, SEARCH & SEIZURE, ASSURANCES

SEARCH, SEIZURE, AND INTERROGATIONS

The District respects the rights of its students against arbitrary intrusion of their person and property. At the same time, it is the responsibility of school officials to protect the health, safety, and welfare of all students enrolled in the District in order to promote an environment conducive to student learning. The Superintendent, principals, and their designees have the right to inspect and search school property and equipment. They may also search students and their personal property in which the student has a reasonable expectation of privacy, when there is reasonable and individualized suspicion to believe such student or property contains illegal items or other items in violation of Board policy or dangerous to the school community.¹ School authorities may seize evidence found in the search and disciplinary action may be taken. Evidence found which appears to be in violation of the law shall be reported to the appropriate authority.

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

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

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

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

In instances other than those related to cases of suspected child abuse, principals must release a student to either a police officer who presents a subpoena for the student, or a warrant for arrest, or to an agent of state social services or an agent of a court with jurisdiction over a child with a court order signed by a judge. Upon release of the student, the principal or designee shall give the student's parent, legal guardian, person having lawful control of the student, or person acting 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. § 9-13-104
 A.C.A. § 12-18-609, 610, 613
 A.C.A. § 12-18-1001, 1005

STUDENTS' RIGHTS AND RESPONSIBILITIES

Students have the right to:

1. Pursue, through study and self application, a quality education at public expense and to attain personal goals through participation in the entire school program.
2. Participation in school activities without being subject to unlawful discrimination on any basis. Where access to participation in programs or activities is on a competitive basis, each student has the right to compete on an equal basis.

3. Practice freedom of speech, freedom of expression of ideas and freedom of the press.
4. Express views or protest symbolically so long as the manner of expression does not interfere with the orderly operation of the school or the rights of others.
5. Participate in patriotic exercises or refrain from participating.
6. Be secure in their persons, papers and effects against unreasonable searches and seizures; have privacy in regard to their personal possessions, unless there is reasonable suspicion that the student is concealing materials prohibited by law.
7. Determine their own dress, except where such dress is unsafe or unclean or distracts as to clearly interfere with the learning and teaching process.

Students have the responsibility to:

1. Attend classes daily, be on time to all classes and obey school rules.
2. Foster good human relations within the school by practicing courtesy and tolerance in their dealings with each other and members of the school staff, and to respect the dignity and worth of other individuals.
3. Refrain from libel, slanderous remarks and obscenity in verbal and written expression.
4. Develop tolerance of the viewpoint and opinions of others; recognize the right of other individuals to form different points of view and to dissent in an orderly and respectful manner.
5. Respect the rights of classmates who do or do not wish to participate.
6. Respect the rights, property and privacy of other students and school personnel; carry only those materials which are acceptable under the law and which are not hazardous to any person or property; and accept the consequences for the articles stored in their lockers.
7. Observe the basic standards of cleanliness, modesty and good grooming, and wear clothing which contributes to their own health and safety, as well as that of others.

DUE PROCESS

Every student is entitled to due process in every instance of disciplinary action for which the student may be subjected to penalties of suspension or expulsion.

1. Due process is afforded to students in disciplinary cases of some magnitude such as:
 - (a) suspension
 - (b) expulsion
 - (c) statements removed from students' records and
 - (d) clearing one's reputation
2. The due process rights of students and parents are as follows:
 - (a) Prior to any suspension, the school principal and 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 or his/her designee.
 - (c) Written notice of suspension and the reason(s) for the suspension shall be given to the parent(s) 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.

STUDENT GRIEVANCE PROCEDURE

The students of the Fountain Lake School District shall be governed by the policies and procedures adopted by the Board of Education of the district.

No student shall be denied admission to any curricular or extracurricular program due to race, sex, ethnic group or handicapping condition. The district will be governed by the requirements of Title VI, Title IX and Section 504. Should a student or group of students have a grievance or complaint concerning an assignment of a decision about a policy or procedure, he/she will follow the steps as outlined.

Step #1 - A complaint in written form shall be presented to the building principal within five (5) working days after the alleged infraction. One faculty member of the student's choice may be present.

Step #2 - The building principal shall have five (5) days in which to investigate and respond in written form.

Step #3 - If the complainant is not satisfied at this level, an appeal may be made to the superintendent of Schools. The superintendent will give a written report of his/her decision to the complainant after investigating all aspects of the case within five (5) days.

Step #4 - The complainant, if not satisfied with the decision of the superintendent, may appeal to the Board of Education of the Fountain Lake School District to be heard at the next regular meeting of the Board.

Step #5 - Within five (5) working days the complainant may appeal to the Affirmative Action Officer of the Department of Education if not satisfied with the decision of the Board of Education. A decision shall be rendered in ten (10) days.

Step #6 - If the complainant is not satisfied with the decision of the Affirmative Action Officer, an appeal may be made to the State Board of Education which will hear the complaint at the next regular meeting of the board. The board meeting will afford due process to all parties involved and the decision of the Board will be final.

Step #7 - A complaint or grievance concerning compliance with Title VI, Title IX, and Section 504 of the Rehabilitation Act of 1973 (handicapped) may be submitted directly to:

Office for Civil Rights
U.S. Office of Education
1200 Main Tower Building
Dallas, Texas 75202

NOTICE OF NONDISCRIMINATION OF THE HANDICAPPED

Pursuant to the provisions of Section 503 of the Rehabilitation Act of 1973 as amended, and Federal Regulations (45 CFR Part 84) this facility does not discriminate against qualified handicapped persons in admission or access to or treatment or employment in its programs and activities. "Handicapped person" means any person who:

- (1) has a physical or mental impairment which substantially limits one or more major life activities;
- (2) has a record of such an impairment, or
- (3) is regarded as having such an impairment.

"Qualified handicapped person" means:

- (1) With respect to employment, a handicapped person who, with reasonable accommodation, can perform the essential functions of the job in question;
- (2) With respect to public preschool, elementary, secondary, or adult educational services, a handicapped person
 - (a) of an age during which non-handicapped persons are provided such services,
 - (b) of any age during which it is mandatory under state law to provide such services to handicapped persons, or
 - (c) to whom a state is required to provide a free appropriate public education under Section 612 of the Education of the Handicapped Act; and
- (3) With respect to postsecondary and vocational education services, a handicapped person who meets the academic and technical standards requisite to admission or participation in the recipient's education program or activity;
- (4) With respect to other services, a handicapped person who meets the essential eligibility requirements for the receipt of such services.

Individuals who have questions concerning this notice or individuals who feel they may have been discriminated against on the basis of handicap should contact the principal who has been designated Section 504 Coordinator for this school.

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.

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

TITLE IX

The Fountain Lake School District is an equal opportunity agency and is dedicated to a policy of nondiscrimination in educational programs, activities or employment. Qualified students, applicants, employees or patrons will not be excluded from any district sponsored activity because of age, race, creed, color, sex, religion, national origin, or qualified handicap. Established grievance procedures for students, employees, or patrons will be used for any individual who feels aggrieved under the above policy. Information concerning grievance procedures may be obtained from the superintendent-of-Schools, or from any principal.

EQUAL EDUCATIONAL OPPORTUNITY

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

Inquiries on non-discrimination may be directed to the Title IX coordinator, who may be reached at 501-701-1700. For further information on notice of non-discrimination or to file a complaint, visit <http://wdcrobcolp01.ed.gov/CFAPPS/OCR/contactus.cfm>; for the address and phone number of the office that serves your area, or call 1-800-421-3481.

Legal References: A.C.A. § 6-10-130
A.C.A. § 6-18-514
A.C.A. § 6-18-601
28 C.F.R. § 35.106
34 C.F.R. § 100.6
34 C.F.R. § 104.8
34 C.F.R. § 106.9
34 C.F.R. § 108.9
34 C.F.R. § 110.25

OBJECTION TO PUBLICATION OF DIRECTORY INFORMATION

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

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. "Directory information" includes a student's name, address, telephone number, classes in which he/she is enrolled, his/her placement on the honor roll (or the receipt of other types of honors), as well as his/her participation in school clubs and extracurricular activities, among others. If the student participates in inherently public activities (for example, basketball, football, or other interscholastic activities), the publication of such information will be beyond the control of the District.

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. Failure to file an objection by that time is considered a specific grant of permission.

Legal Reference: 20 U.S.C. § 1232g

Copies of the objection form are located in the high school office.

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 publication by the Fountain Lake School District of directory information, as defined in Policy No. 4.13 (Privacy of Students' Records), concerning the student named below.

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 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.

Name of student (Printed)

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

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

District

Superintendent – Dr. Michael Murphy	mmurphy@flcobras.com	ext. 1700
Director of Instructional Services/Federal Programs Steve Campbell	scampbell@flcobras.com	ext. 1700
Director of Special Education – Sarah Mushrush	smushrush@flcobras.com	ext. 1768
Director of Transportation, Safety, and Facilities Hayden Fusilier	hfusilier@flcobras.com	ext. 1794
Director of Athletics and Activities Marc Davis	mdavis@flcaboras.com	ext. 1706

High School

Principal – Todd Baxley	tbaxley@flcobras.com	ext. 1706
Assistant Principal – Danton Robertson	drobotson@flcobras.com	ext. 1706

Middle School

Principal – Frank Janaskie	fjanaskie@flcobras.com	ext. 1730
Assistant Principal/Director of Student Support Services Steve Freeman	sfreeman@flcobras.com	ext. 1730

Elementary

Principal – Katie Curry	kcurry@flcobras.com	(PreK-1) ext. 1708 (2-4) ext. 1707
Assistant Principal - Becky Hughes	bhughes@flcobras.com	ext. 1707

ALMA MATER

*Fountain Lake High to you now we sing,
of happy days we spend,
We will keep ever our hearts in tune,
As we face life soon.*

*Our Alma Mater, Dear Fountain Lake,
school that we love the best,
We pledge our love for where 'ere we go,
We'll let our light shine so.*

*Heads held high, breathe a sigh,
for all our friendships true,
Life's ahead, joy we'll spread,
'cause we love Fountain Lake High.*

Mascot – Cobra

School Colors – Purple and Gold

FOUNTAIN LAKE SCHOOL DISTRICT 2020-2021 CALENDAR- OPTION 1

JULY 2020						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

AUGUST 2020						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

SEPTEMBER 2020						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

OCTOBER 2020						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

NOVEMBER 2020						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

DECEMBER 2020						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

First Day **TEACHERS** – 08/10/2020
 Last Day **TEACHERS** – 05/28/2021
08/17/2020 - FIRST Day – Students
05/28/2021 - LAST Day – Students

STAFF DEVELOPMENT
 SUMMER 2020 (5 days at Principal's discretion)
 08/10-08/13/2020 (4 days) 08/14/2020 OFF
 01/04/2021(1 days)

HOLIDAYS/NO SCHOOL
 September 7th, 2020 (Labor Day)
 October 26th, 2020
 November 23rd-27th, 2020 (Thanksgiving)
 December 21st, 2020 – January 1st, 2021 (Christmas Break)
 January 18th, 2021 (MLK Day)
 February 12th, 2021
 February 15th, 2021 (Presidents' Day)
 March 22nd-26th, 2021 (Spring Break)
 April 30th, 2021
 May 31st, 2021 (Memorial Day)

MAKE UP DAYS (If needed)**
 January 18, February 12, February 15, April 30, June 1

PARENT/TEACHER CONFERENCES
 10/20 & 10/22/2020 **3:30 PM to 6:30 PM
 02/09 & 02/11/2021 **3:30 PM to 6:30 PM

1st 9 Weeks:
 August 17-October 13, 2020
 50 – Teacher Days
 41 – Student Days

2nd 9 Weeks & 1st Semester:
 October 14-December 18, 2020
 43 – Teacher Days (9 weeks)
 42 – Student Days (9 weeks)
 93 – Teacher Days (Semester)
 83 – Student Days (Semester)

3rd 9 Weeks:
 January 5-March 12, 2021
 48 – Teacher Days
 46 – Student Days

4th 9 Weeks & 2nd Semester:
 March 15th-May 28, 2021
 49 – Teacher Days (9 Weeks)
 49 – Student Days (9 Weeks)
 97 – Teacher Days (Semester)
 95 – Student Days (Semester)

190 Teacher Days
178 Student Days

**Act 1469(2009) requires public school districts to include 5 make-up days in addition to student interaction days. These days will be used as needed. If not needed, school will end on the 178th day of school.

JANUARY 2021						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

FEBRUARY 2021						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

MARCH 2021						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

APRIL 2021						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

MAY 2021						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

JUNE 2021						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			