

Pea Ridge School District



Student Handbook

2025-2026

District Vision

Preparing students for the future by providing a personalized, uncommon education for all.

District Priorities

Academic Performance

Career and College Readiness

Powerful Leadership and Instruction

Community and Stakeholder Engagement

Respectful and Safe Environment

Optimize Resources

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STUDENT HANDBOOK AND DISTRICT POLICY

In the event that there is a conflict between the student handbook and a general board policy or policies, the more recently adopted language will be considered binding and controlling on the matter provided the parent(s) of the student, or the student if eighteen (18) years of age or older have acknowledged receipt of the controlling language (Policy 4.42). Parents acknowledge the receipt of the handbook during the registration process for all new students and annually in the consent and agreement form. Annual updates and revisions are posted on the district website (www.PeaRidgek12.com □ State Required Information □ Policies).

For a complete list of all policies approved by the Pea Ridge School Board, legal references, and policy adoption information, go to www.PeaRidgek12.com □ State Required Information □ Policies

This handbook includes district policies relevant to students but is not meant to be a complete listing of all policies. We encourage parents to call a school administrator if they have questions.

CAMPUS AND CONTACT INFORMATION

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 Pea Ridge Middle School 1391 Weston Street https://www.pearidgeems.com	Rebecca Allen, Principal rallen@pearidgek12.com Jessica Shelton, Assistant Principal jessica.shelton@pearidgek12.com	Phone: (479) 451-0620 Fax: (479) 431-6169
 Pea Ridge Junior High 781 Weston Street https://www.pearidgejh.com	Sarah Raymond, Principal sarah.raymond@pearidgek12.com Todd Boddie, Assistant Principal todd.boddie@pearidgek12.com	Phone: (479) 451-1916 Fax: (479) 431-6332
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PARENT AND FAMILY ENGAGEMENT

2025-2026 Parent and Family Engagement Coordinators	
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Middle School	Charity Fingerhut, cfingerhut@pearidgek12.com
Junior High	Charley Robbins, charley.robbsins@pearidgek12.com
High School	Shaye Brouse, sbrouse@pearidgek12.com

The Pea Ridge School District understands the importance of involving parents, families, and the community as a whole in promoting higher student achievement and general good will between the district and those it serves. Therefore, the district shall strive to develop and maintain the capacity for meaningful and productive parent, family, and community engagement that will result in partnerships that are mutually beneficial to the school, students, parents, families, and the community.

To achieve such ends, the district shall work to:

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

I. ENROLLMENT AND RECORDS

Residency and Entrance Requirements

All students must meet and maintain requirements for residency and enrollment as outlined by School Board policy. Relevant policy is posted on the School District Website under State Required Information, Policies.

Policy 4.1 Residence Requirements

Policy 4.2 Entrance Requirements

Permanent school records, as required by the Division of Elementary and Secondary Education (DESE), shall be maintained for each student enrolled in the District until the student receives a high school diploma or its equivalent or is beyond the age of compulsory school attendance. (Policy 4.38 - Permanent Records).

4.13 – Privacy of Students’ Records/Directory Information

Except when a court order regarding a student has been presented to the district to the contrary, all students’ education records are available for inspection and copying by the parent of his/her student who is under the age of eighteen (18). At the age of eighteen (18), the right to inspect and copy a student’s records transfers to the student. A student’s parent or the student, if over the age of 18, requesting to review the student’s education records will be allowed to do so within no more than forty five (45) days 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 Pea Ridge 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 roll (or the receipt of other types of honors), as well as his/her participation in school clubs and extracurricular activities, among others. If the student participates in inherently public activities (for example, basketball, football, or other interscholastic activities), the publication of such information will be beyond the control of the District. "Directory information" also includes a student identification (ID) number, user ID, or other unique personal identifier used by a student for purposes of accessing or communicating in electronic systems and a student ID number or other unique personal identifier that is displayed on a student's ID badge, provided the ID cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a personal identification number (PIN), password or other factor known or possessed only by the authorized user.

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

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

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

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

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

The District shall ensure that all contracts that disclose or make available student personally identifiable information to vendors, including school service contract providers, school service on-demand providers, and other third parties, including without limitation subcontractors of contract providers, include express provisions that safeguard the privacy and security of student personally identifiable information that meet the requirements under A.C.A. § 6-18-2601 et seq. The District shall maintain a list of the school service contract

providers that the District contracts with for school services that include or make available student personally identifiable information. The list shall be updated at least once at the beginning of each semester and provided to parents upon request.

II. ATTENDANCE

The Pea Ridge School District recognizes that consistent regular school attendance is necessary to meet the educational needs of its students. Students should attend class every day scheduled by the School Board. Students who miss more than 10 minutes of a class period are absent or truant from that class.

4.3 – Compulsory Attendance Requirements

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

- The child is enrolled in private or parochial school.
- The child is being home-schooled and the conditions of policy (4.6—HOME SCHOOLING) have been met.
- The child will not be age six (6) on or before August 1 of that particular school year and the parent, 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.
- The child has received a high school diploma, G.E.D., or its equivalent as determined by the State Board of Education.
- The child is age sixteen (16) or above and is enrolled in a post-secondary vocational-technical institution, a community college, or a two-year or four-year institution of higher education.
- The child is age sixteen (16) or seventeen (17) and has met the requirements to enroll in an adult education program as defined by A.C.A. § 6-18-201 (b).

4.7 – Absences

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

Education is more than the grades students receive in their courses. Important as that is, students' regular attendance at school, whether in person or digitally, 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 synchronous digital courses shall be determined in the same manner as for District students attending courses in person.

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:

1. The student's illness or when attendance could jeopardize the health of other students. A maximum of six (6) such days are allowed per semester unless the condition(s) causing such absences is of a chronic or recurring nature, is medically documented, and approved by the principal.
2. Death or serious illness in their immediate family;
3. Observance of recognized holidays observed by the student's faith;
4. Attendance at an appointment with a government agency;
5. Attendance at a medical appointment;
6. Exceptional circumstances with prior approval of the principal;
7. Participation in an FFA, FHA, or 4-H sanctioned activity;
8. Participation in the election poll workers program for high school students.
9. Absences granted to allow a student to visit his/her parent or legal guardian who is a member of the military and been called to active duty, is on leave from active duty, or has returned from deployment to a combat zone or combat support posting. The number of additional excused absences shall be at the discretion of the superintendent or designee.
10. Absences granted, at the Superintendent's discretion, to seventeen (17) year-old students who join the Arkansas National Guard while in eleventh grade to complete basic combat training between grades eleven (11) and (12).
11. Absences for students excluded from school by the Arkansas Department of Health during a disease outbreak because the student has an immunization waiver or whose immunizations are not up to date.
12. Absences due to conditions related to pregnancy or parenting, including without limitation:
 - Labor, delivery, and recovery;
 - Prenatal and postnatal medical appointments and other medically necessary, pregnancy-related absences;
 - The illness or medical appointment of a child belonging to a parent who is enrolled at a District school;
 - A legal appointment related to pregnancy or parenting, including without limitation:
 - Adoption;
 - Custody; and
 - Visitation;
 - A reasonable amount of time to accommodate a lactating student's need to express breast milk or to breastfeed the student's child on the District's campus; and
 - At least ten (10) school days of absences for both a parenting mother and a parenting father after the birth of a child.
13. Absences for a student who is the child of a fallen service member or fallen first responder:
 - Due to a mental health concern; or
 - To attend an event from a sponsoring organization that provides support to families of fallen service members or first responders or provides support for traumatic loss, grief, or resiliency.
14. Upon the written consent of a student's parent, legal guardian, person having lawful control of the student, or person standing in loco parentis to the student, the District shall grant an excused absence for the following purposes:
 - Social or public policy advocacy; or

- Attempts to influence legislation or other governmental policy-making at the local, state, or federal level.

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

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

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

- Submit a written statement to the principal or designee from the student's parent, legal guardian, or treating physician stating the reason for the student's absence. A written statement presented or uploaded for an absence having occurred more than five (5) school days prior to its presentation or upload will not be accepted. Additional excused absences may be approved by the building principal.
- If the student is attending the District's courses digitally, provide a written statement from the student's parent, legal guardian, or treating physician stating the reason for the student's absence for review by the principal or designee; or
- Provide documentation as proof of a student's participation in an activity or program scheduled and approved by the 4-H program that is provided by a 4-H county extension agent, 4-H educator, or other appropriate entity associated with the 4-H activity or program.

The final decision to excuse an absence rests with an administrator.

Unexcused Absences

Absences that are not defined above; do not have an accompanying note from the parent, legal guardian, person having lawful control of the student, person standing in loco parentis, the student's treating physician, or a 4-H county extension agent, 4-H educator, or other appropriate entity associated with the 4-H activity or program; or have an accompanying note that is not presented or uploaded within the timeline required by this policy shall be considered as unexcused absences. Students with (4) unexcused absences in a course in a semester may not receive credit for that course. At the discretion of the principal, after consultation with persons having knowledge of the circumstances of the unexcused absences, the student may be denied promotion or graduation. Excessive absences shall not be a reason for expulsion or dismissal of a student.

When a student has (4) unexcused absences, his/her parents, legal guardians, persons with lawful control of the student, or persons standing in loco parentis shall be notified. Notification shall be by telephone, or by regular mail. At this time, the school will notify the parent or persons standing in loco parentis of the consequences of continued poor attendance by the student. The school may request a parent conference.

When a student has (8) unexcused absences, his/her parents, legal guardians, person with lawful control of the student, or person standing in loco parentis shall be notified. Notification shall be by telephone or by regular mail. The consequences for continued poor student attendance will be explained. The school will request a parent conference.

Whenever a student exceeds (11) unexcused absences or has violated the conditions of an agreement granting special arrangements, in a semester, the student shall be denied credit for that course. Additionally,

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. Students who lose credit because of excessive unexcused absences are expected to remain in school and attend courses. 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.

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.

Attendance Policy

Tardy

Students who are absent for more than 15 minutes of a class period, due to tardiness, truancy, and/or early dismissal will be counted as an unexcused absence for that period, unless the missed time is caused by a school activity.

School Business

Absences due to school business include approved field trips, assemblies, contests, school competitions, or those deemed school business by the principal. Such absences are not counted as absences when considering the 4, 8, and 11 day limits each semester; however, students may be expected to make up any missed course work.

Truancy

A truancy is defined as any absence which occurs without the prior knowledge of the parent/guardian. Such absences are counted as unexcused absences and students may face disciplinary penalties, as well.

Denial of Credit

Students who accumulate more than (11) unexcused absences during one semester in any course will be denied credit for the course. A letter will be sent to parents when a student has been denied credit. Students

will be allowed to appeal through an appeal process. The attendance committee will determine and evaluate whether credit will be accepted.

Virtual Course Attendance

Absences for students enrolled in digital courses shall be determined in the same manner as for District students attending courses in person.

Attendance in virtual learning courses shall be determined by the online attendance and time the student is working on the coursework as monitored by the teacher of record to ensure the student progress toward standard mastery and credit attainment for the course.

Returning to School from Inpatient Care (MENTAL HEALTH ASSESSMENT POLICY)

Students' social and emotional welfare is important for academic and social success. Mental health services promote psychological health, provide protective support to students at risk, and increase the knowledge and use of appropriate and helpful coping skills.

Some students require intensive supports for mental health needs. It is important for students who demonstrate a need for more intensive services, such as inpatient care, which provides the maximum level of support upon discharge from such facilities and returning to the traditional school setting.

When parents or legal guardians consent for a licensed mental health facility to treat a student for inpatient care (acute, subacute, or therapeutic day treatment), the parent/guardian must contact the student's school as soon as possible to notify the school registrar of the upcoming anticipated absences. (When parents/guardians notify the school of the student's absence from school, the school should notify the social worker.)

Upon knowledge of an impending discharge from an inpatient care facility, the parents/guardians must contact the school's social worker to schedule a student re-entry meeting, prior to the student returning to school. Parents or legal guardians must bring medical documentation to show as evidence of an excused absence and to help review the student's needs for any follow up care, and to establish supports the student may require in school. Re-entry meetings will include the creation or review of a student's supportive transition plan for assisting the student with returning to his/her school.

If an inpatient facility discharges a student to a higher level of care, the parent/guardian is to notify the school's social worker to review a plan of action or any other supportive services in order to support the student.

If a student attempts to return to school following a discharge from an inpatient facility without following the proper procedures as stated in this policy, school administrator, school counselor, or school social worker will hold the student while the school alerts the parents/guardians to pick the student up. The student may not return to school until a re-entry meeting in order to determine the support system necessary to aid the student in a safe and successful return to school.

III. CLOSED CAMPUS PROCEDURES

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. (Policy 4.10)

School Hours and Supervision

The school day begins at 7:55 AM and ends at 3:20 PM. No adult is on duty before 7:30 AM and the school assumes no responsibility for students arriving before that time. Upon arrival to campus, students will wait for school to begin in the designated location. Students may not go to any of the parking areas, or loiter in the parking lot waiting for school to begin. Once on campus, students are to immediately report inside the building. On fair weather days, students will wait in designated outside areas. Students are to leave campus as soon as school finishes for the day. The school assumes no responsibility for students on campus after 3:35 PM unless those students are awaiting district transportation or in an activity with their club or activity sponsor. Ballplayers, cheerleaders, band members and students participating in an after-school activity that does not begin immediately after school should go home or stay in areas supervised by their coach/sponsor until scheduled to begin. After-school supervision is not available for students who stay on campus to wait for school events to begin. The school is neither legally liable nor legally responsible for pupils in route to and from school if the pupils walk or furnish their own transportation.

Check-In/Check-Out Procedures

Parents/Guardians are encouraged to make appointments after school hours whenever possible. If a student leaves during the school day, parents/guardians must check him/her out.

- Grades K-9: If a student leaves during the school day, parents/guardians must check the student out in the office in person.
- Grades 10-12: If a student checks out for lunch, parent/guardian must check the student out in the office in person.

Parents/Guardians are not to go directly into the building. The school will only release students to parents or legal guardians, unless the school receives notification in writing or in person by that parent/guardian which grants permission to someone else to pick up the student. Students may leave campus ONLY after checking out through the school's office. If a student becomes ill, he/she must check out through the attendance office via permission from a parent/guardian to leave school. Students who fail to check out of school properly are truant even if they have their parent /guardian's permission because school personnel are responsible for students during the school day.

Whether for one period or for a full day, upon their return to campus from an absence, students must check-in at the attendance office. Students may present documentation when they check-in. Students may also have their parents/guardians call the attendance office before they check-in. Students who do not check-in upon their return to school from an absence will be subject to disciplinary action according to the student handbook for truancy.

4.15 – Contact with Students While at School

Contact by Parents

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

Contact by Non-custodial Parents

If there is any question concerning the legal custody of the student, the custodial parent shall present documentation to the principal or the principal's designee establishing the parent's custody of the student. It shall be the responsibility of the custodial parent to make any court ordered "no contact" or other restrictions regarding the non-custodial parent known to the principal by presenting a copy of a file-marked court order. Without such a court order on file, the school will release the child to either of his/her parents. Non-custodial parents who file with the principal a date-stamped copy of current court orders granting unsupervised visitation may, to the extent authorized by the court order, 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. The District shall not act as a supervisor for non-custodial parent visitation purposes under any circumstances.

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

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

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

4.15a – Parents Picking Up Students from School

Parents, guardians or persons listed on the student pick up list must verify identity by showing valid identification (driver's license, state issued ID) with the building office staff prior to removing a student. Students must be signed out with the time and date of departure from the school. Students leaving on school buses may only be removed prior to the bus leaving the student's building. Students from middle school and high school may not be picked up from the bus at the elementary campus.

Students being removed from the bus prior to departure from their campus will be escorted by school personnel to the building office where proper ID must be shown by the parent, guardian or person listed in the student file wanting to remove the student from school property. Once a bus has departed school property, students may only exit at their designated bus stop.

4.16 – Student Visitors

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

6.5 – Visitors to the Schools

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 and receive authorization from the building principal or the principal's designee before the individual may enter the school proper. No one shall be exempt from this requirement. Visitors who are Level 3 or Level 4 sex offenders may only enter a school campus under the provisions listed in Policy 6.10.

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.

Visitors to the school are directed to not use a 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; or
- Create, send, share, capture, or post audio, video, or photographs of District students unless the visitor:
 - Has received permission to do so by someone authorized to grant such permission on behalf of the student or the student if the student is eighteen (18 years old);
 - Received authorization from the District to do so on behalf of the District; or
 - Is required to do so as part of the individual's job duties, including as a member of the media.

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.

IV. SCHOOL MEAL PROGRAM/OUTSIDE FOOD AND DRINKS

Bottles and Cups

All drinks must be in a sealed non breakable container. Each campus will communicate its expectations for drinks outside of the cafeteria area. Water bottle filling stations are located throughout each building.

School Breakfast and Lunch Program

Pea Ridge Schools have a breakfast and lunch program. Students wishing to put money on their account should bring their money to the cafeteria before 8:00 a.m. each Monday. At the beginning of the year, the school will send home free and reduced priced meals applications with the students. If a child fails to bring the forms home, parents may request a form from the school office. Students who qualify for free or reduced price-lunches also qualify for free or reduced-price breakfasts. The cost of meals will be communicated annually by Pea Ridge School District Food Services.

4.50 – School Meal Modification

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;

- o The Arkansas State Board of Chiropractic Examiners (Chiropractors);
- o 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:

- A description of the student's disability that is sufficient to understand how the disability restricts the student's diet;
- An explanation of what must be done to accommodate the disability, which may include:
 - o Food(s) to avoid or restrict;
 - o Food(s) to substitute;
 - o Caloric modifications; or
 - o 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.

4.51 – Food Service Prepayment

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 each school cafeteria;
- Depositing funds through the District's online service;

A student's parents will be contacted by authorized District personnel regarding a student's prepaid account balance at the following times:

- When the student's account balance is less than \$10.

- When the student's account balance is negative.

Free Breakfast

In accordance with A.C.A. § 6-18-722, a student shall be provided one (1) breakfast at no cost during each school day upon the student's request regardless of whether the student qualifies for a federally funded free or reduced-price meal.

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.

4.58 – Food Sharing and Its Removal From Food Service Area

Food Sharing Table

The District has no food sharing system for food items other than milk and juice. Students who do not intend to drink milk or juice received as part of a meal may place the milk/juice in a designated ice-filled cooler located at the end of the service line where another student may retrieve it at no charge. Milk and juice may not be taken by another student unless the carton is unopened and was completely covered by ice while in the cooler. A student may not return to the cooler to place for sharing or retrieve an item after the student has left the service line.

At all times, the cooler will be under the supervision of the food service staff. Staff should discard remaining items at the end of the meal period, and no item is to remain in the cooler for longer than four (4) hours.

Removing Food Items From the Food Service Area

At the end of the meal period, a student may leave the cafeteria with up to two (2) school-provided whole fruit or whole vegetable food items. Students may not remove from the cafeteria milk, juice, or any other item requiring a temperature controlled environment.

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

V. HEALTH AND SAFETY

5.18 – Health Services

The Board believes that healthy children promote a better learning environment, are more capable of high student achievement, and will result in healthier, more productive adults. Therefore, the goal of the District's health services is to promote a healthy student body. This requires both the education of students concerning healthy behaviors, as well as providing health care services to pupils.

The District shall develop an age-appropriate seizure education program for the District's students consistent with training programs and guidelines developed by the Epilepsy Foundation of America.

While the school nurse is under the supervision of the school principal, the delegation of health care duties shall be in accordance with the Arkansas Nurse Practice Act and the Arkansas State Board of Nursing Rules Chapter Five: Delegation of Nursing Care.

Annually, the information reported in the Division of Elementary and Secondary Education Health Services Survey shall be provided to the Board.

4.61 – Student Use of Multiple Occupancy Rooms

Definitions

"Multiple occupancy room" means an area in a District building that is designed or designated to be used by one (1) or more individuals at the same time and in which one (1) or more individuals may be in various stages of undress in the presence of other individuals, which includes, without limitation, a restroom, locker room, changing room, or shower room.

"Sex" means the physical condition of being male or female based on genetics and physiology, which may be demonstrated by the sex identified on a student's original birth certificate.

Each multiple occupancy room in a District building shall be designated as either male or female. Except as permitted by this policy, a student shall not enter a multiple occupancy room that does not correspond to the student's sex.

An individual who is unwilling or unable to use a multiple occupancy room designated for the individual's sex shall be granted a reasonable accommodation, which may include, without limitation, access to a single-occupancy restroom or changing area. A reasonable accommodation shall not include access to a restroom or changing area that is designated for use by members of the opposite sex to an individual while members of the opposite sex of the individual are present or may be present in the restroom or changing area.

The prohibitions in this policy do not apply to an individual who enters a multiple occupancy room designated for use by the opposite sex when the individual enters for any of the following reasons:

- Custodial, maintenance, or inspection purposes;
- To render emergency medical assistance;
- To address an ongoing emergency, including without limitation a physical altercation;
- To accommodate individuals protected under the Americans with Disabilities Act; or
- To assist young children who are in need of physical assistance when using a restroom or changing facility that is located in the District.

Counseling Program

The counseling program at Pea Ridge School District is here to assist students in their personal, social, and educational growth and development. Students, teachers, and parents have access to these counseling services. Students may request a private conference with the counselor by verbal request or by making an email request to the campus counselor. Parents, teachers, or other staff members may also refer students for counseling. Parents may call the counselor to schedule a conference. Conferences usually focus on normal development concerns of students in school. The following are frequent concerns: academic development, school work habits, getting along with others, improving behavior at school, adjustment to changes in home or school situations.

4.34 – Communicable Diseases and Parasites

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

To help control the possible spread of communicable diseases, school personnel shall follow the District's exposure control plan when dealing with any bloodborne, 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.

4.35 – Student Medications

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

Unless authorized to self-administer 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 that giving such medications are included in the student's IHP.

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

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

Schedule II Medications

The only Schedule II medications that shall be allowed to be brought to the school are methylphenidate (e.g. Ritalin or closely related medications as determined by the school nurse), dextroamphetamine (Dexedrine), and amphetamine sulfate (e.g. Adderall or closely related medications as determined by the school nurse).

For the student's safety, no student will be allowed to attend school if the student is currently taking any other Schedule II medication than permitted by this policy. Students who are taking Schedule II medications which are not allowed to be brought to school shall be eligible for homebound instruction if provided for in their IEP or 504 plans.

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

Self-Administration of Medication

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

1. Self-administer either a:
 - rescue inhaler; or
 - or auto-injectable or nasal spray 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; pr
 - b. auto-injectable or nasal spray epinephrine; or
 - c. the necessary supplies and equipment to perform his/her own diabetes monitoring and treatment functions.

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

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

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

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

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

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

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

Emergency Administration of Glucagon and Insulin

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

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

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

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

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

Emergency Administration of Epinephrine

The school nurse or other trained school employees designated by the school nurse as a care provider who have been certified by a licensed physician may administer epinephrine, either through an auto-injector or

nasal spray, in emergency situations to students who have an IHP that provides for the administration of epinephrine 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 trained school employee(s) certified to administer epinephrine to administer auto-injector or nasal spray 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 epinephrine, either through an auto-injector or nasal spray, and who have written permission from their parent or guardian shall provide the school nurse either an auto-injector or nasal spray epinephrine. This epinephrine will be used in the event the school nurse, or other school employee certified to administer epinephrine, in good faith professionally believes the student is having a life-threatening anaphylactic reaction and the student is either not self-carrying epinephrine 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 trained school employee designated by the school nurse as a care provider who has been certified by a licensed physician may administer auto-injector epinephrine to those students who the school nurse, or other trained 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 trained school employees designated by the school nurse as a care provider who have been 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 trained 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 trained school employee designated by the school nurse as a care provider who has been certified by a licensed physician, advanced practice registered nurse, or physician assistant may administer albuterol to those students who the school nurse, or other trained school employee certified to administer albuterol, in good faith professionally believes is in perceived respiratory distress.

Emergency Administration of Anti-opioid

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

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

Emergency Administration of Emergency Adrenal Insufficiency Medication

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

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

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

Seizure Disorder Medications

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

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

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

4.36 – Student Illness/Accident

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

If a student becomes seriously ill or is injured while at school and the parent/legal guardian cannot be contacted, the failure to make such contact shall not unreasonably delay the school's expeditious transport of the student to an appropriate medical care facility. The school assumes no responsibility for treatment of the student. When available, current, and applicable, the student's emergency contact numbers and medical information will be utilized. Parents are strongly encouraged to keep this information up to date.

4.41 – Physical Examinations or Screenings

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

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

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

4.57 – Immunizations

Definitions

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

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

General Requirements

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

- 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:

- Licensed physician;
- Health department;
- Military service;
- Official record from another educational institution in Arkansas; or
- An immunization record printed off of the statewide immunization registry with the Official Seal of the State of Arkansas.

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

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

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

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

Temporary Admittance

While students who are not fully age appropriately immunized or have not yet submitted an immunization waiver may be enrolled to attend school, such students shall be allowed to attend school on a temporary basis only. Students admitted on a temporary basis may be admitted for a maximum of thirty (30) days (or until October 1st of the current school year for the tetanus, diphtheria, pertussis, and meningococcal vaccinations

required at ages eleven (11) and sixteen (16) respectively if October 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 no fewer than twenty-one (21) days or even longer depending on the outbreak. No student excluded due to an outbreak shall be allowed to return to school until the District receives approval from ADH.

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

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

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.

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

- The number of students in the District that were granted an exemption by the Department of Health from an immunization;

- The percentage of students in the District that were granted an exemption by the Department of Health from an immunization;
- The number of students within the District who have failed to provide to the public school proof of the vaccinations required and have not obtained an exemption from ADH;
- The percentage of students within the District who have failed to provide to the public school proof of the vaccinations required and have not obtained an exemption from ADH; and
- The percentage of a population that must receive an immunization for herd immunity to exist.

4.37 – Emergency Drills

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

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

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

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

Snow and Severe Weather Policy

The safety of all students is one of the school's greatest concerns. The school performs regular storm and fire drills throughout the school year in order to teach students to respond calmly in the event of an emergency. In the event of threatening weather, the school listens to all weather bulletins on the radio and television. If warning conditions arise, the teachers will accompany the students to the safest possible place. Under warning conditions, parents are encouraged to seek shelter themselves and not come to pick up their child at school. Usually school will not be in session when the weather makes it dangerous for school buses to run. On doubtful mornings, the local radio stations, television stations and Twitter will announce the decision as to the closing of school. If during the day, weather conditions become severe enough to require buses to make their runs before the regularly scheduled time, the school will notify each local radio and television station. If the procedures will be different from normal, parents need to discuss in advance with their children who will pick them up or what to do in case school of early dismissal.

The radio and TV stations are notified at the same time as individual schools. The following stations will know of school closings: RADIO STATIONS: KAMO - 94.3 FM, KIX-104 - 103.9 FM, KURM - 7.90 AM, KJEM - 1190 AM TV STATIONS: KHOG 29-40, KFAA 51, KFSM 5

VI. STUDENT CODE OF CONDUCT AND DISCIPLINE

Student Code of Conduct

We believe that the purpose of discipline is to foster responsibility, independence, positive attitudes, and self-discipline. Consistently enforcing clear expectations teaches students an internal sense of what is right and what is wrong so they can learn. Pea Ridge Schools have the following expectations:

1. Be prompt and prepared.
2. Respect authority.
3. Respect the rights of others.
4. Respect property.
5. Display a concern for learning.
6. Display appropriate social skills.
7. Display appropriate character.

The Pea Ridge Schools' Code of Student Conduct describes the district's expectations for student conduct and the categories of disciplinary action, which will be used to encourage students to become responsible and self-disciplined. Disciplinary actions are determined by the severity and/or frequency of the misconduct.

All students of Pea Ridge Schools shall comply with the rules and regulations, pursue the required courses, and submit to the reasonable directions or commands of all school personnel. Students are expected to conduct themselves at all times (at school, at school activities and events, and traveling to and from school) in a manner that will promote the best interest of the school system and will not infringe on the rights of others. Students should behave in a manner that brings credit to their community, their school, their family, and to themselves.

The Board of Education believes that penalties for violations of the behavioral standards should be fairly administered and appropriate to the particular violation (or cumulative violations, in the case of a student who repeatedly misbehaves). The following interventions are available to school personnel; however, nothing in the policy is intended to require that a less severe intervention be used prior to the use of any other intervention. School personnel are expected to choose the particular intervention, which they believe to be most appropriate for a specific student who has committed a specific offense. While the Board approves the following corrective measures, staff members are expected to treat all students with courtesy and respect, to reward good behavior, and to maintain positive approaches in helping students develop acceptable patterns of behavior.

1. Warning (minimum)
2. Classroom consequences
3. Conference between the teacher, the student, and or parent
4. Loss of privileges
5. Referral to a building administrator
6. Referral to other school personnel (counselors, nurse, etc.)
7. Referral to out of school personnel
8. Other Alternative placement
9. Suspension (either ISS or OSS)

10. Expulsion (maximum)

All consequences are at the discretion of the building administrator.

DISCIPLINE POLICY:	CATEGORIES OF DISCIPLINARY ACTION
	NOTE: Disciplinary actions may include, but are not limited to, the consequences listed below. These consequences are grouped into categories, but are not necessarily listed in sequential order.
Minimum: Step 1	Warning by teacher or other authorized school personnel.
Step 2	Teacher-Student conference, parent notification, classroom consequences(s), loss of privilege(s), teacher-parent-student conference, referral to counselor, nurse, etc.
Step 3	Referral to principal, loss of privilege(s), detention hour(s), extra-supervised campus service.
Step 4	In-school suspension (Maximum 10 Days), emergency removal by parent for remainder of day.
Step 5	Out-of-school suspension (Maximum 10 Days), referral to juvenile authorities.
Maximum: Step 6	Expulsion by School Board

Additional relevant policies include those in the Student Handbook and Policy 4.60 - Student Behavioral Intervention and Restraint.

4.17 – Student Discipline

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

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

The District's administrators may also take disciplinary action against a student for off-campus conduct occurring at any time that would have a detrimental impact on school discipline, the educational environment, or the welfare of the students and/or staff. A student who has committed a criminal act while off campus and whose presence on campus could cause a substantial disruption to school or endanger the welfare of other students or staff is subject to disciplinary action up to and including expulsion. Such acts could include, but are not limited to:

- A felony or an act that would be considered a felony if committed by an adult;
- An assault or battery;
- Drug law violations; or
- Sexual misconduct of a serious nature.

Any disciplinary action pursued by the District shall be in accordance with the student's appropriate due process rights.

The District shall incorporate the District's multi-tiered behavioral intervention procedures in accordance with Policy 4.60 in the application of student discipline.

The District's personnel policy committees shall annually review the District's student discipline policies, including State and District student discipline data, and may recommend changes in the policies to the Pea Ridge School Board. The Board has the responsibility of determining whether to approve any recommended changes to student discipline policies.

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

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

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

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

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

4.17a—Virtual Student Discipline

All students learning virtually are considered to be on school grounds when participating in the virtual classroom synchronously or asynchronously and shall be held accountable for respecting and obeying all school policies as outlined in the Pea Ridge School District Student Handbook while participating in online learning and when reporting to campus for scheduled meetings and events. Students will be expected to display appropriate behavior during virtual online sessions and when participating in online discussions.

4.18 – Prohibited Conduct

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

- Disrespect for school employees and failing to comply with their reasonable directions or otherwise demonstrating insubordination;
- Disruptive behavior that interferes with orderly school operations;
- Willfully and intentionally assaulting or threatening to assault or physically abusing any student or school employee;
- Possession of any weapon that can reasonably be considered capable of causing bodily harm to another individual;
- Possession or use of tobacco in any form on any property owned or leased by any public school;
- Willfully or intentionally damaging, destroying, or stealing school property;
- Possession and use of a personal electronic device except as authorized by Policy 4.47 or by the student's IEP or 504 Plan;
- Possession, selling, distributing, or being under the influence of an alcoholic beverage, any illegal drug, unauthorized inhalants, or the inappropriate use or sharing of prescription or over the counter drugs, or other intoxicants, or anything represented to be a drug;
- Sharing, diverting, transferring, applying to others (such as needles or lancets), or in any way misusing medication or any medical supplies in their possession;
- Inappropriate public displays of affection;
- Cheating, copying, or claiming another person's work to be his/her own;
- Gambling;
- Inappropriate student dress;
- Use of vulgar, profane, or obscene language or gestures;
- Truancy;
- Excessive tardiness;
- Engaging in behavior designed to taunt, degrade, or ridicule another person on the basis of race, ethnicity, national origin, sex, sexual orientation, gender identity, or disability;
- Possess, view, distribute or electronically transmit sexually explicit or vulgar images or representations, whether electronically, on a data storage device, or in hard copy form;
- Hazing, or aiding in the hazing of another student;
- Gangs or gang-related activities, including belonging to secret societies of any kind, are forbidden on school property. Gang insignias, clothing, "throwing signs" or other gestures associated with gangs are prohibited;
- Sexual harassment;
- Bullying;
- Operating a vehicle on school grounds while using a wireless communication device; and
- Theft of another individual's personal property; and
- Antisemitism.

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

See also Policy 4.65 - Antisemitism Prohibited.

4.20 – Disruption of School

"Violent or abusive behavior" means, without limitation:

- Using threatening language;
- Throwing an item that risks or causes:
 - Harm to another individual;
 - Injury to another individual; or
 - Damage to property;
- Physically abusing a teacher or another student; or
- Any other similar action that presents a physical danger or a threat of physical danger to a teacher or another student.

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.

A teacher may, but is not required to, remove a student from class:

- Who has been documented by the teacher as repeatedly interfering with the teacher's ability to teach the students in the class or with the ability of the student's classmates to learn; or
- Whose behavior is so unruly, disruptive, violent, 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.

A student who is removed from class shall:

- Be sent to the office of the principal or the principal's designee;
- Be escorted from the classroom by the school administration if the student refuses to leave the classroom voluntarily;
- Not be returned to the teacher's class until a conference is held; and
- Be placed in another appropriate classroom learning environment until the conference is completed.

The conference shall be held for the purpose of:

1. Determining the causes of the problem that led to the student's removal and possible solutions;
2. Serving as a manifestation determination review if the student removed from the class is a student with a disability;
3. Determining if a behavioral threat assessment is necessary for the student who was removed from the class due to violent behavior.

The following individuals shall be present at the conference:

- The principal or the principal's designee;
- The teacher;
- The school counselor;
- A 504/special education representative (if applicable);

- The parents, legal guardians, persons having lawful control of the student, or persons standing in loco parentis; and
- The student, if appropriate.

The failure of the parents, legal guardians, persons having lawful control of the student, or persons standing in loco parentis to attend the conference shall not prevent the conference from being held nor prevent any action from being taken as a result of that conference.

Following the conclusion of the conference, the principal or the principal's designee may take any of the following actions against a student who was removed from class:

- Place the student into another appropriate learning environment or into in-school suspension;
- Except for a student who was removed for violent or abusive behavior, return the student to the class; or
- Take other appropriate action consistent with the District's discipline policy, state law, and federal law.

A student who is removed from class three (3) times during the same school year shall be placed in another appropriate learning environment for the remainder of the school year.

The District shall follow all requirements under the IDEA and 504 for students with a disability, including those surrounding a change in placement.

4.21 – Student Assault or Battery

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

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

- a. Cause a breach of the peace;
- b. Materially and substantially interfere with the operation of the school; or
- c. Arouse the person to whom it is addressed to anger, to the extent likely to cause imminent retaliation.

Students guilty of such an offense may be subject to legal proceedings in addition to any student disciplinary measures.

4.22 – Weapons and Dangerous Instruments

Definitions

"Firearm" means any device designed, made, or adapted to expel a projectile by the action of an explosive or any device readily convertible to that use.

"Possession" means having a weapon on the student's body or in an area under the student's control.

“Weapon” means any:

- Firearm;
- Knife;
- Razor;
- Ice pick;
- Dirk;
- Box cutter;
- Nunchucks;
- Pepper spray, mace, or other noxious spray;
- Explosive;
- Taser or other instrument that uses electrical current to cause neuromuscular incapacitation; or
- Any other instrument or substance capable of causing bodily harm.

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

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

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

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

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

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

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

4.23 – Tobacco and Tobacco Products

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

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

4.23b – Vaping/E-Cigarettes

Possession or use of any vaping product(s), accessories, and/or paraphernalia (including, but not limited to vapes, e-cigarettes, e-cigars, e-vaporizers, vapes) 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 found in violation of this policy in Grades K-4 are subject to discipline measures as determined by the campus administration. Students in Grades 5-12 found in violation of this policy at a minimum shall be subject to the following discipline measures:

First Violation:

- 5 Days ISS/ Reduced to 3 days ISS if complete the Pea Ridge School District Diversion Course
- 5 school day suspension from interscholastic/extracurricular activities
- 5 school day suspension from driving or parking a vehicle on school property

Second Violation:

- 5 days ISS and;
- 3 days OSS that can be replaced by completing Pea Ridge School District One Day Diversion Course
- 10 school day suspension from interscholastic/extracurricular activities
- 10 school day suspension from driving or parking a vehicle on school property

Third Violation:

- 10 days OSS
- 20 school day suspension from interscholastic/extracurricular activities
- 20 school day suspension from driving or parking a vehicle on school property

Fourth Violation:

- 10 Days OSS and Recommendation for Expulsion

4.24 – Drugs and Alcohol

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

Therefore, no student in the Pea Ridge 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;¹
- PCP;
- Amphetamines;
- Steroids;
- "Designer drugs";
- Look-alike drugs; or
- Any controlled substance.

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

Cross Reference: 4.35—STUDENT MEDICATIONS

Students found in violation of this policy in Grades K-4 are subject to discipline measures as determined by the campus administration. Students in Grades 5 - 12 found in violation of this policy at a minimum shall be subject to the following discipline measures:

First Violation:

A student who violates the school district's Alcohol and Drug Policy for the first time shall at a minimum be:

- Suspended 10 days OSS reduced to 5 days OSS by completing an online diversion course provided by Pea Ridge School District.
- Any violation of state or local laws will be reported to the proper authorities by school district administration.
- Suspended from all interscholastic/extracurricular activities for 20 calendar days.
- Not allowed to drive or park a motor vehicle on school grounds for 20 calendar days.
- Prior to the student returning to school, a re-entry meeting shall be held that includes, the student, parent or guardian, and the principal or designee.

Second Violation:

A student who violates the school district's Alcohol and Drug Policy for the second time shall at a minimum be:

- Suspended from school, OSS, for ten days.
- Obtain a drug and alcohol assessment provided by PRSD or approved agency and access any and all recommended treatment.
- Any violation of state or local laws will be reported to the proper authorities by school district administration.
- Suspended from all interscholastic/extracurricular activities for 40 calendar days.
- No longer allowed to drive or park a motor vehicle on school grounds for the remainder of the school year.
- Considered for additional supportive services.
- Prior to the student returning to school, a re-entry meeting shall be held that includes, the student, parent or guardian, and the principal or designee.

Third or Subsequent Violations:

A student who violates the school district's Alcohol and Drug Policy for a third or subsequent time will be immediately suspended from school, OSS, for ten days and recommended for expulsion. The principal will immediately contact the student's parent or guardian. Any violation of state or local laws will be reported to the proper authorities by the campus administration.

4.24a – Drug Testing

Statement of Purpose:

Whereas, significant information exists to the ever-increasing incidence of drug use and addiction among our youth in society, the Pea Ridge Board of Education has determined that it has a compelling interest in the protection and safety of its students who are involved in interscholastic activities and students that operate a motor vehicle. The Board of Education recognizes that adolescence is a time when physical harm or injury of a student or others engaged in interscholastic activities and operate a motor vehicle is prevalent. The Board further acknowledges that interscholastic activities play an important part in the lives of many students and are significant events in creating the culture and climate of the District. The positive lessons learned in the participation of interscholastic activities are beneficial to students, not only during their formative years, but also long after they leave school.

Interscholastic activities provide students with special opportunities to develop skills and attitudes and to be recognized for their accomplishments. Participants in interscholastic activities are considered to be role models by their peers and younger students of the community.

Whereas, participation in interscholastic activities and operating a motor vehicle are elective opportunities, and because of the potential risk of physical and psychological harm to students engaged in drug use, and whereas those who choose to become involved in interscholastic activities are visible representatives of the District, as well as role models, the Pea Ridge Board of Education adopts this resolution as a statement of purpose concerning the drug testing of students who park a motor vehicle on campus or engage in interscholastic activities and as a statement of support for such testing.

Mission Statement:

The Pea Ridge Public School District recognizes that drug abuse is a significant health problem for students, detrimentally affecting overall health, behavior, learning ability, reflexes, and the total development of each individual. The Pea Ridge School District is determined to undermine the effects of peer pressure by providing a legitimate reason for students involved in interscholastic activities or operate a motor vehicle to refuse the use of illegal drugs and alcohol; and to be proactive in encouraging students who use drugs to participate in drug treatment programs.

Definitions:

- DRUGS- any substance considered illegal by Arkansas Statutes or that is controlled by the Food and Drug Administration unless prescribed by a licensed physician or medical practitioner.
- INTERSCHOLASTIC ACTIVITIES- any interscholastic activity program in grades 7-12 sponsored by the Arkansas Activities Association and Pea Ridge Public Schools.
- SCHOOL YEAR - from the first day of classes in the fall, unless the activity begins prior to the first day of classes, in which event from the first day of practice or organized activity through the last day of classes in the spring.
- ALCOHOL- any substance containing ethyl alcohol.
- MOTOR VEHICLE OPERATOR- any student who obtains a parking sticker and is assigned a parking place or area.

Policy Statement:

Pea Ridge Public School District ("the district") is conducting a mandatory drug-testing program for students. Its purpose is:

- To provide for the health and safety of students participating in Interscholastic Activities and operating a motor vehicle grades 7-12;
- To promote and insure the safety and well-being of motor vehicle operators and their passengers;
- To undermine the effects of peer pressure by providing a legitimate reason for students to refuse to use illegal drugs and alcohol;
- And to encourage students who use drugs to participate in drug treatment programs.

Procedures for Students:

Consent: Any student wishing to participate in an Interscholastic activity program or park a motor vehicle on school grounds and the student's custodial parent/legal 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 may participate in any activity program or park a motor vehicle on campus absent such consent.

Student Selection: At the option of the district, all students in interscholastic activities or motor vehicle operators may be drug tested at the beginning of the school year or at the beginning of the interscholastic activity season. In addition, random testing may be conducted weekly, biweekly, monthly or quarterly during the school year. Selection for random testing will be by lottery drawing from a “pool” of all students who operate a motor vehicle or participate in interscholastic activity programs in the district at the time of the drawing. A principal for reasonable suspicion can require a single test from a student. Any parent may request his/her child’s placement in the lottery regardless of motor vehicle operation or interscholastic activity participation. The superintendent shall take all reasonable steps to assure the integrity, confidentiality and random nature of the selection process, including assuring that the names of all participating students are in the pool, assuring that the person drawing the 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 of the student’s return to school. If a student is unable to produce a sample at any particular time, the student will remain with testing personnel until sample is collected. All students providing samples will have the option of doing so alone in an individual stall with the door closed. Refusal by the student to comply with request for sample will be deemed as non-compliant and, therefore, students will not be allowed to continue to participate in their activities. At that point, parent contact will be made to notify them of the student’s non-compliance.

Testing Agency: The district will choose a qualified agency (if necessary) 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 in a sealed envelope to school personnel at the time a sample is collected, or within five (5) business days of notification of a positive result. That envelope will be forwarded unopened to a designated Medical Review Officer (MRO) with the sample, with instructions for the MRO to consider the student’s use of such medication to assure the accuracy of the result. Such information provided by the student will not be disclosed to any school official. Students who refuse to provide verification and test positive will be subject to the actions specified below for “positive tests.”

Scope of Tests: The testing lab will be instructed to test for one or more illegal drugs. The District 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 any physical condition other than drug intoxication.

Limited Access to Results: Only the superintendent or his designee will be notified when double confirmation of a positive test is received.

Procedure in the Event of a Positive Test: Whenever a student’s test result indicates the presence of illegal drugs (“positive test”), the following will occur:

- A split sample of the original sample provided by the student will be forwarded to a referral laboratory other than the initial sample-testing agent and the results of the split sample test will be forwarded to a designated MRO for confirmation.

- If the split sample of tests negative, the student will be notified and no further action will be taken. If the split sample tests positive, a custodial parent or legal guardian will be notified and a meeting will be scheduled with the superintendent or his/her designee, the student, the custodial parent or legal guardian, and the student's building principal if the principal is available.

First Positive Result: For a positive result, the student will be placed on probation and not allowed to park a motor vehicle on school grounds or participate in competitions, presentations, and activities of Pea Ridge Public Schools for a period of thirty (30) calendar days. The student will be required to attend drug/alcohol counseling, and, if any charge is incurred, it will be the responsibility of the parents/guardian.

On day thirty-one (31), in order to regain eligibility, the student will be required to be retested (at the expense of the parent/guardian), and show proof of counseling attendance. If the test results are found to be negative, the student will again become eligible for interscholastic activities of Pea Ridge Public School and operate a motor vehicle on Pea Ridge Public School grounds. However, the student must submit to a mandatory drug screen or lab test on a monthly basis at the expense of the parent or guardian. The screening must be conducted by a reputable agency or facility capable of screening for the same substances being screened for by the district. The duration of the screening should be determined by the intervention program and will not exceed a maximum of six months.

Second Positive Result: For the second positive test in the same year, the school shall suspend the student from parking on campus and interscholastic activities relating to Pea Ridge Public Schools for a calendar year. The student will not be able to participate until after the probation period has ended and has provided a negative or clear test.

Third Positive Result: For the third positive test in two consecutive calendar years, the student will be suspended from participating in interscholastic activities and lose parking privileges on Pea Ridge Public School grounds for the remainder of his/her enrollment in the district (may be appealed to the board).

Non-punitive Nature of the 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, the student and the student's custodial parent/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 taking disciplinary action when founded upon reasonable suspicion that a student has participated in drug related activities.

4.25 – Student Dress and Grooming

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

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

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

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

PRSD Dress Code

Pea Ridge School District campuses adhere to a dress code that promotes high standards of dress and self-respect. Clothing that is appropriate for school may be defined as clothing that does not distract from the mission or purpose of the school, does not cause a disruption of learning as determined by school officials, or does not appear in any manner to be inappropriate, obscene, illegal, or lewd.

PRSD campuses enforce the following dress code regulations:

Students may not wear...

- Sagging or low-riding pants or shorts.
- Wallets with chains.
- Spiked jewelry or clothing.
- Any shirts with straps/sleeves smaller than three fingers (2 inches) in width.
- Pajama bottoms or lounge pants.
- House slippers.
- Any item of clothing with inappropriate language, logos, advertising, etc.
- Jeans, pants, skirts or shorts that are not appropriate for school.
- Any item of clothing that shows undergarments, bare midriff, back area, etc.
- Any item school administration determines to cause a disruption of school, or otherwise interfere with the educational process.

*Dress Code applies to all school and extracurricular activities including sporting events, concerts, dances, field trips, and other school related events.

4.26 – Gangs and Gang Activity

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

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

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

Students found to be in violation of this policy shall be subject to disciplinary action up to and including expulsion.

Students arrested for gang related activities occurring off school grounds shall be subject to the same disciplinary actions as if they had occurred on school grounds.

4.27 – Student Sexual Harassment

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

The District believes the best policy to create an educational environment free from sexual harassment is prevention; therefore, the District shall provide informational materials and training to students, parents/legal guardians/other responsible adults, and employees on sexual harassment. The informational materials and training on sexual harassment shall be age appropriate and, when necessary, provided in a language other than English or in an accessible format. The informational materials and training shall include, but are not limited to:

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

For more details regarding definitions, the formal complaint process, findings and supportive measures, and appeals see the full policy (4.27- Student Sexual Harassment) on the district website.

4.43 – Bullying

Definitions

“Attribute” means an actual or perceived personal characteristic including without limitation race, color, religion, ancestry, national origin, socioeconomic status, academic status, disability, gender, gender identity, physical appearance, health condition, or sexual orientation;

"Bullying" means the intentional harassment, intimidation, humiliation, ridicule, defamation, or threat or incitement of violence by a student against another student or public school employee by a written, verbal, electronic, or physical act that:

- May address an attribute of the other student, public school employee, or person with whom the other student or public school employee is associated;
- Involves an actual or reasonably perceived power imbalance;
- Is repeated or has a high likelihood of repetition; and
- 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:

- Cyberbullying;
- Sarcastic comments "compliments" about another student's personal appearance or actual or perceived attributes,
- Pointed questions intended to embarrass or humiliate,
- Mocking, taunting or belittling,
- Non-verbal threats and/or intimidation such as "fronting" or "chesting" a person,
- Demeaning humor relating to a student's actual or perceived attributes,
- Blackmail, extortion, demands for protection money or other involuntary donations or loans,
- Blocking access to school property or facilities,
- Deliberate physical contact or injury to person or property,
- Stealing or hiding books or belongings,
- Threats of harm to student(s), possessions, or others,
- Sexual harassment, as governed by policy 4.27, is also a form of bullying, and/or
- Teasing or name-calling 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:

- Building a fake profile or website of the employee;
- Posting or encouraging others to post on the Internet private, personal, or sexual information pertaining to a school employee;
- Posting an original or edited image of the school employee on the Internet;

- Accessing, altering, or erasing any computer network, computer data program, or computer software, including breaking into a password-protected account or stealing or otherwise accessing passwords of a school employee;
- Making repeated, continuing, or sustained electronic communications, including electronic mail or transmission, to a school employee;
- Making, or causing to be made, and disseminating an unauthorized copy of data pertaining to a school employee in any form, including without limitation the printed or electronic form of computer data, computer programs, or computer software residing in, communicated by, or produced by a computer or computer network;
- Signing up a school employee for a pornographic Internet site; or
- Without authorization of the school employee, signing up a school employee for electronic mailing lists or to receive junk electronic messages and instant messages.

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.

For more details regarding the formal complaint process, findings and supportive measures, and appeals see the full policy (4.43- Bullying) on the district website.

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.¹ In addition to any disciplinary actions, the District shall take appropriate steps to remedy the effects resulting from bullying.

4.28 – Laser Pointers

Students shall not possess any hand held laser pointer while in school; on or about school property, before or after school; in attendance at school or any school-sponsored activity; 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.

4.47 – Possession and Use of Personal Electronic Devices

Except as permitted under this policy, a student shall not be in possession, on their person, of a personal electronic device during the school day. Personal electronic devices shall not be in a student's pockets, hands, or otherwise physically attached to them. A student may possess a personal electronic device during the school day if:

- The personal electronic device is required by the student's individual education plan (IEP), 504 Plan, or Individual Health Plan for health reasons;
- The possession of the personal electronic device is during an emergency as defined by this policy;
- The personal electronic device is issued by the District for the student's use during the school day; or
- The possession of the personal electronic device is during a special event during the school day.

A student shall be deemed to not be in possession of a personal electronic device if:

- The personal electronic device is stored inside their bag, backpack or similar, as long as the student is not reaching into the bag to access it during the school day except as permitted by law when removing it from the bag to access.
- The personal electronic device is located inside the student's vehicle.
- The personal electronic device is locked within the student's athletic/academic locker.

Use Of Personal Electronic Device

Except as permitted by this policy, a student shall not use a personal electronic device during the school day. A student may use a personal electronic device during the school day if:

- The personal electronic device is required by the student's individual education plan (IEP), 504 Plan, or Individual Health Plan for health reasons;
- The use of the personal electronic device is during an emergency as defined by this policy;
- The personal electronic device is issued by the District for the student's use during the school day; or
- The use of the personal electronic device is during a special event during the school day.

A student may possess and use a personal electronic device at a special school event for the purpose of taking photographs. The District shall inform the students and students' parents, legal guardians, persons having lawful control of the student, and persons standing in loco parentis the following before a special school event takes place:

- When and where the special school event will take place;
- Whether or not personal electronic devices shall be allowed at the special school event; and
- Where personal electronic devices may be used at the special school event.

The use of personal electronic 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.

Misuse of Personal Electronic Devices

Even if a student is allowed to possess or use a personal electronic device under this policy, the misuse of a personal electronic device is prohibited. Misuse of personal electronic devices includes, but is not limited to:

1. Using personal electronic devices issued by the District during class time in any manner other than specifically permitted by the classroom instructor;
2. Permitting any audible sound to come from the personal electronic 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 personal electronic 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 regardless of whether the image is real or created through the use of artificial intelligence;
6. Using a personal electronic device issued by the District in a manner that violates the Electronic Device and Internet Use Agreement regardless of whether the violation occurred on or off campus;
7. Using a personal electronic device at an event during the school day that was not designated as a special school event or in a manner or location that was not authorized as part of the special school event;
8. Using personal electronic devices issued by the District while driving any vehicle at any time; or
9. Using a personal electronic 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.

Discipline

A student may have a personal electronic device confiscated if:

- The student is found to possess or use a personal electronic device when the use or possession is not authorized by this policy and the personal electronic device was not issued by the District;
- The student misuses a personal electronic device as defined by this policy; or
- The student's parent, legal guardian, person having lawful control of the student, or person standing in loco parentis uses the remote recording or listening capabilities of a personal electronic device, either through an app installed on the personal electronic device or the built-in capacity of the personal electronic device, except when authorized by the District

Confiscated personal electronic devices may be picked up at the school's administration office by the student's parent, legal guardian, person having lawful control of the student, or person standing in loco parentis . Students have no right of privacy as to the content contained on any personal 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.

A student and the student's parents, legal guardians, persons having lawful control of the student, or persons standing in loco parentis expressly assume any risk associated with a student's possession or use of a student's personal electronic device that is not issued by the District. The District shall not be liable for a personal electronic device that is confiscated if the personal electronic device is lost, stolen, or damaged.

In addition to the confiscation of a personal electronic device for a violation of this policy, a student may be subject to the following discipline:

First Violation, of current school year, at a minimum:

- Immediate device confiscation to an administrator's office
- Student pick up at the end of the day
- Campus communication home

Second Violation, of current school year, at a minimum:

- Immediate device confiscation to an administrator's office
- Parent/Guardian pick up at the end of the day
- Campus communication home

Third Violation, of current school year, at a minimum:

- Immediate device confiscation to an administrator's office
- Parent/Guardian pick up at the end of the day
- 1-3 days of ISS
- Campus communication home

Fourth Violation, of current school year, at a minimum:

- Immediate device confiscation to an administrator's office
- Parent/Guardian pick up at the end of the day
- 1-3 days of OSS
- Campus communication home
- Required Technology Agreement, to include a conference with parent/guardian
- Required Daily Secure Electronic Device Location to be determined by the campus

Fifth Violation, of current school year, at a minimum:

- Immediate device confiscation to an administrator's office
- Parent/Guardian pick up at the end of the day
- Campus communication home and a conference with parent/guardian
- Principal discretion with potential for expulsion recommendation

To protect the integrity of the administration of the assessments under the Arkansas Educational Support and Accountability Act, a student who is found to be in possession of or to use a personal electronic device during the administration of a statewide assessment that is not required by the student's IEP, 504 Plan, or issued by the District shall have the discipline the student is subject to increased by an additional level.

Tardy Policy

Students are expected to be on time to school each day and to be in their classroom when the bell rings. Student tardiness will be documented by teachers each period and consequences for tardiness will be assigned according to student discipline guidelines. Students who are excessively or repeatedly tardy may face disciplinary measures.

Detention- Morning and Afternoon

Detention may be given to students for various behavioral or procedural infractions. Pea Ridge School campuses recognize that detention can be difficult for some students to attend due to transportation limitations. This is why each campus allows students to choose between attending morning detention or afternoon detention. Students that do not attend detention when assigned are subject to more severe consequences, including in-school suspension (ISS).

A student assigned to morning detention must attend detention on the date and time the detention is assigned. If a student fails to attend detention on the assigned date and time or is late showing up to detention, the student may receive additional days of detention, or be subject to more severe consequences including ISS.

Parents or guardians are responsible for arranging to bring students to morning detention or to pick students up following afternoon detention. The school will not provide transportation for students assigned to morning or afternoon detention. Students assigned to morning or afternoon detention will not be allowed to participate in extracurricular activities during the scheduled times of detention.

Discipline for Students with Disabilities

Students with disabilities who engage in misconduct are subject to normal school disciplinary rules and procedures so long as such treatment does not abridge the right to a Free Appropriate Public Education (FAPE). Explicit guidelines to follow in the discipline of students with disabilities are clearly stated in the Arkansas Department of Education director's communication CUR 96-054 of Jan. 24, 1996. Copies are available to the public upon request.

Suspension

ISS (In-School Suspension)

The school may place students whose actions and/or behaviors are severe or chronic into In-School Suspension (ISS). ISS is a strict, regimented environment that sends a strong message to the student that their behavior and attitude are in serious need of improvement. Students in ISS will receive credit for the assignments they complete and turn in to the teacher following the completion of their time in ISS. A student serving ISS will report to the school office before the start of school. While serving ISS, students may not be in possession of electronic devices including cell phones, tablets, iPods, and other music players. Such items must stay in the office while the student reports to ISS and the students will receive these items at the end of the day. Students that fail to comply with this regulation will face additional disciplinary consequences, including additional days in ISS or OSS (out-of-school suspension).

Students will be responsible for bringing necessary materials to ISS for completing assignments. Failure to comply with the rules and regulations of ISS, or failure to comply with the directives of the ISS teacher, will result in extra days of ISS, suspension from school, or expulsion. Students in ISS shall not participate in or attend any extracurricular activities on the day(s) which he or she receives ISS.

If a student chooses to misbehave or not comply with the rules and regulations of ISS, the student will be suspended (OSS) for the remainder of the school day. The student will then return to school on the next school day and fulfill the assigned time in ISS.

*All disciplinary consequences are at the discretion of the building principal or his/her designee.

OSS (Out-of-School Suspension)

A student whose misbehavior is determined by school officials to be of such a serious nature as to endanger his/her personal welfare or the welfare of others, or whose misbehavior is chronic, insubordinate or grossly interfering with the learning process of others may be suspended from school for any time not exceeding 10 continuous days. Students in OSS will not receive credit for class assignments assigned during the time of serving OSS unless the school administration makes an exception due to extenuating circumstances. Students serving OSS shall not participate in or attend any extracurricular activities on the day(s) which the student receives OSS.

*All disciplinary consequences are at the discretion of the building principal or his/her designee.

4.30 – Suspension from School

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

- Is in violation of school policies, rules, or regulations;
- Substantially interferes with the safe and orderly educational environment;
- School administrators believe will result in the substantial interference with the safe and orderly educational environment; and/or
- 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:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

4.31 – Expulsion

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

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

Expulsion shall not be used to discipline a student in kindergarten through fifth (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, legal guardians, persons having lawful control of the student, or persons standing in loco parentis (mailed to the address reflected on the District's records) that he/she will recommend to the Board of Education that the student be expelled for the specified length of time and state the reasons for the recommendation to expel. The notice shall give the date, hour, and place where the Board of Education will consider and dispose of the recommendation.

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

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

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

Except as permitted by policy 4.22, the Superintendent shall recommend the expulsion of any student for a period of one (1) year for possession of any firearm prohibited on school campus by law. The Superintendent shall, however, have the discretion to modify the expulsion recommendation for a student on a case-by-case basis. Parents, legal guardians, persons having lawful control of a student, or persons standing in loco parentis

of a student enrolling from another school after the expiration of an expulsion period for a weapons policy violation shall be given a copy of the current laws regarding the possibility of parental responsibility for allowing a child to possess a weapon on school property. The parents, legal guardians, persons having lawful control of the student, or persons standing in loco parentis shall sign a statement acknowledging that they have read and understand said laws prior to the student being enrolled in school.

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

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

4.32 – Search, Seizure, and Interrogations

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

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

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

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

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

If the District makes a report to any law enforcement agency concerning student misconduct or if access to a student is granted to a law enforcement agency due to a court order, the principal or the principal's designee shall make a good faith effort to contact the student's parent, legal guardian, person having lawful control of the

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

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

4.48 – Video Surveillance

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 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 14 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 in accordance with current law.

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

4.39 – Corporal Punishment

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

VII. TRANSPORTATION

Communicating Daily Transportation

If a student's transportation home needs to change at any time from their usual way home, the school should receive a note or phone call before 1:30 pm indicating the change. If the student is riding a different bus, the student must report to the office to receive the appropriate paperwork to give to the bus driver.

4.19 – Conduct To and From School and Transportation Eligibility

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

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

Student Code of Conduct- Bus Behavior

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

Bus Rules:

1. All students must obey the driver's directions promptly and cheerfully.
2. There is to be no eating, chewing gum, or drinking of anything on the bus.
3. Students are to stay in their seat and face forward at all times.
4. Students must keep the bus aisle clear of books, bags, feet, legs, etc. at all times.
5. Students must use proper boarding and departing procedures.
6. Students may not bring on board balloons, glass, live or dead animals, or any item too large to hold in the student's lap or fit under the seat in front of the student. (This includes musical instruments.)
7. Students must keep their hands and head inside the bus at all times.

8. Students are not to tamper with safety equipment or use emergency exits unless instructed to do so by authorized personnel.
9. No loud or distracting noises are allowed, including singing, yelling, or screaming.
10. No vandalism to school or personal property is allowed.
11. No rude, vulgar, or obscene language or obscene actions are allowed.
12. Students must keep hands, feet and other objects to themselves at all times.
13. Students are not allowed to spit or throw objects on the bus.
14. No horseplay, scuffling, or fighting is allowed.
15. No ethnic, racial, or derogatory comments toward students or school personnel will be tolerated.
16. No matches, lighters, or other flammable materials are allowed on the bus.
17. Any action by a student that is deemed unsafe is prohibited.
18. No student may bring any unsafe or potentially hazardous material on the bus.
19. Students are expected to maintain proper conduct while at designated bus stops.

Consequences for procedural and behavior infractions that take place on the school bus/bus stop are determined by the school administration. Consequences will be based on independent circumstances, but will take into account the student, the severity of the action, the safety risk posed to the student and to others, and the frequency at which the infraction has occurred. Consequences may range from a warning with parent/guardian contact* to a bus suspension ranging from one school day to the remainder of the school year. *Parent contact may be by note or telephone.

Transportation on a school bus is a privilege. Students' safety is the priority for all students while at school and on the school bus.

Severe Rule Violation

1. No possession of drugs, alcohol, tobacco, and/or related materials allowed.
2. No possession of weapons such as guns, knives, razor blades, stun guns, etc. is allowed.

Consequences:

1st Offense: 30-day bus suspension and school discipline action

2nd Offense: BUS SUSPENSION FOR THE REMAINDER OF THE SCHOOL YEAR

The school district reserves the right to proceed to more severe consequences. In addition, any disciplinary violations which occur on District school buses are subject to Pea Ridge School District Discipline Policy. This policy is outlined in the District's Student Discipline Policy.

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.

4.33 – Students' Vehicles

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

Students may not 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.

Vehicle Registration (Grades 9-12)

Students may drive personal automobiles and motorcycles to school provided the following: (Violations of the following policies will be grounds for losing driving privileges)

1. All students must first register with the main campus office and present information regarding their driver's license, license plate number, make, and model of their vehicle.
2. The school will collect a nonrefundable annual \$15 parking fee from each student driver for a parking pass.
3. Students are duly licensed; register their motor vehicles with the office; and park, lock, and leave the car in the parking lot once they arrive on campus.
4. Students are not to return to their vehicles at any time during the school day without permission. The speed limit in the parking lot and around the school is 5 mph.
5. The school will not tolerate reckless and/or irresponsible driving in any way, and students who disregard this expectation may be subject to police intervention.
6. Students will park in their assigned parking lot.
7. Students will not sit in or on parked cars at any time.
8. Disturbing the peace with undue engine noise, squealing of tires, flying flags, loud stereos or radios etc. will be grounds for losing driving to campus privileges.
9. School buses and pedestrians have the right of way.
10. The school notifies all students driving to school by this policy that their vehicles are subject to warrantless search by school personnel and/or appropriate law enforcement officials.
11. All students driving to school must formally acknowledge district expectations for student drivers when requesting a parking permit.

VIII. TECHNOLOGY

TECHNOLOGY INITIATIVE (1:1 DEVICES/CHROMEBOOKS)

The Pea Ridge School District participates in a 1:1 technology initiative. All students in grades 7-12 will be issued a school-owned Device. 7-12 will receive Chromebooks. All parents/guardians and students will be required to read and abide by the rules set forth in the technology handbook. A "Device Use" permission form will be required before taking possession of a school-owned Device. Pea Ridge School District uses technology and Devices (Device, iPad, etc.) to deliver instruction and student assignments within course work. Parents/Guardians and students should understand that using such Devices for academic endeavors is an expectation of students enrolled at Pea Ridge School District. Students are expected to use Devices for academic applications and other educational endeavors.

****Academic instruction and the delivery of class assignments will only be provided in alternative methods when determined appropriate by school administration, or when necessary based on an individual student's needs.**

Receiving Your Device- Distribution

The Device Use Permission Form must be completed before students receive a district device. The optional \$30 insurance fee can be purchased at the time of distribution. Each school building will communicate their respective distribution date.

Mid-Year New Student Distribution

All transfers/new students will be able to pick up their Device from their Media Center. The Device Use Permission Form must be completed before students receive a district device.

End of Year- Returning Your Device

At the end of the school year, students will turn in their Device and all issued peripherals. Failure to turn in a Device will result in the student being charged the full replacement cost. (Chromebook - \$300, iPad - \$400. The district may also file a report of stolen property with the Pea Ridge Police Department.

Transferring/Withdrawing Students

Students who transfer out of or withdraw from the Pea Ridge Public Schools must turn in their Device and all issued peripherals to the Media Center on their last day of attendance. Failure to turn in the Device will result in the student being charged the full replacement cost. Unpaid fines and fees of students leaving the Pea Ridge Public Schools may be turned over to a collection agency or result in a lawsuit being filed in small claims court. The district may also file a report of stolen property with the Pea Ridge Police Department.

Training

Students will receive regular training to address care and usage of the Device as well as usage of Google Apps (Pea Ridge SD Accounts). Regular Digital Citizenship training will also be provided to address respectful, responsible, and ethical use of the internet and digital tools.

Taking Care of Your Device

Students are responsible for the general care of the Device which they have been issued by the school. Devices that are broken or fail to work properly must be taken to the Media Center. If a loaner Device is needed, one will be issued to the student until their Device can be repaired or replaced.

General Precautions

- No food or drink should be next to your Device while it is in use.
- Cords, cables, and removable storage Devices must be inserted carefully into the Device.
- Students should never carry their Device while the screen is open unless directed to do so by a teacher.
- Devices should not be used or stored near pets.
- Devices should not be used with the power cord plugged in when the cord may be a tripping hazard.
- Devices must remain free of any writing, drawing, stickers, or labels.
- Devices should be shut down when not in use to conserve battery life.
- Devices should never be wedged into a book bag as this may break the screen.
- Heavy objects should never be placed on top of Devices.

- Do not expose your Device to extreme temperature or direct sunlight for extended periods of time. Extreme heat or cold may cause damage to the Device.
- Always bring your Device to room temperature prior to turning it on.

Device Protection

If the student is issued a protective case for his/her Device, the case should be used at all times. DO NOT remove the case from the device for any reason. If needed, take the device to the Media Center for assistance.

Although the cases are reinforced to help protect the Devices, they are not guaranteed to prevent damage. It remains the student's responsibility to care for and to protect his/her Device.

Carrying Devices

Always transport Devices with care and in Pea Ridge Public Schools issued protective sleeves. Failure to do so may result in disciplinary action. Never lift Devices by the screen. Never carry Devices with the screen open.

Screen Care

The Device screen can be damaged if subjected to heavy objects, rough treatment, some cleaning solvents, and other liquids. The screens are particularly sensitive to damage from excessive pressure.

- Do not put pressure on the top of a Device when it is closed.
- Do not store a Device with the screen open.
- Do not place anything in the protective case that will press against the cover.
- Make sure there is nothing on the keyboard before closing the lid (pens, pencils, earbuds).
- Only clean the screen with a soft, dry microfiber cloth or anti-static cloth.

Ensuring the Safety and Security of Your Device

The Device should never be left unattended. Students and parents are responsible for the safety and security of the assigned Device.

Using Your Device

Students are expected to bring a fully charged Device to school every day and bring their Device to all classes unless specifically advised not to do so by their teacher.

If a student does not bring his/her Device to school a student may stop at the Media Center and check out a loaner for the day, if available.

- A student borrowing a Device will be responsible for any damage to or loss of the issued Device.
- District personnel will document the number of times a loaner is issued to each student for not having his/her own Device at school and will send reports to administration for students who have excessive occurrences during the school year.
- The administration will treat such occurrences as insubordination offenses, which may result in disciplinary action.
- The students that obtain a loaner will be responsible for returning the borrowed Device to the Media Center before 3:15 pm.
- If a loaner is not turned in by 3:15 pm, a report will be filed with school administration and the administrator will work on retrieving the loaner.

Device Repair

Loaner Devices may be issued to students when they leave their school-issued Device for repair. A student borrowing a Device must sign a loaner agreement and will be responsible for any damage to or loss of the loaned Device. Devices on loan to students having their Devices repaired may be taken home. The Media Center staff will contact students when their Devices are repaired and available to be picked up.

Charging Devices

Devices must be brought to school each day with a full charge. Students should charge their Devices at home every evening. There will be a limited number of unsupervised charging stations in the building available to students on a first-come-first-served basis. Students will need their power adapter to make use of the charging station.

Personalizing the Device

Devices must remain free of any decorative writing, drawing, stickers, paint, tape, or labels that are not the property of the Pea Ridge Public Schools. Spot checks for compliance will be done by administration, teachers, learning coaches, and technology support staff at any time.

Students may add appropriate music, photos, and videos to their Device. Personalized media are subject to inspection and must follow the Pea Ridge Public Schools acceptable use policy.

Sound

Sound must be muted at all times unless permission is obtained from a teacher. Headphones may be used at the discretion of the teachers in the classrooms.

Printing

Students will be encouraged to digitally publish and share their work with their teachers and peers when appropriate. Devices WILL NOT be setup for printing at school. Students may set up their home printers with the Google Cloud Print solution to print from their Devices at home. Information about Google Cloud Print can be obtained here: <http://www.google.com/cloudprint/learn/>.

Logging into a Device

Students will log into their Devices using their school-issued Google Apps for Education (@pearidgek12.com) account. Students should never share their account passwords with others. In the event of a compromised account the Pea Ridge Public Schools Technology Department reserves the right to disable your account.

Using Your Device Outside of School

Students are encouraged to use their Devices at home and other locations outside of school. A WiFi Internet connection will be necessary for the majority of Device use; however, some applications can be used while not connected to the Internet. Students are bound by the Pea Ridge Public Schools Internet Safety and Electronic Device Use Policy, Student Electronic Device and Internet Use Agreement, Administrative Procedures, and all other guidelines in this document wherever they use their Devices.

Operating System and Security

Students may not use or install any operating system on their Device other than the current version that is supported and managed by the district.

No Expectation of Privacy

Students have no expectation of confidentiality or privacy with respect to any usage of a Device, regardless of whether that use is for district-related or personal purposes, other than as specifically provided by law. The district may, without prior notice or consent, log, supervise, access, view, monitor, and record use of student Devices at any time for any reason related to the operation of the district. By using a Device, students agree to such access, monitoring, and recording of their use.

Monitoring Software

Teachers, school administrators, and the technology department staff may use monitoring software that allows them to view the screens and activity on student Devices.

Content Filter

The district utilizes an Internet content filter that is in compliance with the federally mandated Children's Internet Protection Act (CIPA).

Inspection

Students may be selected at random to provide their Device for inspection. The purpose for inspection will be to check for proper care and maintenance as well as inappropriate material being carried into the school.

Software on Devices

Device software is delivered via the Chrome Web Store. These are web-based applications that do not require installation space on a hard drive. Some applications, such as Google Drive, are available for offline use. The software originally installed on the Device must remain on the Device in usable condition and be easily accessible at all times. Students are not allowed to modify the Operating System settings at any time.

All Devices are supplied with the latest build of Google Chrome Operating System (OS), and many other applications useful in an educational environment. The Chrome OS will automatically install updates when the computer is idle or restarted.

All work is stored within Google Apps.

Additional Apps and Extensions

Students are unable to install additional apps and extensions on their Device other than what has been approved by the Pea Ridge Public Schools. If an app or extension is needed for a project, please have a teacher make a request to the technology department.

Repairing or Replacing Your Device

Tech Support

All Devices in need of repair must be brought to the respective School Media Center as soon as possible. All repairs and maintenance will be completed by the technology department. Do not attempt repairs on your own.

Malicious Destruction

All acts of malicious destruction or vandalism will be reported to the building principal. The offending person(s) responsible for the damage will be held accountable. Disciplinary actions and/or restitution will be determined by the building principal. Administration will determine if further action is warranted based on the circumstances of the situation.

Estimated Costs (subject to change)

The following are estimated costs of Device parts and replacements:

Chromebooks

- Screen - \$30.00
- Keyboard - \$40.00
- Touchpad - \$40.00
- Power cord - \$30.00
- Device case - \$30.00
- Lid - \$26.00
- Screen bracket/Hinge \$20.00
- Full Replacement Cost (Device, Charger, Case) - \$300.00

iPads

- Full Replacement Cost (Device, Charger, Case) - \$400.00

Equipment Repair and Replacement Fee

Pea Ridge Public Schools offers an Equipment Repair and Replacement package to be purchased prior to the deployment of the Device to your child. The cost is \$30.00 annually for each Device. The amount must be paid in full by September 15th. The Equipment Repair and Replacement Policy will cover the cost of one repair unless it is deemed that the damage occurred due to malicious behavior or negligence. The Equipment Repair and Replacement Policy will not be in effect until the full amount has been paid.

If a student withdraws from Pea Ridge High School and then re-enrolls later in the current school year, the coverage purchased at the student's initial registration will be reinstated along with the number of claims made prior to withdrawal. The Equipment Repair and Replacement fee is non-refundable. Lost Devices, chargers, and cases will result in the full replacement fee up to \$400.00.

Device Technical Support

The Media Center will be the first point of contact for repair of the Devices. Services provided include:

- Password Reset
- User account support
- Distribution of replacement Devices
- Hardware maintenance and repair
- Operating System or software configuration support
- Restoring Device to factory default
- System software updates

Appropriate Uses and Digital Citizenship

School-issued Devices should be used for educational purposes and students are to adhere to the Acceptable Use of Technology and all of its corresponding administrative procedures at all times.

If students need to sign up for specific services (Schoology, Learning Express Library, etc) on their Device, they should ALWAYS use their Pea Ridge SD account because this is issued by the school. Students should not use other accounts (Gmail, Yahoo, etc.) when signing up for these services.

While working in a digital and collaborative environment, students should always conduct themselves as good digital citizens by adhering to the following:

- Respect Yourself. I will show respect for myself through my actions. I will select online names that are appropriate. I will use caution with the information, images, and other media that I post online. I will carefully consider what personal information about my life, experiences, or relationships I post. I will not be obscene. I will act with integrity.
- Protect Yourself. I will ensure that the information, images, and materials I post online will not put me at risk. I will not publish my personal details, contact details, or a schedule of my activities. I will report any attacks or inappropriate behavior directed at me while online. I will protect passwords, accounts, and resources.
- Respect Others. I will show respect to others. I will not use electronic mediums to antagonize, bully, harass, or stalk people. I will show respect for other people in my choice of websites: I will not visit sites that are degrading to others, pornographic, racist, or inappropriate.
- Protect Others. I will protect others by reporting abuse and not forwarding inappropriate materials or communications. I will avoid unacceptable materials and conversations.
- Respect Intellectual property. I will request permission to use copyrighted or otherwise protected materials. I will suitably cite all use of websites, books, media, etc. I will acknowledge all primary sources. I will validate information. I will use and abide by the fair use rules.
- Protect Intellectual Property. I will request to use the software and media others produce. I will purchase, license, and register all software or use available free and open source alternatives rather than pirating software. I will purchase my music and media and refrain from distributing these in a manner that violates their licenses.

Students at Pea Ridge Public Schools shall receive instruction in Internet Safety according to CIPA compliance guidelines. This curriculum will include material related to appropriate “Access to Internet by Minors”, appropriate use of social networking sites, cyber-bullying, and other topics as are relevant in encouraging digital citizenship.

Pea Ridge Public Schools Student Electronic Device and Internet Use Agreement can be reviewed in the media center or on the high school webpage.

Students shall be granted permission to access the Internet under the direction of a teacher upon receipt of the signed 4.29F Student Electronic Device and Internet Acceptable Use Policy signature form available in the high school handbook, from building administrators or the media specialist.

DEVICE POLICY & USAGE RECEIPT OF NOTIFICATION AND UNDERSTANDING

The Pea Ridge School District Device Policy and Usage Handbook and the Pea Ridge Public Schools’ Student Electronic Device and Internet Use Agreement (4.29F of the high school handbook) are available on the Pea Ridge School District website at www.pearidgek12.com. Your signature on this document states that you have read, understand, and agree to abide by the compliance requirements of Pea Ridge Public Schools Policy regarding the use of computers and the Internet in the Pea Ridge Public Schools. Your signature also states that you authorize Pea Ridge Public Schools to create and utilize “cloud services” accounts that will be under the control of Pea Ridge Public Schools, but which reside elsewhere on the Internet. (Certain cloud services require parental permission for students regardless of the level of control over the account granted to Pea Ridge Public Schools.)

Additionally, as part of the 1:1 Device initiative at Pea Ridge High School, the Pea Ridge Public Schools recommends the purchase of an Equipment Repair and Replacement package prior to the deployment of the Device to your child. Pea Ridge Public Schools will be the sole provider. Under this agreement, the Devices are protected against accidental damage. The Pea Ridge Public Schools will require that a police report be

submitted in cases of theft. Fraudulent reporting of theft will be turned over to the police for prosecution. A student making a false report will also be subject to disciplinary action as outlined by the school code of conduct. Lost Devices, chargers, and cases will result in the full replacement fee up to \$400.00. Pea Ridge Public Schools will assess the Device damage and repair or replace the Device if the damage is determined to be accidental and within the protection guidelines. Parents/Students will be charged for full replacement cost of a Device that has been damaged due to intentional misuse or abuse.

4.29 – Internet Safety and Electronic Device Use Policy

Definition

For the purposes of this policy, “electronic device” means anything that can be used to transmit or capture images, sound, or data.

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

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

Technology Protection Measures

The District is dedicated to protecting students from materials on the Internet or world wide web that are inappropriate, obscene, or otherwise harmful to minors; therefore, it is the policy of the District to protect each electronic device with Internet filtering software that is designed to prevent students from accessing such materials. For purposes of this policy, “harmful to minors” means any picture, image, graphic image file, or other visual depiction that:

1. taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
2. 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
3. taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

Internet Use and Safety

The District is dedicated to ensuring that students are capable of using the Internet in a safe and responsible manner. The District uses technology protection measures to aid in student safety and shall also educate students on appropriate online behavior and Internet use³ including, but not limited to:

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

Misuse of Internet

The opportunity to use the District's technology to access the Internet is a privilege and not a right. Students who misuse electronic devices or Internet access in any way will face disciplinary action, as specified in the student handbook⁴ 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.

Pea Ridge School District Digital Resources Policy and Administrative Regulations

Digital resources, including Internet access, promote innovation and educational excellence consistent with the Pea Ridge Board of Education's goals for the district. The district provides students with access to a multitude of instructional resources. Students must be responsible at all times to use digital resources (including desktops, laptops, and handhelds of all varieties, whether furnished by the district or brought from home) in a responsible, effective, ethical, and lawful manner.

- General school rules and standards of student conduct as stated in the existing Board Policies detailed in the parent handbook apply on school grounds, in the classroom, and while using digital resources. Student violations of this policy may result in disciplinary action. Certain violations may constitute a criminal offense. The teacher has the right to determine the level of technology use/access in the classroom. Student use of personal electronic devices must not interfere with a positive, orderly classroom environment, as stated in Policy #4.47, "Use of Electronic Devices."
- The district will ensure that security of the various information networks and computer systems is in place in order to maintain availability and reliability of the computer and network resources.
- The district reserves the right to monitor, inspect, copy, or review files, including email, maintained on district computers or networks. All such information shall be and remain the property of the district.
- Students are advised that they enjoy no expectation of privacy in any aspect of their computer use, including email, and that monitoring of student computer use is continuous.

Personal Safety for Students

- It is the policy of the district to equip each computer with Internet filtering software designed to prevent users from accessing material that is harmful to minors.
- The district shall provide education to all students about appropriate online behavior, including: interacting with others on social networking sites and in chat rooms, and cyber bullying awareness and response. The district maintains filtering software in compliance with the federal Children's Internet Protection Act (CIPA) and Arkansas Code Annotated 6-21-107.

- Students must not reveal personal information such as last name, home address, or telephone number, or any information that might allow a person to locate them while using digital resources without prior approval from the classroom teacher.
- The district will follow procedures outlined in Policy 4.32, “Search, Seizure, and Interrogations,” in the event that an electronic device must be inspected for inappropriate use.

Confidentiality of Student Information

The district will not disclose personally identifiable information such as student identification number or social security number or any information that is part of the student's academic record in any way on the Internet without the permission of a parent or guardian.

Responsibility of Parents/Guardians and Students

Students will have access to digital resources across the globe. It is important that students and parents or legal guardians discuss the requirements in this policy together. Access to digital resources will be granted only after student and parents or legal guardians sign the Digital Resources Policy Use Agreement Form. By signing, you and your student agree to comply with the responsible use policy and guidelines presented below.

Disclaimer of Liability

The district shall not be liable for a student's inappropriate use of digital resources or violations of copyright restrictions or other laws. The district shall not be responsible for ensuring the accuracy, age appropriateness, or usability of any information found on the Internet. The district shall not be held liable for the breakage or theft of student owned equipment. The district shall not be held liable for any losses, including lost revenues, or for any claims or demands against system users by another party. Students and/or their parent or guardian will be held liable for any of the above that he/she causes.

Responsibility for Maintaining Administrative Regulations

The Board of Education of the Pea Ridge Public School System hereby authorizes the Administration to adopt Administrative Regulations to carry out this policy.

Administrative Regulations for the Digital Resources Use Policy

Digital devices such as smart phones, electronic notebooks, or laptops may be used in a classroom if the teacher has granted permission for their use under the Network and Internet Use Agreement, District Handbook. The Pea Ridge Public Schools' digital devices, networks and Internet access are provided to support the educational mission of the schools and to enhance the curriculum and learning opportunities for students and school staff. This policy and the accompanying rules also apply to digital devices issued directly to students, whether in use at school or off school premises.

- Students are allowed to use privately-owned devices at school with prior authorization by school officials, provided that they comply with this policy and the accompanying rules.
- The Cell Phone Policy is still in effect for non-teacher approved use of digital devices or cell phones.
- Students have no expectation of privacy in their use of school digital devices or a privately-owned device while at school.
- Students are responsible at all times for their use of digital resources and must assume personal responsibility to behave ethically and responsibly, even when technology provides them the freedom to do otherwise.
- Students are asked to view online conduct as an extension of their physical classroom. If an action is not appropriate in the classroom, it is not appropriate online.

- Students must log in and use the district's BYOD filtered network during the school day on personal electronic devices.
- Internet filters are in place. However, if a student finds an inappropriate site or image, he or she must immediately minimize the program and contact the instructor.
- Students must not tamper with or damage any digital equipment or attempt to interfere with the network services (hacking, propagation of viruses, unauthorized entry into any system, or attempts to degrade system performance).
- Students must not access, modify, download, or install computer programs, files, or information belonging to others.
- Students must not waste or abuse school resources through unauthorized system use that is not tied directly to instruction or research (online gaming, downloading music, watching videos, etc.).
- Students shall adhere to all laws and district policies related to issues of copyright or plagiarism.
- Students must not create/publish/submit or display any materials/media that are abusive, obscene, sexually oriented, threatening, harassing, or damaging to another's reputation, or could be interpreted as cyber-bullying as defined by state law and should report any instances encountered.
- As always, classroom management remains the purview of the individual classroom teacher.
- It is up to the classroom teacher to decide if and when technology is appropriate for use in the classroom.

5.20.1 – Website Privacy Policy

The Pea Ridge School District shall maintain a web page to provide information about its schools, students, and activities to the community. This policy is adopted to promote continuity between the different pages on the district website by establishing guidelines for their construction and operation.

The Pea Ridge School District website shall be used for educational purposes only. It shall not create either a public or a limited public forum. Any link from any page on the District's site may only be to another educational site. The website shall not use "cookies" to collect or retain identifying information about visitors to its website nor shall any such information be given to "third parties." Any data collected shall be used solely for the purpose of monitoring site activity to help the district improve the usefulness of the site to its visitors.

Each school's web page shall be under the supervision of the school's Web Master and the District's website shall be under the supervision of the District's Web Master. They shall have the responsibility for ensuring that web pages meet appropriate levels of academic standards and are in compliance with these guidelines and any additional administrative regulations. To this end, the District and School Web Masters shall have the authority to review and edit any proposed changes to web pages to ensure their compliance with this policy. All such editing shall be viewpoint neutral.

District and school web pages shall also conform to the following guidelines:

1. All pages on the District's website may contain advertising and links only to educational sources.
2. The District's home page shall contain links to existing individual school's web pages and the school home pages shall link back to the District's home page. The District's home page may also include links to educational extracurricular organization's web pages, which shall also link back to the District's home page.

3. Photos along with the student's name shall only be posted on web pages after receiving written permission from the student's parents or the student if the student is over the age of eighteen (18).
4. The District's web server shall host the Pea Ridge District's website.
5. No web page on the District website may contain public message boards or chat rooms.
6. All web pages on the District website shall be constructed to download in a reasonable length of time.
7. The District's home page shall contain a link to a privacy policy notice, which must be placed in a clear and prominent place and manner.
8. With the exception of students who may retain the copyright of material they have created that is displayed on a District web page, all materials displayed on the District web site are owned by the District.
9. The District shall include the following information on its website through a link located on the District's homepage titled "State Required Information":

a. Local and state revenue sources; b. Administrator and teacher salary and benefit expenditure data; c. District balances, including legal balances and building fund balances; d. Minutes of regular and special meetings of the school board; e. The district's budget for the ensuing year; f. A financial breakdown of monthly expenditures of the district; g. The salary schedule for all employees including extended contract and supplementary pay amounts; h. Current contract information (not including social security numbers, telephone numbers, personal addresses or signatures) for all district employees; i. The district's annual budget; j. The annual statistical report of the district; k. The district's personnel policies; l. The annual School Performance Report;	m. School-Level Improvement Plans; n. The School District Support Plan; o. Student discipline policies; p. Comprehensive School Counseling Plan; q. The District financial policies; r. Student handbooks; s. The Annual Report to the Public; t. The parent, family, and community engagement plan; u. The Immunization waiver report from Policy 4.57—IMMUNIZATIONS; v. School District Calendar; w. List of statutory, rule, or Standards for Accreditation waivers the District has received under A.C.A. § 6-15-103; x. The District's Teacher and Administrator Recruitment and Retention Plan; y. The total amount of State funds used for teacher salaries;
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The information and data required for items A through K in 9 above shall be the actual data for the previous two (2) school-years and the projected data for the current school-year.

Before July 15 of each year, the District shall post on its website the following information:

- The dyslexia intervention programs used during the previous school year that were specifically responsive to assisting students with dyslexia;
- The number of students during the previous school year who received dyslexia intervention; and
- The total number of students identified with dyslexia during the previous school year.

If the District's reading curriculum is not taken from the DESE list of approved curricula, the District shall post the reading curriculum the District uses and a statement that the curriculum is not on the list of DESE approved curricula.

The District shall include the following information on its website that may be accessed through a link located on the District's homepage titled "Title IX/Sex Discrimination":

- Contact information for the District's Title IX Coordinator;
- A statement that any person may report sex discrimination, including sexual harassment, to the Title IX Coordinator in person or by using the mailing address, telephone number, or email address provided. A report may be made at any time, including during non-business hours, and may be on the individual's own behalf or on behalf of another individual who is the person alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment;
- Copies of the District's sexual harassment policies;
- Copies of the District's Procedures governing the grievance and appeal process;
- The process for filing a formal complaint of sexual harassment; and
- Direct links to or copies of the materials used to train the District's Title IX Coordinators, investigators, and decision-makers.

The District and school webmasters are responsible for ensuring all District webpages meet required standards to be accessible to individuals with disabilities.

IX. GRADUATION REQUIREMENTS/PROMOTION AND RETENTION

Graduation Requirements

Information regarding Graduation requirements 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. All students are 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 as part of the creation of the student's Student Success Plan.

To the best of its ability, the District shall follow the requirements covering the transfer of course credit and graduation set forth in the Interstate Compact on Educational Opportunity for Military Children and the Arkansas Military Child School Transitions Act of 2021 for all students who meet the definition of "eligible child" in Policy 4.2—ENTRANCE REQUIREMENTS including the waiving of specific courses that are required for graduation if similar coursework has been satisfactorily completed.

4.45 – Graduation Requirements for the Class of 2026

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. 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 district may prescribe up to 2 credits of College and Career Readiness courses for each student. The additional required units may be taken from any electives offered by the district. Accelerated learning courses or career education courses that are determined by DESE to be eligible for use in the place of a listed course may be substituted for the course as designated by DESE.

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

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

Personal and Family Finance

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

Computer Science

All students shall earn one (1) unit of credit in a computer science or computer science related career and technical education course in order to graduate.

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

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

Mathematics: four (4) units

- Algebra I
- Geometry
- All math units must build on the base of algebra and geometry knowledge and skills.
- Comparable accelerated learning courses may be substituted where applicable.
- A computer science flex credit may be taken in the place of a fourth math credit.

Natural Science: three (3) units

1. DESE approved biology – 1 credit;
2. DESE approved physical science – 1 credit; and
3. 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

1. Civics - one-half ($\frac{1}{2}$) unit
2. World History - one unit
3. American History - one unit
4. Other social studies – one-half ($\frac{1}{2}$) Unit (PRSD students complete Economics with Personal Finance to satisfy this graduation requirement.)

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.

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

Note-- See the full district policy 4.45 for details regarding the Core Graduation Requirements and eligibility. Parents may request more information from the campus counselor and discuss impacts to graduation and post-secondary plans for students.

4.45.1—Graduation Requirements for the Class of 2027 and Thereafter

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. 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 district may prescribe up to 2 credits of College and Career Readiness courses for each student. The additional required units may be taken from any electives offered by the district. Accelerated learning courses or career education courses that are determined by DESE to be eligible for use in the place of a listed course may be substituted for the course as designated by DESE.

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

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

Personal and Family Finance

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

Computer Science

All students shall earn one (1) unit of credit in a computer science or computer science related career and technical education course in order to graduate.

Community Service

Except as otherwise provided by this policy or the student's IEP, each student must receive seventy-five (75) clock hours of community service that is certified by the service agency or organization where the student volunteers or the student's parent. The community service must be in programs or activities, either in Arkansas or outside of Arkansas, that meet the requirements established by the State Board and the District Board of Directors and include preparation, action, and reflection components. A student who transfers into the District after ninth (9th) grade must receive at least the following documented clock hours of community service each year:

- Fifteen (15) hours for students in grade nine (9);
- Twenty (20) hours for students in grade ten (10);
- Twenty (20) hours for students in grade eleven (11); and
- Twenty (20) hours for students in grade twelve (12).

Students transferring into the District after grade nine (9) or students who are graduating early may receive a diploma provided that the minimum requirement for each year the student attends the District is met. The District Board of Directors may grant a waiver of the community service requirement for extenuating circumstances on a case-by-case basis, which may include without limitation:

- A major illness associated with a student or a family member of a student;
- Student homelessness or housing insecurity; and
- Notice to the public school district board of directors if the student is a major contributor to family income.

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

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

Mathematics: four (4) units

- Algebra I
- Geometry
- All math units must build on the base of algebra and geometry knowledge and skills.
- Comparable accelerated learning courses may be substituted where applicable.
- A computer science flex credit may be taken in the place of a fourth math credit.

Natural Science: three (3) units

1. DESE approved biology – 1 credit;
2. DESE approved physical science – 1 credit; and
3. 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

1. Civics - one-half ($\frac{1}{2}$) unit
2. World History - one unit
3. American History - one unit
4. Other social studies – one-half ($\frac{1}{2}$) Unit (PRSD students complete Economics with Personal Finance to satisfy this graduation requirement.)

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.⁷

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.

Note-- See the full district policy 4.45.1. Parents may request more information from the campus counselor and discuss impacts to graduation and post-secondary plans for students.

5.11 – Digital Learning Courses

Definitions

For the purposes of this policy:

“Blended Learning” is education in which instruction and content are delivered through supervised instruction in a classroom and online delivery of instruction with some element of student control over time, place, path, or pace.

“Digital Learning” means a digital technology or internet-based educational delivery model that does not rely exclusively on compressed interactive video (CIV). Digital learning includes online and blended learning.

“Instructional Materials” means:

1. Traditional books, textbooks, and trade books in printed and bound form;
2. Activity-oriented programs that may include:
 - a. Manipulatives;
 - b. Hand-held calculators;
 - c. Other hands-on materials; and
3. Technology-based materials that require the use of electronic equipment in order to be used in the learning process.

“Online Learning” is education in which instruction and content are delivered primarily over the Internet. The term does not include print-based correspondence education, broadcast television or radio, videocassettes, compact disks and stand-alone educational software programs that do not have a significant Internet-based instructional component.

“Public School Student Accessing Courses at a Distance” means a student who is scheduled for a full course load through the District and attends all classes virtually.

Digital Course Offerings

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 and shall be tailored to meet the needs of each student.

All digitally offered courses shall meet or exceed the State Board of Education's curriculum standards and requirements and be capable of being assessed and measured through standardized or local assessments. Additionally, the District shall ensure there is sufficient infrastructure to handle and facilitate a quality digital learning environment.

The District shall annually determine what District created digital learning courses it will provide to our students.¹ The District may also choose to provide digital learning courses by contracting with outside providers of such courses, who have been pre-approved as part of the Arkansas Course Choice Program by the Division of Elementary and Secondary Education (DESE). The School Board shall determine the provider method or combination of methods for the District. The Superintendent shall ensure that all digital learning courses provided to District students, regardless of the source of the course, have been approved by DESE.

District created digital courses and any digital courses the district purchases from outside providers shall adhere to the guidelines for the use of digitally transmitted copyrighted materials set forth in Policy 5.8—USE OF COPYRIGHTED MATERIALS as well as applicable statutory requirements.

The District shall require all outside providers to incorporate Policy 5.8 as a condition of the service contract. Failure of the outside provider to abide by Policy 5.8 shall constitute a breach of contract and the outside provider shall be responsible for any costs resulting from such breach.

A student may elect to take any scheduled courses digitally if offered digitally by the District or, if applicable, through the Arkansas Course Choice Program. The student's attendance in the student's digital course(s) shall be determined in accordance with Policy 4.7—ABSENCES

The District is responsible for providing all instructional materials for each student who enrolls in a District approved digital learning course

Except as required by Policy 5.19, the District may restrict a student's access to digital courses when the student's building principal determines the student's participation in such a course would not be academically appropriate based on the student's past performance in digital courses. Furthermore, the student's building principal may revoke a student's eligibility to continue taking a digital learning course if the student's performance during the semester indicates the student is not succeeding in the course

5.19 – Arkansas Course Choice Program

District students in grades six through twelve (6-12) are eligible to take courses through the Arkansas Course Choice Program (ACCP) if the student is:

- Seeking to take a course not offered by the District; or
- Attending a District school that received a school letter grade of C, D, or F.

The ACCP course catalog shall be made available to all students during student course selection. The District shall not actively discourage, intimidate, or threaten a student during course selection to not take a course through the ACCP.

A student attending courses through the ACCP shall enroll in at least one (1) course at the District, which may be either in person or a digital course offered by the District.

A District student attending courses through the ACCP is entitled to the following services as if the student were attending courses at the District:

1. Required assessments, including without limitation:
 - a. Statewide assessments;
 - b. Advanced Placement; and
 - c. International Baccalaureate,
2. Participation in extracurricular or co curricular activities; and
3. Special education services pursuant to the student's individualized education program.

Credits earned through the ACCP shall appear on a student's official transcript and count fully towards the student's graduation requirements.

Schedule Changes- Dropping or Adding Classes (Grades 7-12)

Students may not drop a course after the second week of the semester. He/she must remain in the class for the remainder of the semester. Students cannot drop or add a course without the written permission of the principal, counselor, the teacher involved, the student's advisor and the student's parents.

If a student is permitted to drop or add a class to his/her schedule, the counselor's office will issue a drop/add form. The student will take this form to the teacher of the course being dropped for their signature, and then to the teacher of the course being added for their signature. At this point the student will return the drop/add form to the counselor and attend class in his/her new course. The granting of permission to add or drop a class is not automatic at the student's request. Classes may become full and close for further enrollment. Students may not drop classes that are full year courses at semester, especially if the full year course is a graduation requirement. For example, a student who has just completed the first semester of biology may not drop the second semester.

The school will allow schedule changes for the following reasons only:

- When a student completes a course during summer school or by independent study, which requires an adjustment of the original schedule.
- When a student fails a course prerequisite.
- When a change is required because of a clerical error.
- When a teacher recommends a change in the level of the course.
- When enrollment in a course is insufficient, or when the course has an overload of students in accordance with the law and student number must be reduced.
- Extenuating circumstances under which the schedule change will better serve the students. In these types of cases a conference with the student, his or her parents or guardians, the teacher and the counselor or principal is required before the schedule change goes into effect.

4.55 – Student Promotion and Retention

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

Each time a student is assessed by use of a high-quality literacy screener, At with results at least once each semester, the Parents, legal guardians, persons having lawful control of the student, or persons acting in loco parentis, and teacher(s) of a student in kindergarten through eighth (8th) grade shall be notified in writing of the student's independent grade-level-equivalency in reading and, in a parent friendly manner, the student's reading progress.

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

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

- a. The building principal or designee;
- b. The student's teacher(s);
- c. School counselor;
- d. A 504/special education representative (if applicable); and
- e. The student's parents, legal guardians, persons having lawful control of the student, or persons standing in loco parentis.

The conference shall be held at a time and place that best accommodates those participating in the conference. The school shall document participation or non-participation in required conferences. If the conference attendees fail to agree concerning the student's placement or receipt of course credit, the final decision shall rest with the principal or the principal's designee.

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

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

The SSP for a student in kindergarten through grade three (K-3) who does not meet the reading standard As set by the state board and determined by a high-quality literacy screener or the statewide assessment shall include an individual reading plan for each student. An individual reading plan shall include:

1. The student's specific, diagnosed reading skill needs, including without limitation:
 - Phonemic awareness;
 - Phonics decoding;
 - Text reading fluency;
 - Vocabulary-building strategies; and
 - Self-regulated use of reading comprehension strategies, as identified by high-quality literacy screener data;
2. The goals and benchmarks for the student's growth;
3. How the student's progress will be monitored and evaluated;
4. The type of additional instructional services and interventions the student may receive;
5. The intensive, evidence-based literacy intervention program aligned to the science of reading the student's teacher will use to address the areas of phonemic awareness, phonics, fluency, vocabulary, and comprehension;
6. The strategies the student's parents, legal guardians, or persons standing in loco parentis to the student are encouraged to use in assisting the student to achieve the student's reading goal; and

7. Any additional services the student's teacher determines are available and appropriate to accelerate the student's reading skill development.

All parents, legal guardians, or persons standing in loco parentis shall be notified in writing:

- a. Of the content of their child's independent reading plan and progress on the independent reading plan throughout the year; and
- b. By no later than October 1 of each year, or as soon as practicable if a student's reading need is identified after October 1:
 - Of their student's eligibility to participate in the literacy tutoring grant program;
 - The process for applying for the literacy tutoring grant program; and
 - Other information provided by DESE.

For each student who does not meet the reading standard established by the state board by the end of third (3rd) grade, including students who are promoted to the fourth (4th) grade under a good cause waiver, the District, during the subsequent summer and school year, shall :

- a. Provide at least ninety (90) minutes of evidence-based literacy instruction aligned to the science of reading during each school day;
- b. Assign the student to:
 - If the District has a teacher with a value-added model score in the top quartile statewide in English language arts for the past three (3) years, a teacher with a value-added model score in the top quartile statewide in English language arts for the past three (3) years; or
 - If the District is unable to identify a teacher with a value-added model score in the top quartile statewide in English language arts for the past three (3) years, a teacher:
 - With a highly-effective rating according to the Teacher Excellence and Support System, when possible; or
 - Deemed to be a high-performing teacher as defined by a Master Professional Educator designation.
- c. Provide parents, legal guardians, or persons standing in loco parentis to students with a "read-at-home" plan to support student early literacy growth, which shall include evidence-based science of reading strategies and tools that are aligned to a student's individual reading plan for parents, legal guardians, or persons standing in loco parentis to use with their student;
- d. Notify parents, legal guardians, or persons standing in loco parentis to a student regarding their student's eligibility for a literacy tutoring grant;
- e. Be given priority to receive a literacy tutoring grant; and
- f. Be given the option to participate in additional intensive, evidence-based literacy intervention programs aligned to the science of reading.

The SSP of a student in kindergarten through grade eight (K-8) who is not performing at or above grade level on the state assessment, as defined by the State Board of Education shall include a math intervention plan. The math intervention plan may include the:

1. Provision of each student with access to high-dosage, targeted math tutoring in the subsequent school year, which shall include three (3) or more tutoring sessions a week in a one-on-one or small-group setting;
2. Assignment to:

- if the District has a teacher with a value-added model score in the top quartile statewide in math for the previous three (3) years, a teacher, with a value-added model score in the top quartile statewide in math for the previous three (3) years; or
 - if the District is unable to find a teacher with a value-added model score in the top quartile statewide in math for the previous three (3) years, a teacher:
 - With a highly-effective rating in the Teacher Excellence and Support System, when possible; or
 - Deemed to be a high-performing teacher as defined by a Master Professional Educator designation; and
3. Provision of each student with extended time on math instruction during or after school.

All parents, legal guardians, or persons standing in loco parentis shall receive written notification of their student's math intervention plan and progress on the student's math intervention plan throughout the school year.

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

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

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

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

A student's SSP shall include the recommended sequence of courses for successful completion of the diploma pathway selected by the student but be sufficiently flexible to allow the student to change the student's selected diploma pathway. The school counselor shall meet with the student's parent, legal guardian, or persons standing in loco parentis and the student to review the student's SSP annually and to revise the student's SSP as necessary to identify the courses to be taken each year until all required core courses are completed. Part of the review shall include an explanation of the possible impacts the revisions to the plan might have on the student's graduation requirements and postsecondary education goals. Any change made to a student's SSP as part of the review that amends the student's diploma pathway shall be structured to ensure that the student will meet the high school graduation requirements for the student's chosen diploma pathway and be qualified for admission to a postsecondary educational institution or to enter the workforce. After each review, the student's SSP shall be signed by the student; student's parent, legal guardian, or person standing in loco parentis to the student; and the school counselor.

An SSP shall be created:

1. By no later than the end of the school year for a student in grade eight (8) or below 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

X. CURRICULUM AND ACTIVITIES

Extracurricular Activities

Interruptions of instructional time in the classroom are to be minimal and absences from class to participate in extracurricular activities shall not exceed one (1) per week per extracurricular activity (tournaments excepted). Additionally, a student's participation in, and the District's operation of, extracurricular activities shall be subject to Policy 4.56-- Extracurricular Activities. All students are eligible for extracurricular activities unless specifically denied eligibility on the basis of criteria outlined in district policy.

In addition to enrollment and residency, students must meet minimum academic requirements for grades, GPA, and course load. For more details regarding definitions, eligibility requirements- GPA, grades, and enrollment- and AAA rules for eligibility see the full policy (4.56 - Extracurricular Activities - Secondary Schools) on the district website. Parents and students should speak to the Athletics and Activities Director or coach/sponsor for any concerns regarding eligibility or regaining eligibility.

Additional policies address specifics related to home schooled students (Policy 4.56.2), private school students (Policy 4.56.3), and elementary students (Policy 4.56.1).

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

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

5.26 – Alternative Learning Environments

The District shall provide an eligible alternative learning environment (ALE) for each eligible ALE student enrolled in a District school. The ALE shall be part of an intervention program designed to provide guidance, counseling, and academic support to students who are experiencing emotional, social, or academic problems. Placement of a student in an ALE shall not be punitive in nature.

The superintendent or designee shall appoint an Alternative Education Placement Team which shall have the responsibility of determining student placement in the ALE. A student may be enrolled in an ALE only on the referral of the Alternative Education Placement Team. The team's placement decision is final and may not be appealed.

The team is to be comprised of the following:

- a school counselor from the referring school;
- the ALE administrator and/or ALE teacher;
- the building principal or assistant principal from the referring school;
- a parent, legal guardian, person having lawful control of the student, or person standing in loco parentis (if they choose to participate);
 - The District shall document its efforts to contact the student's parent, legal guardian, person having lawful control of the student, or person standing in loco parentis to schedule a meeting or a phone call for a placement meeting at the convenience of the parent, legal guardian, person having lawful control of the student, or person standing in loco parentis, and maintain such documentation in the student's Student Action Plan (SAP).
- LEA special education/504 representative (if applicable);
- at least one (1) of the student's regular classroom teacher(s); and
- if the District so chooses, the student.

Students who are placed in the ALE shall exhibit at least two (2) of the following characteristics:

1. Ongoing, persistent lack of attaining proficiency levels in literacy and mathematics
2. Abuse: physical, mental, or sexual;
3. Frequent relocation of residency;
4. Homelessness;
5. Inadequate emotional support;
6. Mental/physical health problems;
7. Pregnancy;
8. Being a single parent;
9. Personal or family problems or situations;
10. Recurring absenteeism;
11. Dropping out from school; or
12. Disruptive behavior

Before or upon entry into the ALE, the ALE program shall assess the student in order to provide intervention services designed to address the student's specific educational and behavioral needs, with the focus for behavioral needs on long-term improvement of the student's ability to control the student's behavior.

No later than five (5) school days after a student begins alternative education interventions, the Alternative Education Placement Team shall develop a signed agreement between the ALE; the parent, legal guardian, person having lawful control of the student, or person standing in loco parentis (if they choose to participate); and the student, outlining the responsibility of the ALE; parent, legal guardian, person having lawful control of the student, or person standing in loco parentis; and the student to provide assurance that the plan for each student is successful.

No later than one (1) week after a student begins alternative education interventions, the Alternative Education Placement Team shall assess the student's current functioning abilities and all relevant social, emotional, academic, career, and behavioral information and develop an SAP outlining the intervention services to be provided to the student. The SAP may be revised from time to time by the ALE placement team.

The district's ALE program shall follow class size, staffing, curriculum, and expenditure requirements identified in the DESE Rules.

4.44 – National Anthem

Each school in the District shall broadcast The Star-Spangled Banner at:

- The commencement of each school-sanctioned sporting event; however, if two (2) or more school-sanctioned sporting events occur on the same day at the same school, then the broadcast of The Star-Spangled Banner may be performed at only one (1) of the events; and
- At least one (1) time each week during school hours.

The broadcast of The Star-Spangled Banner shall be selected from any recording that adheres to the Division of Elementary and Secondary Education (DESE) Rules, or, when appropriate, performed from original sheet music that adheres to DESE rules by:

- A school-sanctioned band program;
- A school-sanctioned chorale program, vocal group, or vocalist; or
- The attendees of a school-sanctioned event led by a vocalist selected by the principal of the school hosting the school-sanctioned event.

Students shall not be compelled to participate in the performance of The Star-Spangled Banner, but students who choose not to participate in the performance of The Star-Spangled Banner shall not disrupt those students choosing to participate in the performance of The Star-Spangled Banner. Students choosing not to participate in the performance of The Star-Spangled Banner who do not disrupt the participation of performance of The Star-Spangled Banner shall not be subject to any comments, retaliation, or disciplinary action.

4.46 – Pledge of Allegiance and Moment of Silence

The Pledge of Allegiance shall be recited:

- During the first class period of each school day;

- At the commencement of each school-sanctioned after-school assembly; and
- At the commencement of each school-sanctioned sporting event; however, if two (2) or more school-sanctioned sporting events occur on the same day at the same school, then the Pledge may be recited at only one (1) of the school-sanctioned sporting events.

Students choosing to participate in the recitation of the Pledge shall do so by facing the flag with their right hands over their hearts, or in an appropriate salute if in uniform, while reciting the Pledge. Students choosing not to participate shall either stand or sit quietly while the other students recite the Pledge.

Students shall not be compelled to recite the Pledge, but students who choose not to recite the Pledge shall not disrupt those students choosing to recite the Pledge. Students choosing not to recite the Pledge who do not disrupt those students who choose to recite the Pledge shall not be subject to any comments, retaliation, or disciplinary action.

Following the recitation of the Pledge, there shall be an observance of one (1) minute of silence. During the one (1) minute of silence, each student may reflect, pray, meditate, or engage in any other silent activity that is not likely to interfere with or distract another student. Students who do not disrupt the one (1) minute of silence shall not be subject to any comments, retaliation, or disciplinary action.

4.11 – Equal Educational Opportunity

No student in the Pea Ridge School District shall be excluded from participation in, or denied the benefits of, or subjected to discrimination under any educational program or activity sponsored by the District on the basis of color, religion, national origin, sex, age, or disability. 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 Assistant Superintendent, who may be reached at 479-451-8181 or assistantsuperintendent@pearidgek12.com.

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

For further information on notice of non-discrimination or to file a complaint, visit <https://www2.ed.gov/about/offices/list/ocr/complaintintro.html>; for the address and phone number of the office that serves your area, or call 1-800-421-3481.

4.11a – ADA Title II/Non-Discrimination Policy

All persons shall be entitled to the full and equal enjoyment of the goods, services, facilities, privileges, advantages, and accommodations of the Pea Ridge School District, as defined in this section, without discrimination on the ground of race, color, religion, or national origin.

No qualified individual with a disability shall, by reason of such disability, be excluded from participation in or be denied the benefits of the services, programs, or activities of a public entity, or be subjected to discrimination by the Pea Ridge School District.

The Pea Ridge School District, in providing any aid, benefit, or service, does not, directly or through contractual, licensing, or other arrangements, based on disability:

- Deny a qualified individual with a disability the opportunity to participate in or benefit from the aid, benefit, or service;
- Afford a qualified individual with a disability an opportunity to participate in or benefit from the aid, benefit, or service that is not equal to that afforded others;
- Provide a qualified individual with a disability with an aid, benefit, or service that is not as effective in affording equal opportunity to obtain the same result, to gain the same benefit, or to reach the same level of achievement as that provided to others;
- Provide different or separate aids, benefits, or services to individuals with disabilities or to any class of individuals with disabilities than is provided to others unless such action is necessary to provide qualified individuals with disabilities with aids, benefits, or services that are as effective as those provided to others;
- Aid or perpetuate discrimination against a qualified individual with a disability by providing significant assistance to an agency, organization, or person that discriminates on the basis of disability in providing any aid, benefit, or service to beneficiaries of the public entity's program;
- Deny a qualified individual with a disability the opportunity to participate as a member of planning or advisory boards;
- Otherwise, limit a qualified individual with a disability in the enjoyment of any right, privilege, advantage, or opportunity enjoyed by others receiving the aid, benefit, or service.

The Pea Ridge School District does not deny a qualified individual with a disability the opportunity to participate in services, programs, or activities that are not separate or different, despite the existence of permissibly separate or different programs or activities.

The Pea Ridge School District does not, directly or through contractual or other arrangements, utilize criteria or methods of administration:

- That have the effect of subjecting qualified individuals with disabilities to discrimination on the basis of disability;
- That have the purpose or effect of defeating or substantially impairing accomplishment of the objectives of the public entity's program with respect to individuals with disabilities; or
- That perpetuate the discrimination of another public entity if both public entities are subject to IN common administrative control or are agencies of the same State.

The Pea Ridge School District does not, in determining the site or location of a facility, make selections:

- That have the effect of excluding individuals with disabilities from, denying them the benefits of, or otherwise subjecting them to discrimination; or
- That have the purpose or effect of defeating or substantially impairing the accomplishment of the objectives of the service, program, or activity with respect to individuals with disabilities.

The Pea Ridge School District, in the selection of procurement contractors, does not use criteria that subject qualified individuals with disabilities to discrimination based on disability.

The Pea Ridge School District does not administer a licensing or certification program in a manner that subjects qualified individuals with disabilities to discrimination based on disability, nor may a public entity establish requirements for the programs or activities of licensees or certified entities that subject qualified individuals with disabilities to discrimination based on disability.

The Pea Ridge School District does make reasonable modifications in policies, practices, or procedures when the modifications are necessary to avoid discrimination based on disability, unless the district can demonstrate that making the modifications would fundamentally alter the nature of the service, program, or activity.

The Pea Ridge School District does not impose or apply eligibility criteria that screen out or tend to screen out an individual with a disability or any class of individuals with disabilities from fully and equally enjoying any service, program, or activity. Unless such criteria can be shown to be necessary for the provision of the service, program, or activity being offered.

The Pea Ridge School District does administer services, programs, and activities in the most integrated setting appropriate to the needs of qualified individuals with disabilities.

The Pea Ridge School District does not place a surcharge on a particular individual with a disability or any group of individuals with disabilities to cover the costs of measures, such as the provision of auxiliary aids or program accessibility, that are required to provide that individual or group with the nondiscriminatory treatment required by the Act or this part.

The Pea Ridge School District does not exclude or otherwise deny equal services, programs, or activities to an individual or entity because of the known disability of an individual with whom the individual or entity is known to have a relationship or association.

The Pea Ridge School District may impose legitimate safety requirements necessary for the safe operation of its services, programs, or activities. However, the district will ensure that its safety requirements are based on actual risks, not on mere speculation, stereotypes, or generalizations about individuals with disabilities.

The Pea Ridge School District does not discriminate against prospective students or students based on disability, including HIV. All prospective student or students with disabilities, including HIV, have an equal opportunity to participate in or benefit from the services, programs, or activities provided by the Pea Ridge School District, including classroom instruction and extracurricular activities. Pursuant to the Americans with Disabilities Act (ADA), individuals who are disabled or who are associated with a person with a disability, including HIV, are covered by the ADA's protections. PRSD prohibits inquiries as to the HIV status of any prospective student or student as a precondition to the provision of PRSD's services, programs, or activities. PRSD also prohibits requests for the HIV results of any prospective student or student as a precondition to the provisions of PRSD's services, programs, or activities.

4.12 – Student Organization 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.

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

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

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

Right to Request Teacher Qualifications

Our district receives federal funds for Title I programs that are part of the No Child Left Behind Act of 2001. Throughout the year, we will continue to provide information about this law and your child's education. You have the right to request information regarding the professional qualifications of your child's teacher(s). If you request this information, the district or school will provide you with the following as soon as possible:

- If the teacher has met state licensing requirements for the grade level and subjects in which the teacher is providing the instruction
- If the teacher is teaching under an emergency status for which state licensing requirements have been waived the type of college degree major of the teacher and the field of discipline for any graduate degree or certificate; and
- If your child is receiving Title I services from paraprofessionals and, if so his/her qualifications

4.63 – Student Religious Expression

The Pea Ridge School District Board of Directors does not allow the discrimination against a student based on a student's voluntary religious expression, if any. At the same time, the District shall provide a process to eliminate any actual or perceived sponsorship or attribution to the District of a student's public voluntary expression of a religious viewpoint, if any.

Student Assignments

Student assignments include, but are not limited to:

- Homework;
- Classwork;

- Artwork; and
- Other written or oral assignments.

A student may express the student's religious viewpoint, if any, in the student's assignments without discrimination based on the religious content, if any. A student's assignments shall:

1. Be graded and judged:
 - a. By ordinary academic standards of substance and relevance; and
 - b. Against other conventional, pedagogical topics as identified by the District curriculum; and
2. Not be penalized or rewarded based on the religious content, if any, of the student's assignments.

Accommodation will be considered for those portions of instructional activities in the schools that unduly burden a student's sincere religious belief provided such accommodation doesn't amount to a significant change in curriculum, program, or course of instruction and when it is possible that a substitution of equally rigorous material that advances the same instructional goals can be arranged. Parents and students are advised that such accommodations are easier to grant when the objection is to non-state mandated Standards material than if the material is required by the Standards.

A student or the student's parent can request the student's teacher accommodate the student's objection based on a religious belief to an instructional activity. Any such request must be made within two school days after the activity is assigned by the teacher. Any objection must be raised in accordance with this policy's requirements or it will not be considered.

Upon receiving such a request, the student's teacher shall determine within five (5) work days if an accommodation is possible under the provisions of this policy. If the teacher decides an accommodation cannot be made or if the student or the student's parent believes the accommodation to be unreasonable, the student or the student's parent may request a conference with the teacher and the teacher's principal. A requested conference will occur at a time of mutual convenience, but no later than five (5) working days following the request. The principal shall have five (5) working days in which to make a decision on the appeal. If the student, the student's parent, or the teacher is unsatisfied with the principal's decision, it may be appealed to the District Superintendent who shall convene a conference between the student, the parent and the teacher. The requested conference will occur at a time of mutual convenience, but no later than five (5) working days following the request. The Superintendent shall have five (5) working days in which to make a decision on the appeal which shall be final with no further right of appeal. During the time of review and possible appeal, the student will not be penalized for withholding the assignment. The due date of the assignment or replacement assignment will be equal to the number of days allowed for the original assignment.

Student Presenters

A student's expression of a religious viewpoint, if any, on an otherwise permissible subject shall not be excluded from a forum, whether oral or in writing, where students are allowed to speak.

The District has the right to restrict student speech that is inappropriate in the school setting by being obscene, vulgar, offensively lewd, or indecent.

Review of written student forums shall be handled in accordance with Policy 4.14—STUDENT MEDIA AND THE DISTRIBUTION OF LITERATURE.

If the forum is a scheduled event with designated student speakers, the building principal shall have an opportunity to review pre-written remarks prior to the student's presentation at the scheduled forum. The principal may require the student to amend the student's remarks to the extent necessary to address any portions that are determined to be inappropriate. A student's refusal to amend the remarks that were determined to be inappropriate may be prohibited from participation in the forum. A student who diverts from the approved pre-written remarks during a speech in such a manner that is determined to be inappropriate by the building principal or another present District staff member may be asked to return to the approved remarks. If a student refuses to return to the approved remarks or continues to divert from the approved remarks in a manner that is determined to be inappropriate may be escorted from the forum and disciplined in accordance with the District's Student Code of Conduct.

If the timing or format of the forum does not provide for pre-written remarks to be reviewed, then the building principal or other District staff shall have the authority to address a student whose remarks are determined to be inappropriate. The building principal or District staff member shall initially ask the student to cease the inappropriate remarks. If the student refuses or makes additional inappropriate remarks after being directed to cease such remarks, Then the building principal or District staff member may escort the student from the forum and the student may be disciplined in accordance with the District's Student Code of Conduct

There shall be a disclaimer that a student speaker's speech does not reflect the endorsement, sponsorship, position, or expression of the District. The disclaimer shall be provided at all forums where students speak and at all graduation ceremonies. The disclaimer shall be provided orally or in writing as most appropriately fits the format of the forum.

Information on how to participate in a student forum shall be provided to all students.

XI. ACADEMICS & STUDENT GRADES

Late Work Policy and Make-Up Work Policy

Students are required to complete and turn in all assignments. Teachers will accept assignments from students for a period of five school days from the established deadline. Students who do not turn in an assignment on the due date may be assigned to an intervention until the assignment is turned in. Points may be deducted daily. At the conclusion of the five-day window, an assignment that has not been completed or turned in to the course instructor following proper procedures will result in a grade of zero (0). The purpose of this policy is to encourage students to complete all assignments while also focusing on feedback within the learning process. Promoting work ethic and timeliness is extremely important to PRSD.

If students are absent from school due to illness, they will have an equal number of days to complete work upon their return. It is the responsibility of each student to obtain assignments missed from each teacher. If a student knows of an upcoming absence, they are expected to turn in assignments on or before the due date.

4.8—MAKE-UP WORK

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

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

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

Work for students serving an out-of-school suspension or expulsion shall be in accordance with the District's programs, measures, or alternative means and methods to continue student engagement and access to education during the student's period of suspension or expulsion. In lieu of the timeline above, assignments for students who are excluded from school by the Arkansas Department of Health during a disease outbreak are to be made up as set forth in Policy 4.57—IMMUNIZATIONS.

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

- a. Retaking a semester at the District school where the student is enrolled;
- b. Participating in an online course credit recovery program;
- c. Being granted six (6) weeks to continue at the same pace and finish the semester at a later date, provided that the student may:
 - Complete the student's coursework within the current school year; or
 - Attend previously scheduled summer school classes made available by the District Where the student is enrolled; and
- d. Receiving home-based instruction services.

4.64 – Student Use of Artificial Intelligence

The purpose of this policy is to establish guidelines for the responsible use of AI tools by District students. The policy applies to all students enrolled in the District and covers the use of AI tools when completing District assignments or projects.

The district shall provide teachers and students resources and education on AI literacy and digital citizenship. The District shall establish a committee who shall be responsible for the review and selection of AI tools that shall be available for students to use. All AI tools selected by the committee shall comply with applicable state and federal data privacy laws. Students shall only use AI tools that were approved by the District committee for classroom assignments or projects.

Teachers are responsible for providing instructions on when and how AI tools may be used for classroom assignments. Students may use AI tools as approved by their classroom teacher to enhance learning and develop future-ready skills.

Students should use AI tools ethically and responsibly, aligning with the district's educational objectives, and in a manner that does not harm themselves or others. As part of using AI tools responsibly, students should be cautious about the information they provide to AI tools and consult with a teacher if unsure. At no time shall Students share personal, sensitive, or confidential information with AI tools, especially AI tools requiring data input.

When a student uses AI tools, a student shall:

1. Review and verify the accuracy of content that is generated by an AI tool;
2. Cite AI tools used as part of an assignment or project as a source, following District citation guidelines; and
3. Be transparent about their use of AI in completing assignments.

Students must ensure all submitted work is their own and properly acknowledge or cite any assistance from AI tools. Students are encouraged to ask questions if they are unsure about the acceptable use of AI tools.

The following actions regarding AI tools are strictly prohibited:

- Misuse of AI tools for cheating, plagiarism, or any form of academic dishonesty, including the submission of assignments that were fully generated by an AI tool and presented as original student work;
- Altering or falsifying academic documents or records using AI tools;
- Using AI tools to:
 - Gain unauthorized access to District systems; or
 - Bypass District security measures;
- Using AI tools to produce misleading or false information, imagery, or any form of false outputs about themselves, other students, or staff members.

Students should report any inappropriate content or security concerns encountered while using AI tools to a teacher or administrator.

Violations of this policy shall be handled in accordance with the District's disciplinary procedures.

5.14 – Homework

The Pea Ridge School District maintains that homework can be an important activity to help students learn. Homework should be included as an integral part of the instructional program and a means by which students are provided extended time to master learning concepts and objectives. Homework should be a positive experience and provide students the opportunity to (1) reinforce skills development; (2) extend time for reading and writing activities; (3) manage learning time away from the school setting; (4) communicate to parents/guardians learning activities provided during the school day; and (5) involve other adults in helping them to learn.

Homework will be considered as part of the required work for each grading period. In Pea Ridge School District, all homework assignments will be:

- Directly related to the curriculum and the current curriculum standards and benchmarks;
- Explain thoroughly in terms of content, process, and expectation;
- Reasonable so as not to preclude students from assuming other homework and community responsibilities;
- Designed to encourage and support efforts to develop the skills to learn independently.
- Parents shall be notified of this policy at the beginning of each school year.

5.15 – Grading

Parents, legal guardians, persons having lawful control of a student, or persons standing in loco parentis shall be kept informed concerning the progress of their student. Parent-teacher conferences are encouraged and may be requested by parents, guardians, persons having lawful control of a student, persons standing in loco parentis, or teachers. If the progress of a student is unsatisfactory in a subject, the teacher shall attempt to schedule a parent-teacher conference. In the conference, the teacher shall explain the reasons for difficulties and shall develop, cooperatively with the parents, a plan for remediation, which may enhance the probability of the student succeeding. The school shall also send timely progress reports and issue grades for each nine (9) week grading period to keep parents/guardians informed of their student's progress.

The evaluation of each student's performance on a regular basis serves to give the parents/ guardians, students, and the school necessary information to help affect academic improvement. Students' grades shall reflect only the extent to which a student has achieved the expressed educational objectives of the course.

The grades of a child in foster care shall not be lowered due to an absence from school due to:

- A change in the child's school enrollment;
- The child's attendance at a dependency-neglect court proceeding; or
- The child's attendance at court-ordered counseling or treatment.

The District shall use Standards-based grading in the District's elementary schools.

The grading scale for all schools other than elementary schools in the district shall be as follows:

A = 100 – 90

B = 89 – 80

C = 79 – 70

D = 69 – 60

F = 59 and below

For the purpose of determining grade point averages, the numeric value of each letter grade shall be:

A = 4 points

B = 3 points

C = 2 points

D = 1 point

F = 0 points

The grade point values for accelerated learning courses and other approved courses for weighted credit shall be one (1) point greater than for regular courses with the exception that an F shall still be worth zero (0) points.

The final grades of students who transfer in for part of a semester will be determined by blending the grades earned in the district with those earned outside the district. Each final grade will be the sum of the percentage of days in the grading period transferred from outside the district times the transferred grade from outside the district plus the percentage of days in the grading period while in the district times the grade earned in the district.

For example: The grading period had forty (40) days. A student transferred in with a grade of eighty-three percent (83%) earned in ten (10) days at the previous school. The student had a grade of seventy-five percent (75%) in our district's school earned in the remaining thirty (30) days of the grading period. Ten (10) days is twenty-five percent (25%) of forty (40) days while thirty (30) days is seventy-five percent (75%) of forty (40) days. Thus the final grade would be $(0.25 \times 83) + (0.75 \times 75) = 77\%$.

5.15a—Virtual Course Grading

Grading policy for virtual learning students shall be consistent with that of onsite students.

5.21 – Accelerated Learning Courses

“Accelerated learning” means an organized method of learning that enables a student to meet individual academic goals and graduation requirements while pursuing higher levels of skill development, including without limitation the following coursework:

- A College Board Pre-Advanced Placement and Advanced Placement (AP) course;
- An International Baccalaureate (IB) Diploma Programme course;
- A Cambridge Advanced International Certificate of Education course;
- A concurrent credit course; and
- A substantively similar course or program approved by the Division of Elementary and Secondary Education (DESE).

Students in grades seven through twelve (7-12) who take accelerated learning courses or other courses approved for weighted credit by the Division of Elementary and Secondary Education (DESE) or the Division of Career and Technical Education (DCTE) shall be graded according to the following schedule:

A = 100 – 90

B = 89 – 80

C = 79 – 70

D = 69 – 60

F = 59 and below

For the purpose of determining grade point averages, the numeric value of each letter grade shall be:

A = 5 points

B = 4 points

C = 3 points

D = 2 point

F = 0 points

For a student to be eligible to receive weighted credit for an AP, or IB course:

- The course must be taught by an Arkansas licensed teacher who has received the appropriate training required by Arkansas statute and DESE Rule or, for an AP teacher, is in the process of completing an Additional Training Plan; and
- The student takes the applicable AP or IB examination after completing the entire course. Credit shall be given for each grading period during the course of the year, but shall be retroactively removed from a student's grade for any course in which the student fails to take the applicable exam. Students who do not take the applicable exam shall receive the same numeric value for the grade he/she receives in the course as if it were a non-AP or IB course.

A student who transfers into the district will be given weighted credit for the accelerated learning courses and other courses approved by DESE and DCTE for weighted credit that were taken for weighted credit at the student's previous school(s) according to the preceding scale.

For more details regarding definitions and DESE guidelines for weighted credit, see the full policy (5.21- Accelerated Learning) on the district website. The district also posts full course offerings and weighted credit details on its website under Parents → Academics.

5.22 – Concurrent Credit

A ninth (9th) through twelfth (12th) grade student who successfully completes a college course(s) from an institution approved by the Division of Elementary and Secondary Education (DESE) shall be given credit toward high school grades and graduation at the rate of one (1) high school credit for each three (3) semester hours of college credit. Unless approved by the school's principal, **prior to enrolling for the course**, the concurrent credit shall be applied toward the student's graduation requirements as an elective.

As permitted by the DESE Rules Governing Grading and Course Credit, a student who takes a three (3) semester hour remedial/developmental education course shall receive a half (1/2) credit for a high school career focus elective. The remedial/developmental education course cannot be used to meet core subject area/unit requirements.

Participation in the concurrent high school and college credit program must be documented by a written agreement between:

- The student;
- The student's parent(s) or legal guardian(s) if the student is under the age of eighteen (18);
- The District; and

- The publicly supported community college, technical college, four-year college or university, or private institution of higher education the student attends to take the concurrent credit course.

Students are responsible for having the transcript for the concurrent credit course(s) they've taken sent to their school in order to receive credit for the course(s). Credit for concurrent credit courses will not be given until a transcript is received. Students may not receive credit for the course(s) they took or the credit may be delayed if the transcripts are not received at all or in a timely manner; this may jeopardize students' eligibility for extracurricular activities or graduation.

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

A student or a student's parent, legal guardian, person having lawful control of the student, or person standing in loco parentis to the student shall not be responsible for tuition, fees, or materials for participation in a concurrent credit course.

XII. COMMUNICATION

4.14 – Student Media and the Distribution of Literature

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

Definitions

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

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

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

"Student media" means any means of communication that are:

- Prepared, substantially written, published, or broadcasted by a student;
- Distributed or generally made available, either free of charge or for a fee, to members of the student body; and
- Prepared under the direction of a student media advisor.
- "Student media" does not include media that is intended for distribution or transmission solely in the classroom in which it is produced.

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

Student Media

While the District recognizes a student's right of expression under the First Amendment of the Constitution of the United States, school-sponsored 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:

- 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.
- 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.
- Media may be regulated to prohibit the dissemination of material that may reasonably be perceived to advocate drug or alcohol use; irresponsible sex; conduct that is otherwise inconsistent with the shared values of a civilized social order; or to associate the school with any position other than neutrality on matters of political controversy.
- Prohibited media includes those that:
 - Are obscene as to minors;
 - 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;
 - Constitute an unwarranted invasion of privacy as defined by state law;
 - Suggest or urge the commission of unlawful acts on the school premises;
 - Suggest or urge the violation of lawful school regulations;
 - Scurrilously attacks ethnic, religious, or racial groups; or
 - Harass, threaten, or intimidate a student.

Student Media on School Web Pages

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

- Not contain any non-educational advertisements;
- 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);
- 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:

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

4.62 – Student Name, Title, or Pronoun

Unless a District employee has the written permission of the parent, legal guardian, person having lawful control of the student, or person standing in loco parentis to the student or the student if the student is an emancipated minor or over eighteen (18) years of age, a District employee shall not address a student with a:

1. Name other than that listed on the student's birth certificate, except for a derivative of the name; or
2. Pronoun or title that is inconsistent with the student's biological sex.

A student shall not be subject to discipline for declining to address a person using a:

- a. Name other than that listed on the student's birth certificate, except for a derivative of the name; or
- b. Pronoun or title that is inconsistent with the person's biological sex.

Parental Involvement (ACT 603, 2003)

At Pea Ridge School District campuses, parents are welcome and encouraged to be involved with their child's education. We believe it is very important for the school staff, parents and community to be active participants to ensure our students receive a quality education. Parents are welcome at school. PRSD campuses also schedule various parent involvement activities throughout the year, and these events will be communicated via campus newsletters, social media, and school messenger. Working together, we can help students be more successful.

5.24 – Student Participation in Surveys

No student shall be required to submit to a survey, analysis, or evaluation that is administered or distributed by a school, and is funded in whole or in part by any program administered by the U.S. Department of Education without the prior written consent of the student's parents, legal guardians, persons having lawful control of the student, or person standing in loco parentis that reveals information concerning the following:

1. Political affiliations;
2. Mental and psychological problems potentially embarrassing to the student or the student's family;
3. Sex behavior and attitudes;
4. Illegal, anti-social, self-incriminating, and demeaning behavior;

5. Critical appraisals of other individuals with whom respondents have close family relationships;
6. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
7. Religious practices, affiliations, or beliefs of the student or student's parents, legal guardians, persons having lawful control of the student, or person standing in loco parentis; or
8. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

No surveys, analyses, or evaluations shall be administered without the prior approval of the school principal.

The school shall take reasonable precautions to protect students' privacy during their participation in the administration of any survey, analysis, or evaluation containing one or more of the eight (8) categories listed above.

Any survey created by a third party, or funded, in whole or in part, as part of any US Department of Education administered program, containing one or more of the eight (8) categories listed above shall be available to be inspected by a student's parents, legal guardians, persons having lawful control of the student, or person standing in loco parentis before the survey is administered or distributed by a school to a student. Parents, legal guardians, persons having lawful control of the student, or person standing in loco parentis wishing to inspect a survey, analysis, or evaluation shall be able to do so in the administrative office of the administering school where the survey, analysis, or evaluation shall be available for inspection for a period of ten (10) business days after the notice of intent to administer the survey, analysis, or evaluation is sent. The notice shall include information regarding how the survey, analysis, or evaluation will be administered; how it will be utilized; and the persons or entities that will have access to the results of the completed survey, analysis, or evaluation. Parents, legal guardians, persons having lawful control of the student, or person standing in loco parentis may refuse to allow their student to participate before or after reviewing the survey, analysis, or evaluation. The school shall not penalize or otherwise retaliate against a student whose Parents, legal guardians, persons having lawful control of the student, or person standing in loco parentis exercised their right to refuse to allow their student to participate in the survey, analysis, or evaluation.

The above requirements of this policy do not apply to a survey administered to a student in accordance with the Individuals with Disabilities Education Act (IDEA).

Except for assessments mandated by State or Federal law; State Rule; or Federal regulation and standardized scholastic achievement tests, prior written permission from a student's Parents, legal guardians, persons having lawful control of the student, or person standing in loco parentis is required before any survey, analysis, or evaluation is administered to a student if the survey, analysis, or evaluation:

- A. Responses are to be provided to a person or entity other than another public school, school district, or any branch of the Federal Government; and
- B. Requests or requires a student to provide any of the eight (8) categories of information listed above; and/or
- C. Requests or requires a student to provide any of the following:
 - A student's name;
 - The name of the student's parents, legal guardians, persons having lawful control of the student, person standing in loco parentis, or other member of the student's family;

- The address, telephone number, or email address of a student or a member of a student's family;
- A personal identification number, such as a social security number, driver's license number, or student identification number of a student or a member of the student's family;
- Any information, the disclosure of which is regulated, or prohibited by any other State or federal law; State rule; or Federal regulation.

The rights provided to parents, legal guardians, persons having lawful control of the student, or person standing in loco parentis under this policy transfer to the student when the student turns eighteen (18) years old.

Emergency Numbers

The school must have a work telephone number or emergency number in the event your child becomes ill or an injury occurs at school. If there is any change in these numbers, please notify the school immediately.

6.7 – Complaints

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

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

- Teacher, coach, or other staff member against whom the complaint is directed
- Principal
- Superintendent

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

Unless authorized by the Board as a whole for a specific purpose, no individual Board member has any authority when acting alone. District constituents are reminded that the Board serves as a finder of fact, not unlike a jury, in matters such as student suspensions initiated by the Superintendent, expulsions, and personnel discipline. For this reason, the board may not be involved or informed prior to a board hearing on particular disciplinary matters.

Complaints that are related to district use or administration of federal funds generated through specific programs identified by the Division of Elementary and Secondary Education (DESE) and authorized in the Elementary and Secondary Education Act may be taken directly from a patron or by referral from DESE. If

taken directly from a patron, the complaint may be submitted by either a signed statement or by a certified, recorded deposition or statement in which the complainant is identified. The complaints shall be addressed in the following manner:

- The complaint shall be referred to the federal programs director, who shall assemble a team of at least two (2) people to investigate the complaint.
- Throughout the investigation, sufficient notes and records will be taken and maintained to substantiate the position of the findings of the investigation.
- The team will interview the complainant and others as necessary to enable the team to make a determination of the validity of the complaint. The team may consult with individuals with knowledge or expertise in the matter which is the subject of the complaint, including legal counsel.
- The investigation of complaints referred by the ADESE shall be completed within thirty (30) calendar days of receipt of the complaint, unless a longer time period has been approved by the ADESE.
- The investigation of complaints made directly to the district shall be completed within forty (40) calendar days unless there are extenuating circumstances; in such a case, a preliminary report shall be made within forty (40) calendar days of receipt of the complaint, which shall include an explanation of the unusual circumstances requiring additional time to complete the investigation.⁴
- The report of the conclusions of the investigation shall be given to the complainant. It shall contain:
 - A summary of the allegations of the complaint;
 - A summary of the investigative actions taken by the team;
 - A summary of the findings concerning each alleged violation or implied violation; and
 - A statement of corrective actions needed to resolve the issues involved in each allegation and finding of the complaint.

XIII. FORMS

SCHOOL-PARENT-STUDENT COMPACT

The Pea Ridge School District, and the parents of the students participating in activities, services, and programs funded by Title I, Part A of the Elementary and Secondary Education Act, agree that this compact outlines how the parents, the entire school staff, and the students will share the responsibility for improved student academic achievement. In addition, the means by which the school and parents will build and develop a partnership that will help children achieve the State's high standards.

School Staff's Responsibility:

The Pea Ridge School District will:

- Provide high quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet the State's student academic achievement standards as follows:
 - Will use the Total Instructional Alignment to align our curriculum with the Arkansas State Frameworks.
- Hold semi-annual parent-teacher conferences, including information on academic and performance standards, assessments, and related goals for improvement
- Provide frequent reports regarding your child's progress.
- Provide reasonable access to staff.
- Provide parents opportunities to volunteer and participate in their child's class, and to observe classroom activities.

Parent Responsibility:

We, as parents, will support our children's learning in the following ways:

- Encourage my child to attend school regularly and participate in learning,
- Encourage my child to engage in positive school behaviors,
- Provide a quiet place for homework completion, review my child's completed homework assignments
- Monitor television watching and other distractions and encourage productive use of my child's extracurricular time,
- Volunteer in my child's school and classroom and
- Attend parent-teacher conferences, serve on advisory groups and participate in writing improvement plans, and decisions relating to the education of my child.

Student Responsibility:

We, as students, will contribute in the following ways:

- Contribute to a safe school environment by being a productive student through:
- Attending School regularly, ready to learn,
- Helping develop and following school and class rules,
- Completing and turning in my assignments, and
- Respecting and assisting others at school.

Thank you for your support and involvement in your child's education. Please review this School-Parent-Student compact with your child and his or her teacher during our upcoming parent-teacher conferences. Your suggestions for strengthening its implementation are welcome. Contact your child's teacher or principal if you have any questions.

I have received a copy of the parent/community involvement policy that includes the parent compact.

Parent or legal guardian signature: _____ Date _____

Child's Name: _____ Grade: _____