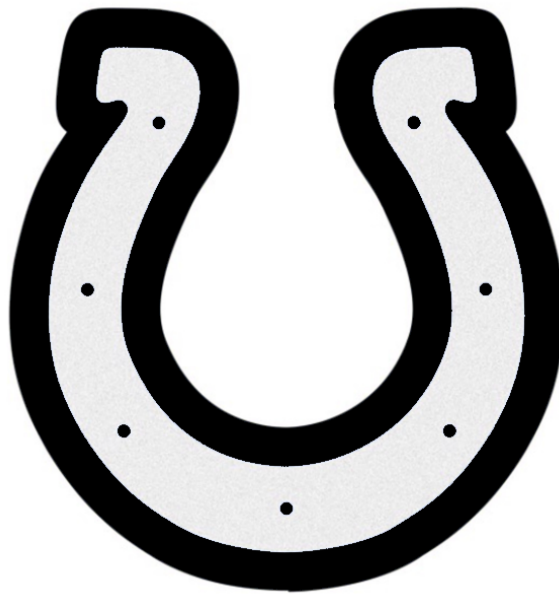


Parent-Student Handbook

Smackover-Norphlet School District

2024-2025



The Smackover-Norphlet School District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs or activities.

Table of Contents

2024-2025 School Calendar	8
Superintendent's Welcome	9
School Board/Central Office Directory	11
Campus Leadership Directory	12
Introduction/School Law/4.42 Student Handbook	13
Section 1 Enrollment and Attendance	
4.1 Residence Requirements	14
4.2 Entrance Requirements	15
4.3 Compulsory Attendance Requirements	19
4.4 Student Transfers	20
4.5 School Choice	21
4.6 Enrollment in Home School	26
4.7 Absences	28
4.9 Tardiness	31
4.10 Closed Campus	32
4.13 Privacy of Student's Records/Directory Information	32
4.38 Permanent Records	35
Section 2 Parents and Community	
3.3 Parent/Teacher Communication	36
4.15 Contact with students while at school	36
4.16 Student visitors	38
6.2 Relations with School Support Organizations	38
6.4 Volunteers	38
6.5 Visitors To The School	40

6.6 Fundraising	41
6.7 Complaints	42
6.8 Distribution of Printed Materials	44
6.10 Sex Offenders on Campus (Megan's Law)	44
6.12 Parental Involvement	45
Rules for Attendees at Sporting Events	47
Section 3 Student Services	
4.40 Homeless Students	47
4.49 Special Education	50
4.52 Students Who Are Foster Children	50
4.53 Placement of Multiple Birth Siblings	52
5.26 Alternative Learning Environment	52
5.27 English Learners	54
7.19 Service Animals in District Facilities	54
Section 4 Student Conduct and Discipline	
4.17 Student Discipline	56
4.19 Prohibited Conduct	57
4.20 Disruption of School	58
4.21 Assault or Battery	58
4.22 Weapons and Dangerous Instruments	59
4.23 Tobacco and Tobacco Products	60
4.24 Drugs and Alcohol	61
4.24.1 Alcohol/Drug Random Testing Policy	62
4.25 Student Dress and Grooming	67
4.26 Gang and Gang Activity	69
4.27 Sexual Harassment	70

4.28 Laser Pointers	78
4.43 Bullying	78
4.47 Possession and Use of Cell Phones and Other Electronic Devices	82
Fighting/Violence	84
Fireworks	84
Disrespect to School Employees/Insubordination	84
Profanity/Vulgarity	85
Gambling	85
Public Display of Affection	85
Cheating	85
Verbal or Written Abuse to School Employee	86
Excessive Tardiness	86
Truancy	86
Bomb Threat	86
Persistent Disregard for School Rules	86
Behavior Not Covered Above	87
4.61 Student Use of Multiple Occupancy Room	87
4.62 Student Name, Title, or Pronoun	87
3.49 Teacher's Removal of Student From Classroom	88
4.19 Conduct to and From School and Transportation Eligibility	88
Campus Regulations	90
4.30 Suspension from School	94
4.31 Expulsion	96
Discipline of Students with Disabilities	97
4.32 Search, Seizure, and Interrogations	98
4.39 Corporal Punishment	98

Section 5 Curriculum and Instruction	
5.3 Curriculum Development	99
4.8 Make Up Work	100
4.11 Equal Educational Opportunity	101
Student Publications and the Distribution of Literature	101
4.45 Smart Core Curriculum and Graduation Requirements for the Classes of 2024 and 2025	103
4.45.1 Smart Core Curriculum and Graduation Requirement for the Class of 2026	106
4.45.2 Smart Core Curriculum and Graduation Requirements for the Class of 2027 and Thereafter	111
4.54 Student Acceleration	116
4.55 Student Promotion and Retention	117
5.5 Selection/Inspection of Instructional Materials	123
5.6 Challenge to Instructional/ Supplemental Materials	125
5.7 Selection of Library/Media Central Materials	128
5.1 Religion in the Schools	130
4.63 Religious Expression	131
4.14 Student Media and the Distribution of Literature	132
5.11 Digital Learning Courses	132
5.14 Homework	134
5.15 Grading	136
5.7 Honor Roll and Honor Graduates	137
5.19 Arkansas Course Choice Program	138
5.21 Advanced Placement, International Baccalaureate, and Honors Courses	139
5.21.1 Weighted Credit for College and Concurrent Credit Courses	140
5.22 Concurrent Credit	141
Section 6 Food Service	

4.50 School Lunch Substitutions	143
4.51 Food Service Prepayments	144
Alternative Meals	144
Student Accounts	144
Collection Process	145
Cafeteria Services	146
Lunchroom Policies	146
Section 7 Extracurricular Activities	
4.12 Student Organizations/Equal Access	147
4.56 Extracurricular Activities Secondary Schools	147
4.56.1 Extracurricular Activities Elementary Schools	151
4.56.2 Extracurricular Activities Eligibility for Home Schooled Students	152
4.59 The Academic Course Attendance-Private School/Homeschooled Students	154
Section 8 Student Health, Safety, and Wellness	
5.29 Wellness Policy	156
4.34 Communicable Diseases and Parasites	161
4.35 Students Medications	162
4.37 Emergency Drills	170
4.41 Physical Examinations or Screenings	171
4.48 Video Surveillance	171
4.57 Immunizations	172
5.18 Health Services	176
Section 9 Technology	
Introduction and Overview	177
Internet Access	178
4.29 Internet Safety and Electronic Device Use Policy	179

Using Personal Electronic Devices at School	180
Using School Provided Technology Devices at School	181
Section 10 Miscellaneous	
4.33 Student Vehicles	182
4.46 Pledge of Allegiance	183
5.20 District Website	183
5.20.1 Website Privacy Policy	186
5.25 Student Participation in Surveys	187
5.25 Marketing of Personal Information	188
Inclement Weather	189
Homecoming	189
Appendix	
4.24.1 F Random Drug Test Consent Form	192
4.29 F Smackover Norphlet School District Device and Internet Use Agreement	193
4.35 F Checklist for Medication Administration	195

2024-2025 Smackover Norphlet School Calendar	
August 14, 2024	First Day of School
September 2, 2024	Labor Day (No School)
September 10, 2024	Norphlet Parent Teacher Conferences
September 17, 2024	Smackover Parent Teacher Conferences
October 11, 2024	End 1st 9 Weeks
October 18, 2024	Homecoming 1:30 Release
November 25-29, 2024	Thanksgiving Break
December 20, 2024	End 2nd 9 Weeks
December 23,2024-January 3, 2025	Christmas Break
January 6, 2025	Teacher In Service (No School)
January 20, 2025	MLK Day (No School)
February 13, 2025	Smackover Parent Teacher Conferences
February 17, 2025	Presidents Day (No School)
February 20, 2025	Norphlet Parent Teacher Conferences
March 14, 2025	End 3rd 9 Weeks
March 24-28, 2025	Spring Break
April 18, 2025	Good Friday (No School)
May 23, 2025	Last Day of School/End 4th 9 Weeks
Make Up Days May 27,28,29,30 and June 2	
Regular School Day 7:50AM-3:10PM	

Smackover-Norphlet School District

112 East 8th Street * Smackover, AR 71762 * 870-725-3132
smackover.net * thebuckaroblog.wordpress.com



Dear Students, Parents, and Guardians,

I hope this letter finds you well and I'm looking forward to the start of a new school year filled with excitement and opportunities for learning and growth. As your Superintendent, I am thrilled to share with you our commitment to fostering a vibrant learning environment where every student can thrive.

At Smackover-Norphlet, we are dedicated to providing an exceptional education that prepares our students not only for academic success but also for lifelong learning and personal fulfillment. Our team of educators are passionate about creating engaging and inclusive classrooms where curiosity is nurtured, critical thinking is encouraged, and creativity is celebrated.

This upcoming school year, we have exciting plans to enhance our curriculum with new programs and resources that will inspire and challenge our students. From innovative STEM initiatives to enriching arts and humanities offerings, we are committed to providing a well-rounded education that meets the diverse interests and needs of our student body.

We believe in the power of education to transform lives and communities. Through rigorous academic standards, personalized support, and a strong emphasis on social-emotional learning, we are dedicated to helping each student reach their full potential. Smackover-Norphlet School District is committed beyond the classroom, as we work collaboratively with families and community partners to create a supportive network that fosters student success.

As we embark on this journey together, I encourage you to actively participate in your child's education and engage with our school community. Your involvement is vital to creating a positive and nurturing environment where every student feels valued and empowered to succeed.

I am truly excited about the possibilities that lie ahead for our district. Together, let us embrace the challenges and opportunities of the new school year with enthusiasm and determination.

Together, we can make a difference in the lives of our students and inspire a lifelong love of learning.

Thank you for your continued support and partnership. I look forward to a rewarding and successful year ahead.

Go Buckaroos!

Douglas R. Smith Jr.

Superintendent

Smackover-Norphlet School District

Smackover-Norphlet School District

112 East 8th Street * Smackover, AR 71762 * 870-725-3132
smackover.net * thebuckarooblog.wordpress.com



Smackover Norphlet School District School Board

Cliff Preston (President) Zone 4
Vacant(Vice-president) Zone 5
Don Thomas (Secretary) Zone 1
Dustin Bagwell - Zone 2
Kristie Purifoy- Zone 7
Richard Ray- Zone 6
Dusty Darden- Zone 3

Smackover Norphlet School District Central Office Directory

Smackover Norphlet School District Administrative Office
112 E 8th Street
Smackover, AR 71762

Doug Smith-Superintendent
Holly Strickland-Academic Leadership/HR
David Osborn-Special Programs
Staci Stafford-Special Education
Brian Arnold-Technology Director—change to Koby King
Wesley Lucas-Maintenance Director
Don Harrison-Athletic Director
Tammy Williams- Business Office Manager
Valerie Elkins-Bookkeeper
Tena Henry-Administrative Assistant/Bookkeeper
Chelsey Carrier-Child Nutrition Director

At one point I was on this for webmaster or something.....do we need to add that back? Maybe something brian and I talked about not sure.

Campus Contact/Leadership Directory

Smackover-Norphlet Preschool

Director – Tammi Wills
Admin Assistant – Brittney Goodwin
301 McMillan
Norphlet, AR 71759
P (870) 725-3132
F (870) 725-1250

Smackover Elementary School

Principal –Gary Steelman—~~take off~~ add new principal
Assistant Principal- Amber Holloway—~~take off~~ add new asst principi
Admin Assistant – Lee Gilkey
701 Magnolia Street
Smackover, AR 71762
P (870) 725-3601
F (879) 725-1260

Norphlet Middle School

Principal – Heath Murry
Dean of Students-Josh Willeford
Admin Assistant – James Wisinger ~~take off~~ add Brandy Maroney
600 School Street
Norphlet, AR 71759
P (870) 546-1003
F (870) 546-1060

Smackover High School

Principal – Cody Cranford
Assistant Principal- Vincent Mills
Admin Assistant –Amanda Arnold
#1 Buckaroo Lane
Smackover, AR 71762
P (870) 725-3101
F (870) 725-1270

INTRODUCTION

This handbook is printed and distributed to help the students of the Smackover-Norphlet School District perform their assigned duties with better understanding of the rules and policies that have been established by the administration and approved by the Board of Education. We hope that the policies and regulations contained in this guide will assist us in setting the pattern for the program of education in our district.

Some items in this book, due to their nature, cannot be changed. Others will be revised from time to time as the need arises. This handbook will be an important tool in helping you to become a better student and citizen.

We encourage all students and parents to study the handbook carefully and keep it available for reference.

This book is printed and distributed with the approval of the superintendent and was adopted by the Smackover Norphlet School District Board of Education.

SCHOOL LAW

You will find a statement of notification in your Registration packet. This statement is to be signed by parents and students and returned to the principal's office within one week of its receipt by the student. Students who fail to return the notification will be sent home until such time that the form is returned.

4.42--STUDENT HANDBOOK

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

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

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

Section 1 Enrollment and Attendance

4.1--RESIDENCE REQUIREMENTS

Definitions

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

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

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

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

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

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

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

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

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

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

4.2--ENTRANCE REQUIREMENTS

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

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

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

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

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

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

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

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

1. The parent, legal guardian, person having lawful control of the student, or person standing in loco parentis shall furnish the child's social security number, or if they request, the district will assign the child a nine (9) digit number designated by the Division of Elementary and Secondary education.

2. The parent, legal guardian, person having lawful control of the student, or person standing in loco parentis shall provide the district with one (1) of the following documents indicating the child's age: a. A birth certificate;

b. A statement by the local registrar or a county recorder certifying the child's date of birth; c. An attested baptismal certificate;

d. A passport;

a. An affidavit of the date and place of birth by the child's parent, legal guardian, person having lawful control of the student, or person standing in loco parentis;

b. United States military identification; or

c. Previous school records.

3. The parent, legal guardian, person having lawful control of the student, or person standing in loco parentis shall indicate on school registration forms whether the child has been expelled from school in any other school district or is a party to an expulsion proceeding. Any person who has been expelled from any other school district shall receive a hearing before the Board at the time the student is seeking enrollment in the District. The Board reserves the right to not allow the enrollment of such students until the time of the person's expulsion has expired following the hearing before the Board.³

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

Uniformed Services Member's Children

For the purposes of this policy:

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

"Active duty" means full-time duty status in the active, uniformed services of the United States, including without limitation members of The National Guard and Reserve on active duty orders under 10 U.S.C. chapters 1209 and 1211 or 42 U.S.C. § 204.

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

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

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

“Eligible child” means the children of:

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

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

“Transition” means the:

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

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

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

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

An eligible child as defined in this policy shall:

1. Be allowed to continue his/her enrollment at the grade level commensurate with his/her grade level he/she was in at the time of transition from his/her previous school, regardless of age;
2. Be eligible for enrollment in the next highest grade level, regardless of age if the student has satisfactorily completed the prerequisite grade level in his/her previous school;
3. Enter the District's school on the validated level from his/her previous accredited school when transferring into the District after the start of the school year;
4. Be enrolled in courses and programs the same as or similar to the ones the student was enrolled in his/her previous school to the extent that space is available. This does not prohibit the District from performing subsequent evaluations to ensure appropriate placement and continued enrollment of the student in the courses/and/or programs;
5. Be provided services comparable to those the student with disabilities received in his/her previous school based on his/her previous Individualized Education Program (IEP). This does not preclude the District school from performing subsequent evaluations to ensure appropriate placement of the student;
6. Make reasonable accommodations and modifications to address the needs of an incoming student with disabilities, subject to an existing 504 or Title II Plan, necessary to provide the student with equal access to education. This does not preclude the District school from performing subsequent evaluations to ensure appropriate placement of the student;
7. Be enrolled by an individual who has been given the special power of attorney for the student's guardianship. The individual shall have the power to take all other actions requiring parental participation and/or consent;
8. Be eligible to continue attending District schools if he/she has been placed under the legal guardianship of a noncustodial parent living outside the district by a custodial parent on active military duty.

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

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

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

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

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

International Exchange Students

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

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

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

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

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

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

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

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

The District shall provide English-language services to international exchange students as necessary.

4.3--COMPULSORY ATTENDANCE REQUIREMENTS

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

1. The child is enrolled in private or parochial school.
2. The child is being home-schooled and the conditions of policy (4.6—HOMESCHOOLING) have

been met.

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

4.4--STUDENT TRANSFERS

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

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

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

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

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

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

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

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

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

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

4.5--SCHOOL CHOICE

Standard School Choice

Definition

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

Transfers into the District

Capacity Determination and Public Pronouncement

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

The District shall advertise in appropriate broadcast media and either print media or on the Internet to inform students and parents in adjoining districts of the range of possible openings available under the School Choice program. The public pronouncements shall state the application deadline; the requirements and procedures for participation in the program; and include contact information for the primary point of contact at the District for school choice questions. Such pronouncements shall be made no later than January 1.

Application Process

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

delivered between January 1 and May 1 of the year preceding the fall semester the applicant would begin school in the District. The District shall date and time stamp all applications the District receives as both the resident and nonresident district as they are received in the District's central office. Except for applications from students who are transferring under Uniformed Service Member Dependent School Choice, applications postmarked, emailed, or hand delivered on or after May 2 will not be accepted. Statutorily, preference is required to be given to siblings of students who are already enrolled in the District. Therefore, siblings whose applications fit the capacity standards approved by the Board of Directors may be approved ahead of an otherwise qualified non-sibling applicant who submitted an earlier application as identified by the application's date and time stamp.

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

Accepted Applications

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

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

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

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

Rejected Applications

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

level, or previous disciplinary proceedings other than a current expulsion.

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

Rejection of applications shall be in writing and shall state the reason(s) for the rejection. Unless the student's application was rejected due to the application not being timely received by both the resident and nonresident districts, a student whose application was rejected may request a hearing before the State Board of Education to reconsider the application. The request for a hearing must be submitted in writing to the State Board within ten (10) days of receiving the rejection letter from the District.

Transfers Out of the District

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

Facilities Distress School Choice Applications

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

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

Opportunity School Choice

Transfers Into or Within the District

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

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

Either:

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

Except for students who are transferring under Uniformed Service Members Dependent School Choice or seeking to transfer within the District, the Superintendent shall notify in writing the parent or guardian, or the student if the student is over eighteen (18) years of age, and the student's resident district whether the Opportunity School Choice application has been accepted or rejected by no later than July 1 of the school year the student is seeking to enroll. If the student is seeking a transfer within the District, the Superintendent shall notify in writing the parent or guardian, or the student if the student is over eighteen (18) years of age, whether the Opportunity School Choice application has been accepted or rejected within fifteen (15) days from receipt of the student's application. The notification shall be sent via First-Class Mail to the address on the application.

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

If the District rejects the application, the District shall state in the notification letter the specific reasons for the rejection. Unless the student's application was rejected due to the application not being timely received by both the resident and nonresident districts, a parent or guardian, or the student if the student is over eighteen (18) years of age, may appeal the District's decision to deny the application to the State Board of Education. The appeal must be in writing to the State Board of Education via hand delivery or certified mail, return receipt requested, no later than ten (10) calendar days, excluding weekends and legal holidays, after the notice of rejection was received from the District.

Except for students who are transferring under Uniformed Service Member Dependent School Choice, a student's transfer under Opportunity School choice is effective at the beginning of the next school year and the student's enrollment is irrevocable for the duration of the school year and is renewable until the student completes high school or is beyond the legal age of enrollment. This provision for continuing eligibility under Opportunity School Choice does not negate the student's right to apply for transfer to a district other than the student's assigned school or resident district under the Standard School Choice provisions of this policy.

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

Transfers Out Of, or Within, the District

If a District school receives a rating of "F" or the District has been classified by the State Board as in need of Level 5 Intensive Support, the District shall timely notify parents, guardians, or students, if over eighteen (18) years of age, as soon as practicable after the school or district designation is made of all options available under Opportunity School Choice. The District shall offer the parent or guardian, or

the student if the student is over eighteen (18) years of age, an opportunity to submit an application to enroll the student in:

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

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

Uniformed Service Member Dependent School Choice

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

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

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

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

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

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

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

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

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

A student shall be permitted only one (1) school transfer per academic year.

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

Unsafe School Choice Program

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

4.6--ENROLLMENT IN HOME SCHOOL

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

1. At the beginning of each school year, but no later than August 15;
2. Five (5) school days prior to withdrawing the child (provided the student is not currently under disciplinary action for violation of any written school policy, including, but not limited to, excessive absences) and at the beginning of each school year thereafter; or
3. Within thirty (30) calendar days of the parent or legal guardian establishing residency within the district during the school year.

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

- Electronically, including without limitation by:
 - Use of the Division of Elementary and Secondary Education's (DESE) online system; Email; or Facsimile;
- By mail; or
- In person.

The notice shall include:

- a. The name, sex, date of birth, grade level, and the name and address of the school last attended, if any;
- b. The mailing address and telephone number of the home school;
- c. The name of the parent or legal guardian providing the home school;
- d. Indicate if the home-schooled student intends to participate in extracurricular activities during the

- school year;
- e. A statement of whether the home-schooled student plans to seek a high school equivalency diploma during the current school year;
- f. A statement that the parent or legal guardian agrees that the parent or legal guardian is responsible for the education of their children during the time the parents or legal guardians choose to homeschool; and
- g. A signature of the parent or legal guardian.

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

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

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

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

Enrollment or Re-Enrollment in Public School

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

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

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

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

1. As indicated by the documentation submitted by the home-schooled student;

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

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

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

4.7--ABSENCES

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

Education is more than the grades students receive in their courses. Important as that is, students' regular attendance at school, 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.

An absence is defined as:

1. present for onsite instruction provided by the district,
2. participating in a planned district-approved activity, or
3. engaged in scheduled instruction at an off-site location, including remote learning.

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:
 - o Adoption;
 - o Custody; and
 - o Visitation;
 - A reasonable amount of time to accommodate a lactating student's need to express breast milk or to breastfeed the student's child on the District's campus; and
 - At least ten (10) school days of absences for both a parenting mother and a parenting father after the birth of a child.

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

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

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

- a. Bring a written statement to the principal or designee upon the student's return to school from the student's parent, legal guardian, or treating physician stating the reason for the student's absence;

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

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

Unexcused Absences

Absences that are not defined above; do not have an accompanying note from the parent, legal guardian, person having lawful control of the student, 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 ten (10) 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 five (5) unexcused absences, his/her parents, legal guardians, persons with lawful control of the student, or persons standing in loco parentis shall be notified. Notification shall be by telephone by the end of the school day in which such absence occurred or by regular mail with a return address sent no later than the following school day.

Whenever a student exceeds ten (10) unexcused absences in a semester, the District shall notify the prosecuting authority and the parent, legal guardian, person having lawful control of the student, or persons standing in loco parentis shall be subject to a civil penalty as prescribed by law.

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

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

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

The District shall notify the Department of Finance and Administration whenever a student fourteen

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

4.9--TARDINESS

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

Tardiness to school or to individual classes is subject to penalty as outlined in the student/parent handbook.

Elementary School Penalties

- Students are to check in and out through the principal's office with their parents when arriving late or leaving early during the school day.
- Tardies occur when a student is not in his/her assigned chair/desk when the bell sounds.
- Tardies will be considered a disciplinary issue and handled accordingly.

Middle and High School Penalties

Tardiness occurs when a student is not in his/her assigned or customary chair/desk when the bell begins to sound.

- Norphlet Middle School:
 - o 1st tardy – Warning
 - o 2nd tardy – Visit with Counselor
 - o 3rd tardy – Phone call to Guardian or caregiver
 - o 4th – 1 detentions or ISS
- Smackover High School:
 - o 1st tardy – Warning
 - o 2nd tardy – 1 detention
 - o 3rd tardy – 3 detention
 - o 4th or more tardies – 5 detentions or ISS

A student arriving to class twenty minutes or more late or leaving class twenty or more minutes early will not be counted tardy, but will be considered absent. No detention hall will be assigned in this instance.

Students are to check in and out through the principal's office when arriving late or leaving early during the school day.

4.10--CLOSED CAMPUS

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

4.13--PRIVACY OF STUDENT'S 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 Smackover Norphlet 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. **Act 754 from the Arkansas State Legislature became active June 1, 2024. This act allows parents to request a copy of vendors that have access to their child's data. Parents can request this list from their students' principal.---DO WE HAVE THIS LIST AVAILABLE?**

4.38--PERMANENT RECORDS

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

Access To Student Records

Any parent of a student enrolled in Smackover-Norphlet Public Schools is entitled access to his/her child's school records and will be granted access to such records, upon making proper request to the officer in charge of the specific records requested. For the purpose of this policy, "parent" shall include the child's parent (both custodial and non-custodial), guardians, or an individual acting as a parent of a student in the absence of the parent or guardian. All requests for access to student records shall be made in writing, specifying which records are being requested, and must be signed and dated. Said request will be made to the official responsible for the specific records requested. Parent/Guardian will be asked to sign a form stating that he/she has received the records requested.

The following individuals are custodian of student records:

Smackover Elementary School Records	Custodian
Academic, transcript, attendance, discipline, special education, and standardized test results for active and inactive students	Gary Steelman, Principal – TAKE OFF ADD NEW PRINCIPAL Hannah Talley, Counselor 701 Magnolia Street Smackover, AR 71762
Health Records	Michelle Martisek, Nurse 701 Magnolia Street Smackover, AR 71762
Norphlet Middle School Records	Custodian
Academic, transcript, attendance, discipline, special education, and standardized test results for active and inactive students	Heath Murry, Principal Jennifer Muckelrath, Counselor 600 School Street Norphlet, AR 71759
Health Records	Amy Jeffress, Nurse 600 School Street Norphlet, AR 71759
Smackover High School Records	Custodian
Academic, transcript, attendance, discipline, special	Cody Cranford, Principal

education, and standardized test results for active and Inactive students	Stacy Jerry, Counselor--add new counselor 1 Buckaroo Lane Smackover, AR 71762
Health Record	Haley Clark, Nurse 701 Magnolia Street Smackover, AR 71762

Smackover-Norphlet Public Schools will NOT release student records to any individual or organization without prior written consent of the parent/guardian except as follows:

1. Smackover-Norphlet School District employees who have a need to know
2. Other schools to which a student is transferring
3. Certain government officials who need to know to carry out lawful functions
4. Individuals who have obtained a court order or subpoenas
5. Individuals who need to know in cases of health and safety emergencies

SECTION 2 - PARENTS AND COMMUNITY

3.3--PARENT / TEACHER COMMUNICATION

The Smackover-Norphlet School District recognizes the importance of communication between teachers and parent/legal guardians. To help promote positive communication, parent/teacher conferences shall be held once each semester. Parent/teacher conferences are encouraged and may be requested by parents or guardians when they feel they need to discuss their child's progress with his/her teacher.

Teachers are required to communicate during the school year with the parent(s), legal guardian(s), or care-giving adult or adults in a student's home the student's academic progress unless the student has been placed in the custody of the Department of Human Services and the school has received a court order prohibiting parent or legal guardian participation in parent/teacher conferences. More frequent communication is required with the parent(s) or legal guardian(s) of students who are performing below grade level.

All parent/teacher conferences shall be scheduled at a time and place to best accommodate those participating in the conference. Each teacher shall document the participation or non-participation of parent(s)/legal guardian(s) for each scheduled conference.

If a student is to be retained at any grade level, notice of, and the reasons for retention shall be communicated promptly in a personal conference.

4.15--CONTACT WITH STUDENTS WHILE AT SCHOOL

Contact By Parents

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

the office.

Contact By Non-Custodial Parents

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

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

Contact By Law Enforcement, Social Services, Or By Court Order

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

If the District makes a report to any law enforcement agency concerning student misconduct or if access to a student is granted to a law enforcement agency due to a court order, the principal or the principal's designee shall make a good faith effort to contact the student's parent, legal guardian, 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, custodian, or person standing in loco parentis is named as an alleged offender of the suspected child maltreatment. This exception applies only to interview requests made by a law enforcement officer, an investigator of the Crimes Against Children Division of the Department of Arkansas State Police, or an investigator or employee of

the Department of Human Services.

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

Contact by Professional Licensure Standards Board Investigators

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

4.16--STUDENT VISITORS

Student visitors in the classroom can be disruptive to the educational process: therefore, student visitation is prohibited on the Smackover-Norphlet School campuses. Exceptions to this may be made by the school's principal in unusual circumstances but such visitation must only occur during non-instructional times.

6.2--RELATIONS WITH SCHOOL SUPPORT ORGANIZATIONS

The Smackover-Norphlet School Board recognizes and values the many contributions support organizations make to the District's schools. Parent/teacher organizations and booster clubs work to augment and strengthen the District's educational and extracurricular objectives through the goods and services they provide.

Groups wishing to be recognized as a support organization must have open membership and have their by-laws approved by the school principal, the Superintendent, and the Board. School personnel shall assist approved booster organizations in their efforts to the extent practicable. Meetings of such organizations, cleared through the principal, shall not be subject to school use fees. School staff members are encouraged to attend and participate.

Fund-raising activities are to be approved in advance by the principal or his/her designee. Prior to the donation of equipment and/or supplies to the school, the organization should seek the advice of the principal to help ensure the compatibility of the donation with present school equipment. All equipment donated to the District becomes the property of the District.

6.4--VOLUNTEERS

Enlisting the support of volunteers is a way the District can expand the scope of resources and knowledge available to enrich the students' educational experiences, while strengthening the relationship between the school and the community. Volunteers can also perform non-instructional

tasks that allow licensed personnel more time to devote to instruction.

The Superintendent shall be responsible for establishing and maintaining a program to coordinate the services volunteers are willing and able to contribute with the needs of District personnel. The program shall establish guidelines to ensure volunteers are aware of pertinent District policies and rules. Volunteers who violate school policies or rules, or knowingly allow students to violate school rules, may be asked to leave the school campus. The guidelines should also include provision for evaluation of the volunteer program and a method for soliciting suggestions from both the volunteers and staff for its improvement.

All volunteers who intend to act as head coaches or assistant coaches must:

1. Be at least twenty-two (22) years of age; and
2. Meet the requirements adopted by the Arkansas Activities Association (AAA) to volunteer for any athletics program for grades seven (7) through twelve (12).

A member of the board of directors of the District or the spouse of a member of the board of directors of the District may not be a registered volunteer for the District unless a majority of the disinterested members of the Board of Directors approves a resolution for the board member or board member's spouse to be a registered volunteer. The resolution approving the board member or board member's spouse to be a registered volunteer shall be effective for only one (1) school year.

A volunteer may act as a head coach in all varsity junior and senior high sports administered by the AAA except in the following sports:

- Football;
- Basketball;
- Track and field.

Background Checks for Volunteers

For the purposes of this policy, "clear background check" means that:

- o A background check was performed on the potential school volunteer in accordance with A.C.A. §§ 12- 12-1601 et seq.;
- o The potential school volunteer has not committed any of the crimes or offenses contained in A.C.A. §§ 6- 17-410, 6-17-411 or 6-17-414 according to both the National and Arkansas background checks; The potential school volunteer's name was not found on the Child Abuse Central Registry; and The Arkansas Educator Licensure System does not indicate the potential volunteer to: Have a currently suspended or revoked educator's license; or Be the recipient of a current Level 3 or Level 4 public notification of ethics violation.

A person wishing to volunteer in a capacity that requires a background check may not perform volunteer services requiring a background check until a clear background check is received by the District. Once received, a clear background check is good for five years; a background check renewal must be applied for and a clear background check received prior to the time of renewal or an interruption of permitted volunteer service could occur. A clear background check will be accepted of any individual wishing to volunteer provided it was conducted within the timeframe provided for in this policy.

The Application for an initial background check may be made through the District administrative

office. The District may charge the potential volunteer the same fee charged by the State of Arkansas for performing the check. For a volunteer who has passed his/her previous background check, the District will incur the fee charged by the State of Arkansas for performing a renewal background check.

A person who failed a previous background check may petition the Board for a waiver from this policy's requirement. The petition shall be accompanied by a signed authorization for disclosure of his or her entire criminal and child abuse registry history. In deciding whether to grant a waiver, the board may take into consideration: the circumstance or circumstances surrounding the act or omission that lead to the conviction, Child Abuse Registry true finding, or the receipt of the Level 3 or Level 4 Public Notification of Ethics Violation; the age of the person at the time of the act or omission; the length of time that has passed without reoffending; and other relevant circumstances. If the Superintendent recommends a waiver be granted, the Board may adopt a resolution by majority vote providing an exception to this policy's requirement for a time period not to exceed five (5) years. The board must consider this matter in open session, and may not confer or deliberate in closed or executive session.

The board shall not have the authority to waive the application of this policy to any potential volunteer who is a Registered Sex Offender or whose educator license has been revoked or is currently suspended.

Clear background checks for school volunteers are required for those individuals who are required to be or who seek to become Registered Volunteers, as defined in A.C.A. § 6-22-102 et seq. In addition to volunteers wishing to participate in the registered volunteer's program, clear background checks are required for:

School volunteers who will be supervising students alone, for any length of time, without a school district employee/employee present.

No information relating to the application for or receipt of a criminal background check, including that a background check has or has not been applied for, shall be subject to disclosure under the Arkansas Freedom of Information Act, as provided by A.C.A. §§ 12-12-1601 et seq. Requests for background checks and reports on background checks obtained under this policy shall be retained by the district for a minimum of three (3) years.

The District shall maintain the following information on volunteers:

- a. The total number, location, and duties of all volunteers;
- b. The total number of annual hours of service provided by volunteers; and
- c. Any reimbursements made to volunteers for expenses, transportation, or other costs incurred in connection with volunteer services.

Volunteers who are mandated reporters will be made aware of their status as mandated reporters of child maltreatment and will receive training on the responsibilities of a mandated reporter.

6.5--VISITORS TO THE SCHOOL

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. 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.

6.6--FUNDRAISING

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

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

Student participation in any fundraising activity shall:

1. Be voluntary. Students who choose not to participate shall not forfeit any school privileges. It shall not be considered discriminatory to reward those who participate; and

2. Not influence or affect the student's grade.

For purposes of this policy, "Door-to-door sales" means the selling of merchandise outside of the child's home and off the school grounds.

Secondary Schools

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

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

Elementary Schools (K-6)

Fundraising in the elementary schools may only be done by the school or a school sponsored organization. Door to door fundraising activities are generally discouraged, but there shall be no more than one (1) such activity per school per school year.

Schools must provide written notification of the following to parents or legal guardians of elementary students who participate in fundraising programs:

1. Student participation in fundraising programs is voluntary;
2. Students who do not participate will not forfeit any school privileges;
3. Students may not participate in fundraising programs without written parental permission returned to school authorities;
4. An elementary student who sells fundraising merchandise door to door must be accompanied by a parent or an adult; and
5. Unless the school provides supervision, parents must accept responsibility for appropriate adult supervision.

Online Fundraisers

All school-affiliated online fundraisers must be approved by the superintendent, or the superintendent's designee. The superintendent, or the superintendent's designee, shall act as the point of contact for all school-affiliated online fundraisers. An employee may be disciplined, up to and including termination, if the employee establishes:

- a. A school-affiliated online fundraiser without the permission of the superintendent, or the superintendent's designee; or
- b. The employee as the point of contact for a school-affiliated fundraiser instead of the superintendent, or the superintendent's designee.

For purposes of this policy, a "school-affiliated online fundraiser" includes, but is not limited to, a fundraiser intended to raise funds for a particular teacher's classroom, grade, student club or organization, or athletic team.

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:

1. Teacher, coach, or other staff member against whom the complaint is directed,
2. Principal,
3. 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 Arkansas Department of Education (ADE) and authorized in the Elementary and Secondary Education Act may be taken directly from a patron or by referral from ADE. 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:

1. 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.
2. Throughout the investigation, sufficient notes and records will be taken and maintained to substantiate the position of the findings of the investigation.
3. 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.
4. The investigation of complaints referred by the ADE shall be completed within thirty (30) calendar days of receipt of the complaint, unless a longer time period has been approved by the ADE.
5. 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.

6. The report of the conclusions of the investigation shall be given to the complainant. It shall contain:
 - a. A summary of the allegations of the complaint;
 - b. A summary of the investigative actions taken by the team;
 - c. A summary of the findings concerning each alleged violation or implied violation; and
 - d. A statement of corrective actions needed to resolve the issues involved in each allegation and finding of the complaint.

6.8--DISTRIBUTION OF PRINTED MATERIALS

The Smackover-Norphlet School District shall devise and maintain a system for distributing District communications and other printed materials between the Administration and the schools. Use of the system by employees or employee organizations shall be with prior approval of the Superintendent or his/her designee.

Distribution of printed materials, flyers, photographs, or other visual or auditory materials not originaive within District schools to students or staff shall have prior approval of the Superintendent or his/her designee.

6.10--SEX OFFENDERS ON CAMPUS (MEGAN'S LAW)

The Smackover-Norphlet School District shall work with area law enforcement in a manner consistent with applicable state law and Arkansas Department of Education Regulations to communicate the presence of a sexual offender. When necessary, law enforcement may contact building principals to provide information concerning registered sex offenders. The decision regarding the school principals to be notified rests solely with law enforcement officials; law enforcement officials use a rating system to determine who needs to be notified, which is according to the sex offender's danger to the community.

In turn, building principals should notify any employee who is regularly in a position to observe unauthorized persons on or near the school's property in the ordinary course of their employment. Employees notified could include any of the following: aides, bus drivers, coaches, maintenance staff, professional support staff, school level administrative staff, security personnel, teachers' assistants, and teachers.

It is important that school personnel who receive sex offender notifications understand that they are receiving the sex offender notifications in their official capacity and are **not to** disseminate information about an offender to anyone outside the school. If school personnel are asked about notification information by an organization using school facilities, the organization should be referred to the area law enforcement agency that issued the notice.

Persons **not to** be notified, except at the specific discretion of area law enforcement officials, include: members of parent-teacher organizations, other schools, organizations using school facilities, students, parents or guardians of students, and the press. District personnel may inform the press about procedures that have been put in place and other general topics, but may not reveal the name or any other specifics regarding an offender.

A parent or guardian who is a Level 1 or Level 2 sex offender shall be allowed to enter the school campus to attend parent-teacher conferences or any other activity that is appropriate for a parent, guardian, or community member.

Level 3 and Level 4 sex offenders may only enter the school campus in the following instances:-

1. The offender is a student attending school in the district;
2. To attend a graduation or baccalaureate ceremony;
3. It is a non-student contact day according to the school calendar or no school-sponsored event is taking place on campus;
4. The offender is a parent or guardian of a student enrolled in the district and goes directly to the school office to have school personnel deliver medicine, food, or personal items for the student;
5. The offender is a parent or guardian of a student and enters the school campus where the student is enrolled to attend a scheduled parent-teacher conference **and** the offender is escorted to and from the conference by a designated school official or employee.

A Level 3, but not a Level 4, sex offender may attend a school sponsored event for which an admission fee is charged or tickets are sold or distributed if the sex offender:

- Is the parent or guardian of or is related by blood or marriage within the fourth (4th) degree of consanguinity to a student enrolled in the public school; and
- Notifies The administration of the school in writing at least twenty-four (24) hours before the start of the event that he or she will be attending the event.

A Level 3 and Level 4 sex offender who is the parent or guardian of a child enrolled in the district and who wishes to enter the school campus in which the student is enrolled for any other purpose than those listed above, must give reasonable notice to the school principal or his/her designee. The principal or designee may allow the sex offender to enter upon the campus provided there is a designated school official or employee to escort and supervise the sex offender while they remain on campus. The sex offender shall not enter upon the school campus until such time as a designated school official or employee is available.

Copies of the notification from law enforcement should be kept in a secure place accessible to teachers and staff, but should not be posted on school bulletin boards or made available to students or members of the community at large.

6.12--PARENTAL INVOLVEMENT

Smackover-Norphlet Schools understand the importance of involving parents, families, and the community as a whole in promoting higher student achievement and general good will between the school and those it serves. Therefore, Smackover-Norphlet Schools 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 school shall work to:

1. Involve parents, families, and the community in the development and improvement of Title I programs for the school;
2. Have a coordinated engagement program where the engagement activities of the school enhance the involvement strategies of other programs such as Head Start, HIPPI, Parents as Partners, Parents as Teachers, ABC, ABC for School Success, area Pre-K programs, and Even Start;
3. Explain to parents, families, and the community the State's academic and achievement standards; State and local student assessments; and how the school's curriculum is aligned with the state's academic standards and assessments; and how parents, families, and the community can work with the school to improve students' academic achievement;
4. Provide parents and families with the materials and training they need to be better able to help their child achieve. The school may use parent resource centers or other community-based organizations to foster parent and family engagement and provide literacy and technology training to parents.
5. Educate school 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;
6. 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;
7. 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;
8. Find and modify other successful parent, family, and community engagement programs to suit the needs of our school;
9. Train parents, families, and the community to enhance and promote the involvement of other parents, families, and members of the community;
10. Provide reasonable support for other parent, family, and community engagement activities as parents, families, and the community may reasonably request.

To help promote an understanding of each party's role in improving student learning, Smackover-Norphlet Schools shall develop a compact that outlines the responsibilities of parents, students, and the school staff in raising student academic achievement and in building the partnerships that will enable students to meet the State's academic standards.

Smackover-Norphlet Schools shall convene an annual meeting, or several meetings at varying times if necessary to adequately reach parents and families of participating students, to inform parents and families of the school's participation in Title I, its requirements regarding parent, family, and community engagement, and the parents right to be involved in the education of their child.

Smackover-Norphlet Schools shall, at least annually, involve parents, families, and the community in reviewing the school's Title I program and parent, family, and community engagement policy in order to help ensure their continued improvement.

This policy shall be part of the school's Title I plan and shall be distributed to parents of the district's students and provided, to the extent practicable, in a language the parents can understand.

RULES FOR ATTENDEES AT SPORTING EVENTS

The District asks that attendees of all District sporting events abide by the following rules. Any attendee who fails to abide by these rules, is rude, profane, exhibits poor sportsmanship or does not obey the requests and direction of district administration may be required to leave for the remainder of the scheduled event with no refund of the cost of admission.

Attendees who are found to have brought in prohibited items shall be asked to leave and take the prohibited item(s) with them. An attendee who does so may return without the prohibited item but shall be required to pay admission or provide a current year Athletics Pass to reenter the event.

Below is a non-comprehensive list of prohibited conduct and items. A copy of the list shall be posted at the entrance to District sporting events.

1. Attendees must pay admission or provide a current year athletics pass.
2. Outside food and beverages are prohibited.
3. No attendee may be on the sidelines or playing area for any period of time unless the attendee's presence is specifically requested by District staff, permitted as part of a special event, or otherwise permitted in these rules.
4. Professional cameras, except as permitted below; personal cameras with lenses over three inches (3") in size; selfie sticks; Go Pros; tripods; or other photographic supports may not be brought into the event venue without prior authorization by district administration. Permission will not typically be given unless there is a special event such as Homecoming, and if permission is given, possessors of such photographic equipment agree to follow the directions of district administration concerning the use of such equipment so as not to interfere with the ability of other attendees to view and enjoy the event.
5. Employees and contractors of the print and broadcast media as well as student staff of school publications shall be provided District Press Passes upon verification of employment or enrollment. Individuals who provide a District Press Pass may bring photographic equipment otherwise prohibited, and may be permitted to position themselves on the sidelines or on the playing floor when this will not compromise player safety or interfere with the event.
6. Smoking tobacco; the use of tobacco or tobacco products; or the use of e-cigarettes, e-pipes, vaporizers, & all other electronic smoking devices is prohibited in school buildings and on school property. Attendees caught using tobacco products may be asked to leave school property entirely in addition to being asked to leave the event.
7. Attendees whose actions, whether physical, verbal, or both, create a substantially disruptive environment for other attendees in their immediate area may result in their removal from the event if they fail to stop such actions after being requested to do so by District staff.
8. Laser pointers and similar items are not permitted at sporting events.

SECTION 3 - STUDENT SERVICES

4.40--HOMELESS STUDENTS

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

a. Are:

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

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

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

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

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

4.49--SPECIAL EDUCATION

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

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

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

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

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

4.52--STUDENTS WHO ARE FOSTER CHILDREN

The Smackover-Norphlet School District will afford the same services and educational opportunities to foster children that are afforded other children and youth. The District shall work with the Department of Human Services ("DHS"), the Division of Elementary and Secondary Education (DESE), and individuals involved with each foster child to ensure that the foster child is able to maintain his/her continuity of educational services to the fullest extent that is practical and reasonable.

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

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

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

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

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

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

Foster Child School Choice

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

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

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

1. The public school or District has reached the maximum student-to-teacher ratio allowed under federal law; state law; the standards for accreditation; or other applicable State rule or Federal regulation.

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

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

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

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

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

4.53--PLACEMENT OF MULTIPLE BIRTH SIBLINGS

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

The school may change the classroom placement of one or more of the multiple birth siblings if:

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

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

5.26--ALTERNATIVE LEARNING ENVIRONMENT

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);
 - o 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 characteristics from items a through l below:

- a. Disruptive behavior;
- b. Dropping out from school;
- c. Personal or family problems or situations;
- d. Recurring absenteeism;

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

- a. Ongoing, persistent lack of attaining proficiency levels in literacy and mathematics
- b. Abuse: physical, mental, or sexual;
- c. Frequent relocation of residency;
- d. Homelessness;

- e. Inadequate emotional support;
- f. Mental/physical health problems;
- g. Pregnancy; or
- h. Single parenting.

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 that is in compliance with the Division of Elementary and Secondary Education (DESE) Rules. The SAP may be revised from time to time by the ALE placement team and a positive behavior or transitional plan shall be developed and added to the SAP prior to a student's return to the regular educational environment.

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

5.27—ENGLISH LEARNERS

The district shall utilize the special needs funding it receives for identified English Learners (EL) on activities, and materials listed in the DESE Rules Governing Student Special Needs Funding.

The expenditures of EL supplemental funding shall be evaluated at least annually to determine their overall effectiveness. The evaluation shall specifically address how the use of ELL funds is in alignment with the district's school district support plan in addressing identified achievement gaps and student performance deficiencies.

7.19—SERVICE ANIMALS IN DISTRICT FACILITIES

In accordance with the provisions of the Americans with Disabilities Act and Arkansas statutes, service dogs and **trained miniature horses—is this still correct?** (service animals) are permitted for use by individuals with disabilities on district property and in district facilities provided the individuals and their animals meet the requirements and responsibilities covered in this policy.

When an individual with a disability seeks to bring a service animal into a district facility, the district is entitled to ask the individual:

- a. If the animal is required because of a disability; and
- b. What work or task has the animal been trained to perform.

While the district is not entitled to ask for documentation that the animal has been properly trained, the individual bringing the animal into a district facility will be held accountable for the animal's behavior.

Any service animal brought into a district facility by an individual with a disability must have been trained to do work or perform tasks for the individual. The work or tasks performed by the service animal must be directly related to the handler's disability. Examples of work or tasks include, but are not limited to, assisting individuals who are blind or have low vision with navigation and other tasks, alerting individuals who are deaf or hard of hearing to the presence of people or sounds, providing non-violent protection, pulling a wheelchair, assisting an individual during a seizure, alerting individuals to the presence of allergens, retrieving items such as medicine, providing physical support and assistance with balance and stability to individuals with mobility disabilities, and helping persons with psychiatric and neurological disabilities by preventing or interrupting impulsive or destructive behaviors.

The crime deterrent effects of an animal's presence and the provision of emotional support, well-being, comfort, or companionship do not constitute work or tasks for the purposes of this policy; no animal brought solely for any of these reasons shall be permitted on school grounds.

Individuals with disabilities shall be permitted to be accompanied by their service animals in all areas of a public entity's facilities where members of the public, participants in services, programs or activities, or invitees, as relevant, are allowed to go.

A service animal shall be under the control of its handler. A service animal shall have a harness, leash, or other tether, unless either the handler is unable because of a disability to use a harness, leash, or other tether, or the use of a harness, leash, or other tether would interfere with the service animal's safe, effective performance of work or tasks, in which case the service animal must be otherwise under the handler's control by means of voice control, signals, or other effective means.

A service animal shall be groomed to prevent shedding and dander and shall be kept clean of fleas and ticks.

District staff may ask an individual with a disability to remove a service animal from the premises if:

1. The animal is out of control and the animal's handler does not take effective action to control it;
2. The animal is not housebroken; or
3. Making reasonable accommodations for the service animal's presence would fundamentally alter the nature of the service, program, or activity.

If the district excludes a service animal due to the reasons listed above, the district shall give the individual with a disability the opportunity to participate in the service, program, or activity without having the service animal on the premises.

The District and its staff are not responsible for the care or supervision of a service animal brought onto district property or into district facilities by an individual with a disability. Students with service animals are expected to care for and supervise their animal. In the case of a young child or a student with disabilities who is unable to care for or supervise the service animal, the parent is responsible for

providing care and supervision of the animal. Prior to working in the school, any person responsible for providing care and supervision of the animal must go through the same process for background checks as required of all employees of the school system.

The District shall not ask or require an individual with a disability to pay a surcharge, even if people accompanied by pets are required to pay fees, or to comply with other requirements generally not applicable to people without pets. Individuals should be aware that under Arkansas law the misrepresentation of an animal as a service animal or a service animal in training to a person or entity operating a public accommodation may subject the individual to a civil penalty.

SECTION 4 - STUDENT CONDUCT AND DISCIPLINE

4.17--Student Discipline

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

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

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

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

The District's personnel policy committees shall annually review the District's student discipline policies, including State and District student discipline data, and may recommend changes in the policies to the Smackover-Norphlet 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.

4.18--PROHIBITED CONDUCT

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

1. Disruptive behavior that interferes with orderly school operations;
2. Willfully and intentionally assaulting or threatening to assault or physically abusing any student or school employee;
3. Possession of any weapon that can reasonably be considered capable of causing bodily harm to another individual;
4. Possession or use of tobacco or a vaping product in any form on any property owned or leased by any public school;
5. 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;
6. Inappropriate student dress;
7. 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;
8. Sexual harassment;
9. Possession or use of Laser pointers;
10. Bullying; Hazing; 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;
11. Misuse of cell phones and other electronic communication devices on the school campus;

- operating a vehicle on school grounds while using such a device;
12. Willfully or intentionally damaging, destroying, or stealing another individual's personal property or school property;
 13. Fighting or acts of violence;
 14. Possession of fireworks;
 15. Disrespect for school employees and failing to comply with their reasonable directions or otherwise demonstrating insubordination;
 16. Use of vulgar, profane, or obscene language or gestures;
 17. Gambling;
 18. Inappropriate public displays of affection;
 19. Cheating, copying, or claiming another person's work to be his/her own;
 20. Verbal or written abuse of school employees;
 21. Excessive tardiness;
 22. Truancy;
 23. Bomb Threats;
 24. Persistent disregard for school rules;
 25. Other behaviors.

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.

School Rules

4.20--DISRUPTION OF SCHOOL (Rule 1)

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

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

Violators are subject to:

1. Student/principal conference-warning
2. Detention
3. In-school suspension (ISS)
4. Off-Campus Suspension (OSS) not to exceed 10 days
5. Recommendation for expulsion

4.21--ASSAULT OR BATTERY (Rule 2)

A student will not harass, threaten, (including death threats) or attempt to cause injury or physical harm to any school employee, nor will a student strike or beat a school employee or direct verbal abuse toward a school employee. This action is considered as a Class D felony in Arkansas law (Act 207 of 1997, Act 1046 of 2001).

A student who commits assault or battery upon a member of the faculty or staff of the Smackover-Norphlet School District will be recommended for expulsion, and will be reported to legal authorities.

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 acceptation, is calculated to:

- Cause a breach of the peace;
- Materially and substantially interfere with the operation of the school; or
- 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.

Violators are subject to:

1. In School Suspension (ISS) not to exceed 10 days
2. Up to 10-day Off Campus Suspension (OSS)
3. Recommendation for expulsion

4.22--WEAPONS AND DANGEROUS INSTRUMENTS (Rule 3)

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 recommendations 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.

Violators are subject to:

1. In School Suspension (ISS) not to exceed 10 days
2. Up to 10-day Off Campus Suspension (OSS)
3. Recommendation for expulsion

4.23--TOBACCO AND TOBACCO PRODUCTS (Rule 4)

Smoking, use, or possession 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 Smackover School District, including school buses owned or leased by the District, is prohibited. Students who violate this policy may be subject to legal proceedings in addition to student disciplinary measures. With the exception of recognized tobacco cessation products, this policy's prohibition includes any tobacco or nicotine delivery system or product. Specifically, the prohibition includes any product that is manufactured, distributed, marketed, or sold as e cigarettes, e-cigars, e-pipes, or under any other name or descriptor such as vape or vaping.

Violators are subject to:

1st Offense: 10-day in-school suspension, criminal citation issued by SRO for the applicable criminal offense in accordance with Arkansas criminal statutes, & Level II Nicotine cessation program.

2nd Offense: Recommendation for expulsion, criminal citation issued by SRO for the applicable criminal offense in accordance with Arkansas criminal statutes, & Level II Nicotine cessation program.

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 Smackover-Norphlet School District shall be in possession, attempt to possess, consume, use, distribute, sell, buy, attempt to sell, attempt to buy, give to any person, or be under the influence of any substance as defined in this policy, or what the student represents or believes to be any substance as defined in this policy. This policy applies to any student who: is on or about school property; is in attendance at school or any school sponsored activity; has left the school campus for any reason and returns to the campus; or is on route to or from school or any school sponsored activity.

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

The possession, use of, 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.

Violators are subject to:

First Offense:

- Recommendation for expulsion for 30 school days
- Criminal prosecution in accordance with Arkansas criminal statutes.
- FINS report submitted
- Assistance with enrollment in drug treatment programs.
- Will be subject to immediate drug test
 - If test is negative, after 30 day expulsion, the student may return to activities
 - If the test is positive, the students will be removed from extracurricular activities/events for a total of 90 days.
 - After 60 days, the student will be allowed to take another test, at parents' cost, if passed, the student may return after 60 days.

Second Offense:

- Recommendation for expulsion for one calendar year.
- Criminal prosecution in accordance with Arkansas criminal statutes.
- FINS report submitted
- Assistance with enrollment in drug treatment program
- Upon return, the student must be drug tested to resume extracurricular activities. If the student fails to submit a drug test, at the parents expense, the student will not be allowed to participate in any school activities/events for the remainder of the year.

SALE OR DISTRIBUTION OF DRUGS OR ALCOHOL

The sale, distribution, or attempted sale or distribution of drugs as defined by this policy and including over the counter (OTC) medications, dietary supplements or other perceived health remedies not regulated by the US Food and Drug Administration, or prescription drugs is strictly prohibited. **Any student found to be selling, attempting to sell, or trying to distribute drugs in any way will be expelled for one calendar year (178 school days)**

4.24.1- ALCOHOL/DRUG RANDOM TESTING POLICY

The Smackover-Norphlet School District recognizes that chemical abuse or misuse is a significant health problem for students, detrimentally affecting overall health, behavior, learning ability, reflexes, and the total development of each individual. The Smackover-Norphlet Board of Education is determined to help students by providing another option for them to say “No.” Chemical abuse includes, but is not limited to, the use of illegal drugs, alcohol, and the misuse of legal drugs and medications.

Purpose of a Chemical Abuse Policy:

1. To allow the students of Smackover-Norphlet Schools to know that the school is concerned about their total wellbeing. The School District is interested in helping the students who may have problems.
2. To emphasize concerns for the health of students in areas of safety while they are participating in activities, as well as the long-term physical and emotional effects of chemical use on their health.
3. To assist students of the Smackover-Norphlet Public Schools to resist the peer pressure that directs them toward the abuse or misuse of chemical substances.
4. To establish standards of conduct for students of Smackover-Norphlet Public Schools who are considered leaders and standard bearers among their peers.
5. To work cooperatively with the parents by assisting them in keeping their children free from mood-altering chemicals.
6. To provide referrals for the students who need evaluation regarding their use of mood-altering chemicals.
7. To deter chemical abuse or misuse by all students through the use of random drug testing.

Scope:

The provisions of this policy apply to all students in Smackover-Norphlet Public School in grades seven through twelve who participate in any extracurricular or co-curricular activity. This policy in no way supersedes any existing policy!

General Provisions:

Illegal drugs are defined as drugs, or the synthetic or generic equivalent or derivative of drugs, which are illegal under federal, state, or local laws including, but not limited to, marijuana, heroin, hashish, cocaine, hallucinogens, depressants, and stimulants not prescribed for the user. Illegal drugs include steroids and derivatives or related substances, which are not prescribed by a physician or are prescribed by a physician for uses not authorized by the manufacturer of the drug.

Alcohol is defined as ethyl alcohol or any beverage containing ethyl alcohol.

Any student undergoing medical treatment prescribed by a physician that includes the use of a drug or medication capable of affecting the student's mental or physical capabilities must notify the appropriate school official at the time of testing. If there is any doubt concerning the effects of the drug or medication, the appropriate school official should be notified. If a student fails to notify a school official, his doctor may be contacted.

Procedure:

Type of Testing: The District may require each student of Smackover-Norphlet Public Schools in grades seven through twelve who participates in any extracurricular or co-curricular activity to provide a urine specimen. Each specimen cup will have a number on it which will be assigned to the participant's name. Urinalysis will be the method utilized to test for the presence of chemicals in the body. All specimens will be tested using a rapid drug screen process with all positive results sent off for confirmation. All

students selected must show up for providing urine samples to be taken at Smackover-Norphlet Public Schools and or affiliated medical clinics.

Selection Process: While students are in school, they will be subject to random selection for testing. Each student will be assigned a number. Days will be selected for testing at random monthly. The amount of numbers drawn will be fifteen percent (15%) of the students in grades seven through twelve who participate in any extracurricular or co-curricular activity. If any student whose number is drawn is absent on that day, the selection process will continue until the number of students selected for testing equals the number representing the percentage of students designated for random testing.

Refusal to Submit to Testing: Students not consenting to be tested (in the random pool) are not allowed to participate in any extracurricular or co-curricular activity. Any participant who refuses to submit to random drug testing will not be allowed to participate in any school activity for ninety (90) school days. If a parent requests for their student to be retested prior to his/her 90 days, the student must still fulfill the 90 days suspension. This request will also be at the cost of the parent.

Each student who refuses to test must consent to the next drug test upon return to be eligible to participate in extracurricular activities. If the student refuses to take the 2nd drug test, the student will not participate for 180 days.

Students who do not consent to testing (in the random pool) will not be allowed to attend or participate for one school year. This includes all extracurricular activities, clubs and events both on and off school campus. This includes all activities affiliated with the Smackover Norphlet School District.

Use of Positive Tests: Upon receipt of a positive test result for any student, a student may request a retest at his/her expense within a 24-hour period of a positive result. This specimen must be given at Smackover-Norphlet Public Schools and or affiliated medical clinics

The Superintendent or Principal will notify the student and the student's custodial parents/legal guardians.

The Superintendent or designee will schedule a conference with the student's custodial parents/legal guardians to explain the results.

Counseling/rehabilitation for the student will be **strongly recommended** for the student who tests positive.

Upon return, from the 90 day participation of extra curricular activities, students must submit to a drug test on the next scheduled test date. If they pass, the name will go back in random pull for future draws.

Testing Procedure:

All drug testing will be conducted through the facilities of Smackover Family Practice Clinic at Smackover-Norphlet Public Schools and or affiliated medical clinics, All samples forwarded to Smackover Family Practice Clinic Smackover-Norphlet Public Schools and or affiliated medical clinics will be only labeled with a control number (to protect confidentiality, no student names will be included on the sample or paperwork sent to the service). Results of the initial drug screen will be faxed to the Superintendent of Schools or his/her designee via secure FAX.

All urine specimens will be taken at a designated restroom. Any student who is requested to provide a urine specimen will be directed to the collection site where the student will complete the necessary forms. Students selected as part of the random test will be required to execute an additional consent form.

The following precaution will be taken, as appropriate, at the collection site:

1. Positively identify the examinee.
2. The observer will ask the individual to remove any unnecessary outer garments (i.e., coat, jacket) that might conceal items or substances that could be used to tamper with or adulterate the urine specimen. All personal belongings (i.e., purse, briefcase, etc.,) must remain with the outer garments. The observer will note any unusual behavior or appearance.
3. The student will be instructed to wash and dry his/her hands prior to providing the specimen. After washing his/her hands, the student will not be outside the presence of the observer and not have access to water fountains, faucets, soap dispensers, or cleaning agents until after the specimen has been provided and sealed. Only one person will be allowed at a time in the washroom and process area.
4. The student will be allowed to provide the specimen in a stall or other partitioned area that allows for individual privacy. After the specimen has been provided, the student should leave the stall.
5. At the collection site, toilet bluing agents will be placed in the toilet tanks, whenever possible. No other source of water will be available in the enclosure where urination occurs.
6. After the specimen has been provided to the observer, the observer will continue with chain of custody procedures and determine whether it contains at least 30 milliliters of urine. If there is not 30 milliliters, additional urine should be collected. The student may be given a reasonable amount of water for drinking. The student will have only two (2) hours to produce the 30 milliliters of specimen required. If the student fails for any reason to provide the necessary amount of specimen, the observer will contact the Superintendent or designee for guidance.
7. Should a specimen return labeled "Dilute Specimen," It will be the responsibility of the student to retest immediately at the students expense. The student will make arrangements to test at the Smackover Family Practice Clinic at Smackover-Norphlet Public Schools and or affiliated medical clinics.
8. Immediately after collection the observer will check the temperature of the specimen and inspect the specimen for color and signs of contaminants.
9. Fresh specimens should be 90 to 100 degrees Fahrenheit.

10. If a rapid drug screen is positive then the specimen will be sealed and labeled. Both the observer and the student being tested will keep the specimen in view at all times prior to being packaged for confirmation.
11. The student will observe the tamper-proof seal. The observer will place the identification label securely on the bottle.
12. The students and the observer will sign the chain of custody form.
13. The identification label on the specimen container will contain:
 - The date
 - The student's assigned number
 - The student's initials
 - All results will be recorded and initiated by the student.
14. The student will be asked to read and sign a certification statement regarding the urine specimen.
15. The Smackover-Norphlet School District reserves the right to test any student involved in extracurricular or co-curricular activity at any time should reasonable suspicion or probable cause exist.

RESULTS AND NOTIFICATION

Test results will be reported to the Superintendent or his designee within a specified number of days after the Smackover-Norphlet Public Schools and or affiliated medical clinics receipt of the specimens. All reports will be in writing. All specimens testing negative on the initial test or negative on the confirmation test will be reported as negative. Only specimens confirmed as positive will be reported as positive for a specific drug(s).

Substances Tested

The substances for which students will be tested include but are not limited to the following:

Amphetamines, oxy, THC, PCP, cocaine, MDMA, Opiates, Benzodiazepines, Barbiturates, Methadone, Methamphetamine, Buprenorphine, Alcohol, Adulterants (additive to mask positive test results), Urine PH, Specific Gravity, and Creatinine Levels

Cut off levels used are determined by the National Institute on Drug Abuse.

Cost

The test to be given during random selection will be paid by the District. Any second test or test requested by the parent or student will be at the parent's own expense.

Records

All records concerning chemical abuse testing will be maintained by the Superintendent or designee in a separate file under lock and key. The records will not be kept in a student's regular file. Only the Superintendent or his designee will have access to the files. The files on each student will be destroyed

upon graduation or two years after termination of enrollment. A student and the student's custodial parent/legal guardian may obtain a copy of their chemical abuse testing records upon written request.

Grievances

The procedure for appealing is found in the Smackover-Norphlet School District Student Handbook.

PROCEDURES IN THE EVENT OF A POSITIVE RESULT

FIRST POSITIVE RESULT:

For the first positive result, the student will be suspended from participation in all extracurricular or co-curricular activities for a period of NO LESS than ninety (90) school days from the date of testing. The DAPC (Drug Abuse Prevention Coordinator) will provide a risk assessment on the student along with Drug Abuse Prevention Education which may include additional drug testing. Drug Testing included in DAP Education is for monitoring purposes only and not subject to discipline. Drug Testing included in Education will be provided through funding or billable by insurance with no additional cost to the student.

SECOND POSITIVE RESULT:

For the second positive result, the student will be suspended from participating in all extracurricular or co-curricular activities NO LESS than one hundred seventy-eight (178) school days from the date of testing. The DAPC will provide more intensive DAP Education which may include family counseling and/or more frequent drug testing.

THIRD POSITIVE RESULT:

For the third positive result, the student will be permanently suspended from participating in all extracurricular or co-curricular activities for the remainder of his or her enrollment with the school unless following suspension for all or part of three consecutive school years, the student requests reinstatement before the School Board, and the School Board approves reinstatement. DAPC may make further recommendations and any such costs will be the responsibility of the student.

NON-PUNITIVE NATURE OF POLICY:

No student shall be penalized academically for testing positive for drugs. The results of any drug test pursuant to this policy will not be documented in any student's academic records. Information regarding the results of drug tests may not be disclosed to criminal or juvenile authorities absent legal compulsion by valid and binding subpoena or other legal process, which the District shall not solicit. In the event of service of any such subpoena or legal process the student and the student's custodial parent or legal guardian will be notified at least seventy-two hours before response is made by the District.

OTHER DISCIPLINARY MEASURES:

The District by adopting this policy is not precluded from utilizing other disciplinary measures set forth in the Student Handbook.

4.25--STUDENT DRESS AND GROOMING (Rule 6)

The Smackover-Norphlet 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. Costumes required for participation in school sponsored activities are subject to administration approval.

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.

Elementary School Dress Code

1. Shoes must be worn at all times.
2. Sharp, cleated, or spiked shoes are not permissible.
3. From a kneeling position, shorts/skirts should measure six (6) inches from the knee. Bike shorts or similar styles are not permitted. Rules for the length of culottes, dresses, and other styles are the same as for shorts. Athletic shorts may be worn if biking shorts are underneath the shorts.
4. No holes in pants or jeans higher than 6 (six) inches above the knee.
5. Tights/leggings are permissible provided that the shirt, top, or dress cover the buttocks.
6. Sleeveless tops must come to the edge of the shoulder.
7. No bare midriff shirts or low cut under arm shirts will be allowed. Shirts and blouses are to be of a length that when arms are raised in a normal way the flesh will not show. Spaghetti strap tops are not allowed for any grade level.
8. A student shall not wear or use emblems, badges, or other symbols which cause substantial disruption or interference with the operation of the school or classes. Articles of clothing which advertise alcoholic beverages and/or drug related material are not to be worn to school. This does include characters that are associated with these products.
9. Hats, caps, scarves, rags, or any other type of head coverings shall not be worn on the campus unless they are necessary for health, safety, or religious reasons.
10. Pants, shorts, skirts, trousers, jeans, or other such garments must be worn in such a way that they are not sagging around the hips of the individual wearing them. Oversized garments which are only held in place by the hips are not to be worn to school at any time.
11. Students may not wear clothing or hairstyles that can be hazardous to themselves in their educational activities such as science lab work, physical education, or art. Hair should be kept neat, clean, and combed; no curlers or rollers shall be permitted.

12. Dress and grooming should not substantially disrupt the educational process.
13. No garment designed as underwear shall be worn as outerwear to school.
14. The administration reserves the right to use its discretion in determining what type of dress not listed above is considered disruptive and detrimental to the purposes and conduct of the school and its students.
15. Toboggans and hoodies may be worn outside when the temperature is below 45 degrees.

Violators are subject to:

1. Notify the parent.
2. Notify the parent for a change of clothing
3. Notify the parent and be assigned one (1) day of ISS.
4. A conference will be held with Administration and parents.

Middle and High School Dress Code

1. Shoes must be worn at all times. House shoes are not allowed.
2. See-through, off the shoulders, and fishnet tops may not be worn.
3. Clothing with suggestive, alcoholic, drug-related, weapons, or violent slogans may not be worn.
4. Tops that show midriffs when arms are down may not be worn.
5. Undergarments will not be visible.
6. Hats, caps, scarves, rags, or any other type of head coverings shall not be worn on the campus unless they are necessary for health, safety, or religious reasons. Sunglasses may be worn outside.
7. Any other clothing that is unreasonable or distasteful in appearance or condition may not be worn.
8. No sagging.
9. No holes in pants or jeans higher than 6 (six) inches above the knee.
10. Pajamas may not be worn.
11. Toboggans and hoodies may be worn outside when the temperature is below 45 degrees.
12. Tights/leggings are permissible provided that the shirt, top, or dress cover the buttocks.
13. Shorts – With students on knees, measurement should be no shorter than six inches from the floor to the bottom of the garment.
14. Sleeveless tops must come to the edge of the shoulder.
15. No bare midriff shirts or low cut under arm shirts will be allowed. Shirts and blouses are to be of a length that when arms are raised in a normal way the flesh will not show. Spaghetti strap tops are not allowed for any grade level.
16. Bandanas may not be worn.
17. The administration reserves the right to use its discretion in determining what type of dress not listed above is considered disruptive and detrimental to the purposes and conduct of the school and its students.

Violators are subject to:

1. Verbal warning/sent home to change
2. Detention/sent home to change
3. In School Suspension/sent home to change

4.26--GANG AND GANG ACTIVITY (Rule 7)

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

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

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

Students 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.

Violators are subject to:

1. Conference with principal/warning
2. Detention Hall
3. In-School Suspension (ISS)
4. Up to 10 day Off-Campus Suspension (OSS)
5. Recommendation for expulsion

4.27--SEXUAL HARASSMENT (Rule 8)

The Smackover-Norphlet 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:

- o The nature of sexual harassment;
- o The District's written procedures governing the formal complaint grievance process;
- o The process for submitting a formal complaint of sexual harassment;
- o That the district does not tolerate sexual harassment;
- o That students can report inappropriate behavior of a sexual nature without fear of

- adverse consequences;
- o The supports that are available to individuals suffering sexual harassment; o
- The potential discipline for perpetrating sexual harassment.

Definitions

“Complainant” means an individual who is alleged to be the victim of conduct that could constitute sexual harassment. “Education program or activity” includes locations, events, or circumstances where the District exercised substantial control over both the respondent and the context in which the sexual harassment occurs.

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

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

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

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

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

areas of the campus.

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

Actionable sexual harassment is generally established when an individual is exposed to a pattern of objectionable behaviors or when a single, serious act is committed. What is, or is not, sexual harassment will depend upon all of the surrounding circumstances and may occur regardless of the sex(es) of the individuals involved. Depending upon such circumstances, examples of sexual harassment include, but are not limited to:

- Making sexual propositions or pressuring for sexual activities;
- Unwelcome touching;
- Writing graffiti of a sexual nature;
- Displaying or distributing sexually explicit drawings, pictures, or written materials;
- Performing sexual gestures or touching oneself sexually in front of others;
- Telling sexual or crude jokes;
- Spreading rumors related to a person's alleged sexual activities;
- Discussions of sexual experiences;
- Rating other students or employees as to sexual activity or performance;
- Circulating or showing emails or Websites of a sexual nature;
- Intimidation by words, actions, insults, or name calling; and
- Teasing or name-calling related to sexual characteristics or the belief or perception that an individual is not conforming to expected gender roles or conduct or is homosexual, regardless of whether or not the individual self-identifies as homosexual or transgender.

Students who believe they have been subjected to sexual harassment, or the parent/legal guardian/other responsible adult of a student who believes their student has been subjected to sexual harassment, are encouraged to bring their concerns to any District staff member, including a counselor, teacher, Title IX coordinator, or administrator. If the District staff member who received a report of alleged sexual harassment is not the Title IX Coordinator, then the District staff person shall inform the Title IX Coordinator of the alleged sexual harassment. As soon as reasonably possible after receiving a report of alleged sexual harassment from another District staff member or after receiving a report directly through any means, the Title IX Coordinator shall contact the complainant to:

- Discuss the availability of supportive measures;
- Consider the complainant's wishes with respect to supportive measures;
- Inform the complainant of the availability of supportive measures with or without the filing of a formal complaint; and
- explain to the complainant the process for filing a formal complaint.

Supportive Measures

The District shall offer supportive measures to both the complainant and make supportive measures available to the respondent that are designed to restore or preserve equal access to the District's education program or activity without unreasonably burdening the other party before or after the filing of a formal complaint or where no formal complaint has been filed. The District shall provide the

individualized supportive measures to the complainant unless declined in writing by the complainant and shall provide individualized supportive measures that are non-disciplinary and non-punitive to the respondent. A complainant who initially declined the District's offer of supportive measures may request supportive measures at a later time and the District shall provide individualized supportive measures based on the circumstances when the subsequent request is received.

Formal Complaint

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

- o Notice of the District's grievance process and a copy of the procedures governing the grievance process;
- o Notice of the allegations of sexual harassment including sufficient details known at the time and with sufficient time to prepare a response before any initial interview. Sufficient details include:

- The identities of the parties involved in the incident, if known;
- The conduct allegedly constituting sexual harassment; and
- The date and location of the alleged incident, if known;

A statement that the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the grievance process;

o That the parties may have an advisor of their choice, who may be, but is not required to be, an attorney;

o That the parties may inspect and review evidence relevant to the complaint of sexual harassment; and

o That the District's code of conduct prohibits knowingly making false statements or knowingly submitting false information during the grievance process.

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

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

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

- Ensure that the burden of proof and the burden of gathering evidence sufficient to reach a determination regarding responsibility rest on the District and not on the parties;
- Not require, allow, rely upon, or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege or access, consider, disclose, or otherwise use a party's records that are made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in the

professional's or paraprofessional's capacity, or assisting in that capacity, and which are made and maintained in connection with the provision of treatment to the party unless the District obtains the parent, legal guardian, or other responsible adult of that party's voluntary, written consent or that party's voluntary, written consent if the party is over the age of eighteen (18) to do so for the grievance process;

- Provide an equal opportunity for the parties to present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence;
- Not restrict the ability of either party to discuss the allegations under investigation or to gather and present relevant evidence;
- Provide the parties with the same opportunities to have others present during any grievance proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice, who may be, but is not required to be, an attorney, and not limit the choice or presence of advisor for either the complainant or respondent in any meeting or grievance proceeding;
- Provide, to a party whose participation is invited or expected, written notice of the date, time, location, participants, and purpose of all hearings, investigative interviews, or other meetings, with sufficient time for the party to prepare to participate;
- Provide both parties an equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in the formal complaint so that each party can meaningfully respond to the evidence prior to the conclusion of the investigation; this includes evidence:
 - Whether obtained from a party or other source,
 - The District does not intend to rely upon in reaching a determination regarding responsibility; and
 - That is either Inculpatory or exculpatory; and
- Create an investigative report that fairly summarizes relevant evidence.

At least ten (10) days prior to completion of the investigative report, the District shall send to each party and the party's advisor, if any, the evidence subject to inspection and review in an electronic format or a hard copy. The parties shall have at least ten (10) days to submit a written response to the evidence. The investigator will consider the written responses prior to completion of the investigative report. All evidence subject to inspection and review shall be available for the parties' inspection and review at any meeting to give each party equal opportunity to refer to such evidence during the meeting.

After the investigative report is sent to the parties, the decision-maker shall:

- Provide each party the opportunity to submit written, relevant questions that a party wants asked of any party or witness;
- Provide each party with the answers;
- Allow for additional, limited follow-up questions from each party; and
- Provide an explanation to the party proposing the questions any decision to exclude a question as not relevant. Specifically, questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence about the complainant's prior sexual behavior are offered to prove that someone other than the respondent committed the conduct alleged by the complainant, or if the questions and evidence concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove

consent.

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

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

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

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

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

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

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

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

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

Appeals

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

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

For all appeals, the District shall:

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

Confidentiality

Reports of sexual harassment, both informal reports and formal complaints, will be treated in a confidential manner to the extent possible. Limited disclosure may be provided to:

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

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

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

- Any witness.

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

Emergency removal

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

Retaliation Prohibited

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

Disciplinary Sanctions

It shall be a violation of this policy for any student to be subjected to, or to subject another person to, sexual harassment. Following the completion of the District's grievance process, any student who is found by the evidence to more likely than not have engaged in sexual harassment will be subject to disciplinary action up to, and including, expulsion. No disciplinary sanction or other action that is not a supportive measure may be taken against a respondent until the conclusion of the grievance process.

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

Records

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

- Each sexual harassment investigation including:
- Any determination regarding responsibility;
- any disciplinary sanctions imposed on the respondent;
- Any remedies provided to the complainant designed to restore or preserve equal access to the District's education program or activity;
- Any appeal and the result therefrom;
- All materials used to train Title IX Coordinators, investigators, and decision-makers;
- Any actions, including any supportive measures, taken in response to a report or formal

complaint of sexual harassment, which must include:

- o The basis for the District's conclusion that its response was not deliberately indifferent; and
- o Document:
 - If supportive measures were provided to the complainant, the supportive measures taken designed to restore or preserve equal access to the District's education program or activity; or
 - If no supportive measures were provided to a complainant, document the reasons why such a response was not clearly unreasonable in light of the known circumstances.

Violators are subject to:

1. In School Suspension (ISS) not to exceed 10 days
2. Up to 10 day Off-Campus Suspension (OSS)
3. Recommendation for expulsion

4.28--LASER POINTERS (Rule 9)

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.

Violators are subject to:

1. Warning/conference with principal
2. Detention Hall
3. In School Suspension
4. Up to 10-day suspension
5. Recommended for expulsion, reported to legal authorities

4.43--BULLYING (Rule 10)

Definitions

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

"Bullying" means the intentional harassment, intimidation, humiliation, ridicule, defamation, or threat or incitement of violence by a student against another student or public-school employee by a written, verbal, electronic, or physical act that may address an attribute of the other student, public school employee, or person with whom the other student or public-school employee is associated and that causes or creates actual or reasonably foreseeable:

- Physical harm to a public-school employee or student or damage to the public-school employee's or student's property;

- Substantial interference with a student's education or with a public-school employee's role in education;
- A hostile educational environment for one (1) or more students or public-school employees due to the severity, persistence, or pervasiveness of the act; or
- Substantial disruption of the orderly operation of the school or educational environment;

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

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

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

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

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

- a. Building a fake profile or website of the employee;
- b. Posting or encouraging others to post on the Internet private, personal, or sexual information pertaining to a school employee;
- c. Posting an original or edited image of the school employee on the Internet;
- d. Accessing, altering, or erasing any computer network, computer data program, or computer software, including breaking into a password-protected account or stealing or otherwise accessing passwords of a school employee;
- e. Making repeated, continuing, or sustained electronic communications, including electronic mail or transmission, to a school employee;

- f. Making, or causing to be made, and disseminating an unauthorized copy of data pertaining to a school employee in any form, including without limitation the printed or electronic form of computer data, computer programs, or computer software residing in, communicated by, or produced by a computer or computer network;
- g. Signing up a school employee for a pornographic Internet site; or
- h. Without authorization of the school employee, signing up a school employee for electronic mailing lists or to receive junk electronic messages and instant messages.

Cyberbullying is prohibited whether or not the cyberbullying originated on school property or with school equipment, if the cyberbullying results in the substantial disruption of the orderly operation of the school or educational environment or is directed specifically at students or school personnel and maliciously intended for the purpose of disrupting school and has a high likelihood of succeeding in that purpose.

“Harassment” means a pattern of unwelcome verbal or physical conduct relating to another person's constitutionally or statutorily protected status that causes, or reasonably should be expected to cause, substantial interference with the other's performance in the school environment; and

“Substantial disruption” means without limitation that any one or more of the following occur as a result of the bullying:

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

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

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

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

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

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

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

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

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

Copies of this policy shall be available upon request.

Violators are subject to:

1. Warning/conference with principal
2. Detention hall
3. In School Suspension
4. Up to 10-day suspension
5. Recommended for expulsion, reported to legal authorities

4.47--POSSESSION AND USE OF CELL PHONES AND OTHER ELECTRONIC DEVICES (Rule 11)

NOT SURE HOW YOU WISH TO REWORD THIS BUT NEW STATE LAWS FORBID THE USE OF CELL PHONE DURING SCHOOL HOURS.

Students are responsible for conducting themselves in a manner that respects the rights of others. Possession and use of any electronic device, whether district or student owned, that interferes with a positive, orderly classroom environment does not respect the rights of others and is expressly forbidden.

To protect the security of statewide assessments, no electronic device, as defined in this policy, shall be accessible by a student at any time during assessment administration unless specifically permitted by a student's individualized education program(IEP) or individual health plan; this means that when a student is taking an AESAA assessment, the student shall not have his/her electronic device in his/her possession. Any student violating this provision shall be subject to this policy's disciplinary provisions. The prohibition in this policy does not extend to the electronic device the District provides the student for the student's use during assessment administration to the extent the student is using the District provided device to complete the assessment.

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

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

1. Using electronic devices during class time in any manner other than specifically permitted by the classroom instructor;
2. Permitting any audible sound to come from the device when not being used for reason #1 above;
3. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, or wrongfully obtaining test copies or scores;
4. Using the device to record audio or video or to take photographs in 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;
6. Using the device to record audio or video or to take photographs of students engaged in inappropriate behavior;
7. Operating a vehicle on school grounds while using an electronic device;
8. 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.

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

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

school-sponsored activity if it is determined that the device's recording or listening-in capabilities were used in violation of this policy before the student safety tracking device may be on campus or at a school-sponsored event.

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

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

No student shall use any wireless communication device for the purposes of browsing the internet; composing or reading emails and text messages; or making or answering phone calls while driving a motor vehicle that is in motion and on school property. Violation may result in disciplinary action up to and including suspension.

The school district is not responsible for the loss/theft of cell phones or electronic devices. The administration will not conduct investigations into stolen or lost cell phones or electronic devices.

District Electronic Device Use Policy **—NO LONGER ALLOWED FOR PERSONAL DEVICES**

Possession of electronic devices is permitted on the school campus. Use of electronic devices during regular school hours is allowed only by permission from administration. The use of such devices at school sponsored functions outside the regular school day is permitted to the extent and within the limitations allowed by the event or activity the student is attending.

While on school campuses during regular school hours (7:50 a.m. to 3:15 p.m.), all student electronic devices including cell phones and smart watches should be powered off and stored out of sight.

Violators will be subject to the following:

- 1st Offense –Device is sent to the office. The student may retrieve the device from the office at the end of the day.
- 2nd Offense –Device is sent to the office and the parent is notified. The student's parent or legal guardian is required to pick up the device from the office. The student receives 1 (one) day of detention.
- 3rd Offense – Device is sent to the office and the parent is notified. The student's parent or legal guardian is required to pick up the device from the office. The privilege of bringing any electronic device is revoked for 18 weeks of school. The student will receive 3 (three) days of In- School Suspension.
- 4th Offense – Device is sent to the office and the parent is notified. The student's parent or legal guardian is required to pick up the device from the office. A 4th offense is considered insubordination

with punishments up to and including out of school suspension. Additional consequences may be assigned in accordance with District policy and the student handbook for more serious infractions involving technology devices.

DAMAGE, DESTRUCTION, THEFT OF PROPERTY AND EXTORTION (Rule 12)

A student shall not cause or attempt to cause damage to property or steal or attempt to steal property belonging to the school, the school staff, or other students and visitors (including vehicles), nor shall a student obtain or attempt to obtain something from another person by either physical force or threat. The Smackover-Norphlet School District will collect damages from the student damaging or stealing school property. Parents of minor students under age of 18 will be liable for damage or theft caused by said minor. A student shall not cause or attempt to cause damage or steal or attempt to steal property of another student or any other person

Violators are subject to:

1. In School Suspension
2. Up to 10-day suspension
3. Recommended for expulsion, reported to legal authorities

FIGHTING/VIOLENCE (Rule 13)

Fighting or any act of violence is an obvious disruption at school or at any school event or activity and will not be tolerated. Students will be deemed as fighting when blows are being exchanged with a display of anger being present. (Arkansas Law 571-207, Act 1108 of 1997)

Violators are subject to:

1. In School Suspension
2. Up to 10-day suspension
3. Recommended for expulsion, reported to legal authorities

FIREWORKS (Rule 14)

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

Violators are subject to:

1. In School Suspension
2. Up to 10-day suspension
3. Recommended for expulsion, reported to legal authorities

DISRESPECT TO SCHOOL EMPLOYEES / INSUBORDINATION(Rule 15)

A student shall comply with reasonable directions or commands of teachers, student teachers,

substitute teachers, teacher aides, administrative personnel, school bus drivers, school security officers, and other authorized personnel. A student shall behave in a respectful manner to any school employee via behavior, speech, gestures, etc.

Violators are subject to:

1. Conference with principal/warning
2. Detention
3. In-school suspension
4. Up to 10-day suspension
5. Recommendation for expulsion

PROFANITY/VULGARITY (Rule 16)

A student shall not use abusive, vulgar, profane, or obscene language or gestures at school or at any school sponsored event or activity, or on school property, nor 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;

Violators are subject to:

1. Detention Hall
2. In-School Suspension
3. Up to 10-day suspension
4. Recommendation for expulsion

GAMBLING(Rule 17)

Gambling in any form is not permitted on school property at any time. When in question, the administration will have the authority to determine whether or not gambling has occurred.

Violators are subject to:

1. Principal/parent/student conference
2. In-school suspension
3. Suspension not to exceed 10 days
4. Recommendation for expulsion

PUBLIC DISPLAY OF AFFECTION(Rule 18)

Public display of affection is inappropriate behavior at school. Failure to comply with reasonable expectations of school staff will lead to disciplinary action.

Violators are subject to:

1. Conference with principal
2. Detention
3. In-School Suspension
4. Up to 10-day suspension

5. Recommendation for expulsion

CHEATING (Rule 19)

A student shall not cheat on tests, homework, or projects, or aid other students in cheating. Cheating includes any form of plagiarism.

Violators are subject to:

1. Zero on work/teacher contacts parents

VERBAL OR WRITTEN ABUSE TO SCHOOL EMPLOYEE (Rule 20)

A student shall not commit verbal or written abuse to a school employee in accordance with Arkansas Law 6-17- 106 and Act 1565 of 2001.

Violators are subject to:

1. In School Suspension
2. Up to 10-day suspension
3. Recommendation for expulsion

EXCESSIVE TARDINESS (Rule 21)

Violators are subject to:

1. Conference with principal
2. Detention
3. In-School Suspension
4. Up to 10-day suspension
5. Recommendation for expulsion

TRUANCY (Rule 22)

A student is truant if he/she:

1. Is absent from school without permission of parent or guardian
2. Leaves school without permission.
3. Skips any class, study hall, homeroom period, or assembly.
4. Does not report to the principal after being sent out of a class.

Violators are subject to:

1. ISS

BOMB THREAT (Rule 23)

A student who calls in a bomb threat and/or other threat to the health and safety of students and employees will be referred to the legal authorities and will be recommended for expulsion.

PERSISTENT DISREGARD FOR SCHOOL RULES (Rule 24)

A student who persists in acts of misconduct after school has made and documented continued efforts to secure his/her adherence to established rules will be recommended for expulsion. Efforts toward behavior modification will be made prior to recommendation for expulsion except when the student has committed an offense so serious in nature that immediate expulsion is necessary. (Act 567 of 2001)

BEHAVIOR NOT COVERED ABOVE (Rule 25)

The Smackover-Norphlet School District reserves the right to pursue disciplinary or legal action for behavior which is subversive to good order and discipline in the school even though such behavior is not specified in the preceding written rules.

ADMINISTRATORS MAY ALTER THE SEVERITY OF PUNISHMENT BASED ON CIRCUMSTANCES AND OTHER CONDITIONS.

4.61--STUDENT USE OF MULTIPLE OCCUPANCY ROOM

Definitions

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

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

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

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

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

- custodial, maintenance, or inspection purposes;
- To render emergency medical assistance;
- To address an ongoing emergency, including without limitation a physical altercation
- To accommodate individuals protected under the Americans with Disabilities Act; or

- To assist young children who are in need of physical assistance when using a restroom or changing facility that is located in the District.

4.62--STUDENT NAME, TITLE, OR PRONOUN

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

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

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

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

3.49--TEACHERS' REMOVAL OF STUDENT FROM CLASSROOM

A teacher may remove a student from class whose behavior the teacher has documented to be repeatedly interfering with the teacher's ability to teach the students in the class or whose behavior is so unruly, disruptive or abusive that it interferes with the ability of the student's other classmates to learn. Students who have been removed from their classroom by a teacher shall be sent to the principals or principal's designee's office for appropriate discipline.

The teacher's principal or the principal's designee may:

1. Place the student into another appropriate classroom;
2. Place the student into in-school suspension;
3. Return the student to the class; or
4. Take other appropriate action consistent with the District's student discipline policies and state and federal law.

If a teacher removes a student from class two (2) times during any nine-week grading period, the principal or the principal's designee may not return the student to the teacher's class unless a conference has been held for the purpose of determining the cause of the problem and possible solutions. The conference is to be held with the following individuals present:

1. The principal or the principal's designee;
2. The teacher;
3. The school counselor;
4. The parents, legal guardians, persons having lawful control of the student, or persons standing in loco parentis; and
5. The student, if appropriate.

However, the failure of the parents, legal guardians, persons having lawful control of the student, or persons standing in loco parentis to attend the conference does not prevent any action from being taken as a result of the conference.

4.19--CONDUCT TO AND FROM SCHOOL AND TRANSPORTATION ELIGIBILITY

Conduct Rules For Riding Buses

School Buses **---NOT SURE WHAT ALL OSBORN WAS CHANGING ON SCHOOL BUSES**

Riding the bus is a student privilege provided by the Smackover - Norphlet School District. Students riding SNSD operated buses are expected to conduct themselves in accordance with the safety rules and regulations of the Smackover -Norphlet School District Code of Conduct and those posted on the bus. Student safety violations or misconduct on the bus may result in suspension from riding the bus in addition to any other appropriate discipline.

Minor Safety Violations and Misconduct

1. Refusing to sit properly or safely in the assigned seat.
2. Moving from the seat while the bus is in motion.
3. Blocking the aisle in any manner.
4. Eating or drinking on the bus.
5. Deliberately littering on the bus.
6. Acting in a manner that distracts the driver while the bus is in motion. Campus administrators may deem the offense a major violation depending on the severity of the action.
7. Writing on any part of the school bus.
8. Entering or exiting the bus in an unsafe manner.
9. Extending any part of the body, clothing or other objects out the window.
10. Throwing, pitching or shooting articles within the bus (without injury).
11. Cell phones or other electronics used inappropriately. Videos and pictures prohibited.
12. Horseplay, scuffling or threatening another student.
13. Infractions as determined by the campus administrator.

Consequences for Minor Safety Violations or Misconduct

- 1st Offense - Parental notification by the driver and a conference with the school administrator. A copy of the report will be mailed to the parent/guardian by the campus. *
- 2nd Offense - Suspension of bus riding privileges to and from school for 1 - 2 days and a copy of the report mailed to the parent/guardian by the campus*.
- 3rd Offense - Suspension of bus riding privileges to and from school for 3 - 4 days and a copy of the report mailed to the parent/guardian by the campus*.
- 4th Offense - Suspension of bus riding privileges to and from school for 5 - 10 days and a copy of the report mailed to the parent/guardian by the campus*.

*Provided no other violation has been reported.

Major Safety Violations and Misconduct

1. Use or possession of tobacco in any form.
2. Acting or speaking disrespectfully toward the bus driver or using profanity toward any SNSD employee.
3. Throwing, pitching or shooting objects which remain inside the bus and cause any type of injury.
4. Throwing, pitching or shooting objects out of the bus windows.

5. Damaging any part of the school bus. **(Students will have all riding privileges suspended until the damages have been paid in full.)**
6. Using profanity, vulgar language or obscene gestures toward other students.
7. Harassing or bullying another student or employee.
8. Fighting on the bus (with no injuries).
9. Infractions as determined by the campus administrator.
10. Infractions as determined by the campus administrator.

Consequences for Major Safety Violations or Misconduct

- 1st Offense - Suspension of bus riding privileges to and from school for 3 days. A copy of the report will be mailed to the parent/guardian by the campus.
- 2nd Offense - Suspension of bus riding privileges to and from school for 5 - 10 days. A copy of the report mailed to parent/guardian by the campus.
- 3rd Offense - Suspension of bus riding privileges to and from school for at least 10 days until possibly at the end of the semester, a copy of the report mailed to parent/guardian by the campus.
- 4th Offense - Suspension of bus riding privileges to and from school for the remainder of the semester or through the remainder of the school year. A copy of the report mailed to parent Guardian by the campus.

Severe Safety Violations and Misconduct

1. Fighting with another student (or scuffling that results in any type of injury).
2. Assaulting a student or employee.
3. The use of any object in a harmful, damaging or threatening manner.
4. Striking matches or producing a fire/flame in any form regardless of how long the fire/flame exists.
5. Sexual misconduct (includes, but not limited to, inappropriate touching or actions).
6. Tampering with an emergency exit.
7. Tampering with the video equipment in any way.
8. Any Infraction, even on the first offense, is determined by the campus administrator.

Consequences for Severe Safety Violations or Misconduct

- 1st Offense - Suspension of bus riding privileges to and from school for a minimum of 10 days and a copy of the report mailed to the parent/guardian by the campus.
- 2nd Offense - Suspension of bus riding privileges to and from school for the remainder of the school year. A minimum 90-day suspension must be enforced, which can carry over into the next school year. A copy of the report will be mailed to the parent/guardian by the campus.

Misconduct of a severe nature may also result in suspension or expulsion from school. The campus administration may invoke an immediate suspension of SNSD bus riding privileges at any time due to a severe situation. A reasonable effort will be made to notify parent/guardian prior to any temporary suspension of riding privileges.

CAMPUS REGULATIONS

Elementary Student Attendance at Middle and High School Events

No student in grades K-4 shall be admitted to any event sponsored, sanctioned, or under direct control of Smackover High School or Norphlet Middle School unless the said youth is accompanied by his/her parent/ guardian or other responsible adult. A student must remain within the immediate supervision of the accompanying adult throughout the duration of the event. Persons who engage in game playing in the stands or in the lobby will be escorted to their parent/guardian. Should this occur a second time the person and their parent/guardian shall be asked to leave the event.

Class Parties

We believe that on special occasions school children need the opportunity to have a festive time of celebration although this is not a primary function of the educational system. Classes may have parties in celebration of fall, Christmas, Valentine's Day, and an end of year outing. All outings must have dates and places approved by the principal. Any parties in addition to those listed must have the approval of the principal. Students may be excluded from participation in these activities due to inappropriate behavior at the discretion of the teacher and/or administration.

Daily Schedule

The official school day begins at 7:50 am and continues until 3:10 pm each day. **—IS THIS STILL THE SAME?**

Field Trips

Field trips and excursions serve the instructional program by utilizing those education resources of the community and the area which cannot be brought into the classroom. The principal must approve ALL field trips and excursions in advance. The principal must approve any special arrangements such as transportation, meals, etc. in advance as well.

Parents/guardians must grant permission for their child to participate in a field trip by signing a field trip permission slip form every time their student leaves campus. Students who do not have parental permission will not be allowed to participate in the field trip or activity.

Students who do not attend a scheduled field trip will continue their regular class schedule during the time of the trip or will be confined in a designated holding area, if necessary.

All students participating in field trips or excursions are still under the conduct code of the school and are subject to disciplinary action if they do not abide by the rules.

Students may be excluded from participation in field trips due to inappropriate behavior at the discretion of the teacher and/or administration.

Students' grades shall reflect only the extent to which a student has achieved the expressed educational objectives of the course. This complies with policy 5.15.

Flowers and Balloon Deliveries to Students

Flowers, balloons, or other deliveries to the school on special days which you may desire to celebrate

with your child will be held in the office until the end of the school day in order to minimize classroom disruption. We respect your privilege of sending your child something special, but school personnel cannot assume responsibility for such items if they are lost or damaged at school.

Marking of Personal Items

All personal belongings such as lunch boxes, backpacks, notebooks, coats, etc. should be clearly marked with the student's name. School personnel cannot be responsible for every child's lost items, and this will assist with the location of lost or misplaced items.

Money Sent to School

Please send all money to school in an envelope with the student's name, amount of money, what the money's for, and the teacher's name on the outside of the envelope. This will help us to be sure that each student is given proper credit for any money that parents send to school. If you have more than one child in school, please send their money separately to their individual teachers. This minimizes problems in record keeping and the time necessary for taking care of money matters each morning.

It also simplifies the process of collecting money for various purposes if parents will send money for each different purpose in a separate envelope. For example, if you are sending money for lunch and for school pictures, please put the money for each in a separate envelope.

Notifying Students of Change of Transportation upon Dismissal (Elementary and Middle School)

Parents/guardians should inform their child prior to arriving at school the name of the person who will be picking them up in the afternoon or what mode of transportation they will be taking to arrive back home. Should a change occur in the way a student will be dismissed from school, contact the school prior to 2:30 p.m. Changes made prior to 2:30 p.m. will be given to the child's classroom teacher. Except in extreme emergencies, no changes may be made after 2:30 p.m. because of the interruption of instructional time.

Drop Off/Pick Up Locations —~~OSBORN~~—CHANGES?

Any person dropping off or picking up Smackover Elementary student(s) shall do so at the following places:

- Kindergarten through second grade students -south end of the building (Kindergarten end)
- Third through fourth grade students – East end of the building. (Lisbon Road end)

Any students being picked up by the same vehicle and are in different grades, can make arrangements with the parents and teachers for drop off and pick up to occur in one location. No pick-ups or drop offs will be allowed in front of the Cafeteria or in front of the elementary school.

Parental Concerns

Faculty and staff want to address any concerns our parents have regarding their children. Generally, any questions or concerns should first be directed to the student's homeroom teacher or other faculty/staff member directly involved in the matter. If resolution cannot be reached, the parents should then direct their concerns to the building principal.

Use of Telephone by Students

Students will not be called from classes to answer the telephone except in the case of an emergency. Parents and friends are asked to cooperate with the school by not calling students during school hours except in an emergency.

The school office telephones are strictly school business phones. Any student who uses these phones should have administrative permission and should limit the call to one minute.

Visitors to School

Parents are invited to visit and confer with teachers and principals concerning their child. Except for emergencies, parents are expected to arrange these conferences in advance. Persons other than students of Smackover Elementary School or members of the staff MUST come to the office and obtain a pass in order to visit a classroom. Persons who wish to observe, visit your child or an employee in the classroom, are to first notify the principal.

Students are not permitted to bring other children to their classes as visitors.

1. All students must remain on campus from the time of arrival in the morning until school is dismissed in the afternoon.
2. Cars will be parked and left unoccupied until school is dismissed. No one is to sit in vehicles parked on school property from the time he arrives until the bell rings at the end of the school day.
3. Students should remember to bring all books, equipment, supplies, or materials needed for that day. Requests to go home to get books, gym suits, band instruments, etc. will in all probability be refused.
4. Very rarely should any student need to leave the campus during school hours. However, if it is necessary for a student to leave school, the student should have his parents call and state the nature of the request and the exact time the student is to leave. If permission is granted by the principal or secretary, the student will sign the checkout book giving the time and reason for leaving.

Students leaving school without checking with the secretary or principal will be subject to ISS or suspension.

Activity Participation Following an Absence

Students who are absent for more than one period of the school day will not participate in any school activity on that day or night unless permission is granted by the principal. Permission will be granted for these reasons only:

1. Medical or dental appointment (excuse required)
2. Court date (excuse required)
3. Funeral
4. To participate in FFA, FHA, or 4-H sanctioned activity
5. To participate in the election poll workers program for high school students
6. To serve as a page for a member of the General Assembly
7. To visit his/her parent or legal guardian who is a member of the military and has been called to active duty, is on leave from active duty, or has returned from deployment to a combat zone or

combat support posting

8. To obey subpoena, or to attend an appointment with a government agency

A student will not be allowed to participate in any school activity on that day or night if the student is tardy to school second period. If the student is at school first period and is tardy to second period, that student will be allowed to participate.

Hall Passes

Class time is essential. No passes will be issued except in cases of an emergency or for the purpose of instructional activities assigned by the teacher. Any student out of an assigned class must have the proper hall pass. Any student found in the buildings or on the grounds without such a pass, in a location other than specific on a pass, or off the most direct route to the class or destination will be assigned to a detention hall.

Detention Hall

Detention hall will be held Monday through Friday. Detention hall on the Norphlet Middle School campus will be held during the student's lunch break. Students are to get their lunch and report to the auditorium. Smackover High School's detention will be set by the school administration. Students must bring material with which to work. If a student does not attend a detention hall, it will be doubled. If a student does not attend the second time, he or she must serve three detention halls. Failure to attend or being tardy will result in ISS for three days. Regardless of the grade, jobs, athletics, band, etc., all students will serve in the detention hall if assigned.

In School Suspension

1. Report everyday by 7:50 am. If you are late, one day will be added.
2. Everybody is in their seat facing the wall if possible. No one is to get out of their seat without permission from the teacher. If you do, one day is added.
3. Everyone has to have books, paper, and pencil.
4. Students are to work continuously throughout the day.
5. Students are not allowed to leave to go anywhere. This includes the restroom. Students can go to the restroom on scheduled breaks only.
6. Students are to speak to no one except the teacher and this is only after they have raised their hand and been given permission to speak. Each time a student is caught talking, one (1) day will be added.
7. Do not write on the walls or desk. If you are caught, two (2) days will be added.
8. You are not allowed to sleep.
9. Do not read or write notes or letters. If you are caught, one (1) day will be added to your time.
10. Students will not be permitted to use the telephone except in extreme emergencies. Students need to take care of their business before going to ISS.
11. Breaking of any rules will result in extra days or suspension.
12. No hall passes.
13. All work will be completed before you get out of ISS. A maximum of three (3) days will be allowed to finish work before you will be suspended for failure to follow this rule.
14. Students must complete the full day. Arriving late or early departure will result in one additional day of ISS.
15. A maximum of three (3) days will be added to your ISS time before you will be suspended for normal breaking of ISS rules. This does not mean you will be given three (3) days before you

are suspended if the offense is serious enough.

4.30--SUSPENSIONS 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 per offense, 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. 84

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

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

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

1. Poses a physical risk to himself or herself or to others;
2. Causes a serious disruption that cannot be addressed through other means; or
3. 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 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.² 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.

DISCIPLINE OF 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 and appropriate public education (FAPE).

Smackover-Norphlet Schools may remove any student with disabilities for a disciplinary infraction for up to ten (10) school days per offense during the same school year as long as those removals do not constitute a change of placement. School personnel may consider any unique circumstances on a case-by-case basis when determining whether a change in placement, consistent with other discipline requirements, is appropriate for a child with a disability who violates a code of student conduct

Smackover-Norphlet Schools will consider that for students with disabilities a series of suspensions or other disciplinary exclusions could constitute a significant change in placement. Therefore, for a student with disabilities, a suspension or other disciplinary removal for more than ten (10) school days or the accumulation of suspensions or other disciplinary removals totaling more than ten (10) school days may not be considered without the school district first determining whether the student's misconduct was a manifestation for the student's disability or direct failure to implement the student's IEP. This determination must be made by a group of persons knowledgeable about the student (such as his/her IEP committee), and may not be made unilaterally by one individual.

4.32--SEARCH, SEIZURE, AND INTERROGATIONS

The Smackover-Norphlet School District respects the rights of its students against arbitrary intrusion of their person and property. At the same time, it is the responsibility of school officials to protect the health, safety, and welfare of all students enrolled in the District in order to promote an environment conducive to student learning. The Superintendent, principals, and their designees have the right to inspect and search school property and equipment. They may also search students and their personal property in which the student has a reasonable 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.

4.39--CORPORAL PUNISHMENT

The Smackover-Norphlet School Board authorizes the use of corporal punishment to be administered in

accordance with this policy by the Superintendent or the superintendent's designated staff members who are required to have a state-issued license as a condition of their employment.

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

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

Corporal punishment shall not be used as a form of discipline for a student who is intellectually disabled, nonambulatory, non-verbal, or autistic.

DUE PROCESS

Every student is entitled to due process and has the right to be immediately informed of alleged violations of standards of behavior as established by board policy and/or school regulations. When disciplinary actions may result in the suspension or expulsion of a student, parents or guardians will be notified. 88 The 14th Amendment of the Constitution of the United States assures individuals the protection of due process. The proper procedure for a parent or students to resolve a grievance in these matters shall be to talk with the involved teacher first, then the principal, then the superintendent, and finally the Board of Education.

SECTION 5 - CURRICULUM AND INSTRUCTION

5.3--CURRICULUM DEVELOPMENT

Sequential curricula should be developed for each subject area. Curricula are to be aligned with the curriculum frameworks and used to plan instruction leading to student proficiency on the Arkansas Academic Standards. Curricula should be in alignment with the District's vision, mission, goals, and educational philosophy. Student achievement is increased through an integrated curriculum that promotes continuity and a growth in skills and knowledge from grade to grade and from school to school. Therefore, the Board desires that unnecessary duplication of work among the various grades and schools be eliminated and that courses of study and their corresponding content guides be coordinated effectively.

The Board of Education is responsible for reviewing and approving all instructional programs offered by the District as well as approving significant changes to courses or course materials before they are implemented. The Superintendent is responsible for making curriculum recommendations.

Each school shall review each curriculum area annually to address the continued relevance, adequacy, and cost effectiveness of individual courses and instructional programs and to ensure each area is aligned with the current curriculum frameworks and course content standards approved by the State Board of Education. Each school's administration shall implement a monitoring process to ensure that the instructional content of each course offered is consistent with

the content standards and curriculum frameworks approved by the State Board of Education.

The District shall not purchase curriculum for the District's reading program that is not from the list of curricula approved by the Division of Elementary and Secondary Education.

No curriculum or classroom instruction shall be provided on the following topics before grade five (5):

- Sexually explicit materials;
- Sexual reproduction;
- Sexual intercourse;
- Gender identity; or
- Sexual orientation

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 (elementary students excluded).
2. Teachers are responsible for providing the missed assignments when asked by a returning student (elementary students excluded). 89
3. Students are required to ask for their assignments on their first day back at school or their first class day after their return (elementary students excluded).
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 (elementary students excluded).
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, including offering an expelled student an opportunity for enrollment in digital learning courses or other alternative educational courses that result in the receipt of academic credit that is at least equal to credit the expelled student may have received from the District if the student had not been expelled

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

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.

4.11--EQUAL EDUCATIONAL OPPORTUNITY

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

Inquiries on non-discrimination may be directed to the District Equity Coordinator, who may be reached at 870 – 725 – 3132.

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

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

STUDENT PUBLICATIONS 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 media does not provide an open public forum for public expression. Student media, as well as the content of student expression in school-sponsored activities, shall be subject to the editorial review of the District’s administration, whose actions shall be reasonably related to legitimate pedagogical concerns and adhere to the following limitations

1. Advertising may be accepted for media that does not condone or promote products that are inappropriate for the age and maturity of the audience or that endorses such things as tobacco, alcohol, or drugs. 91
2. Media may be regulated to prohibit communications determined by the appropriate teacher, student media advisor, and/or administrator to be ungrammatical; poorly written; inadequately researched; biased or prejudiced; vulgar or profane; or unsuitable for immature audiences.
3. Media may be regulated to prohibit the dissemination of material that may reasonably be perceived to advocate drug or alcohol use; irresponsible sex; conduct that is otherwise inconsistent with the shared values of a civilized social order; or to associate the school with any position other than neutrality on matters of political controversy.
4. Prohibited media includes those that:
 - a. Are obscene as to minors;
 - b. Are libelous or slanderous, including material containing defamatory falsehoods about public figures or governmental officials, and made with knowledge of their falsity or a reckless disregard of the truth;
 - c. Constitute an unwarranted invasion of privacy as defined by state law;
 - d. Suggest or urge the commission of unlawful acts on the school premises;
 - e. Suggest or urge the violation of lawful school regulations;
 - f. Scurrilously attacks ethnic, religious, or racial groups; or
 - g. Harass, threaten, or intimidate a student.

Student Media on School Web Pages

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

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

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

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

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

1. Be narrowly drawn to promote orderly administration of school activities by preventing disruption and may not be designed to stifle expression;
2. Be uniformly applied to all forms of non-school-sponsored materials;
3. Allow no interference with classes or school activities; 92
4. Specify times, places, and manner where distribution may and may not occur and
5. Not inhibit a person's right to accept or reject any literature distributed in accordance with the regulations.

Students shall be responsible for the removal of excess literature that is left at the distribution point for more than five (5) days.

4.45--SMART CORE CURRICULUM AND GRADUATION REQUIREMENTS FOR THE CLASSES OF 2024 AND 2025

All students are required to participate in the Smart Core curriculum unless their parents or guardians, or the students if they are eighteen (18) years of age or older, sign a Smart Core Waiver Form To not participate. While Smart Core is the default option, a Smart Core Information Sheet and a Smart Core Waiver Form Will be sent home with students prior to their enrolling in seventh (7th) grade, or when a seventh (7th) through twelfth (12th) grade student enrolls in the district for the first time and there is not a signed waiver form in the student's permanent record. This policy is to be included in student handbooks for grades six (6) through twelve (12) and both students and parents must sign an acknowledgement they have received the policy. Those students not participating in the Smart Core

curriculum will be required to fulfill the Core curriculum or the Alternate Pathway to Graduation when required by their IEP to be eligible for graduation. Counseling by trained personnel shall be available to students and their parents or legal guardians prior to the deadline for them to sign and return the waiver form.

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

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

Sufficient information relating to Smart Core and the district's graduation requirements shall be communicated to parents and students to ensure their informed understanding of each; this shall be accomplished through holding an informational meeting for parents, legal guardians, or persons standing in loco parentis to students enrolled in 94 grades six through twelve (6-12) with the school counselor and may be accomplished through any or all of the additional following means:

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

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

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

GRADUATION REQUIREMENTS

The number of units students must earn to be eligible for high school graduation is to be earned from the categories listed below. A minimum of twenty-two (22) units is required for graduation for a student participating in either the Smart Core or Core curriculum. In addition to the twenty-two (22) units required for graduation by the Division of Elementary and Secondary Education (DESE), the district requires an additional 2 units to graduate for a total of 24 units. The additional required

units may be taken from any electives offered by the district. There are some distinctions made between Smart Core units and Graduation units. Not all units earned toward graduation necessarily apply to Smart Core requirements. 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 must have all required 24 credits to participate in graduation ceremonies.

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

Personal and Family Finance

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

SMART CORE: Sixteen (16) units

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

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

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

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

2. Geometry or Geometry A & B* which may be taken in grades 8-9 or 9-10;

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

3. Algebra II; and

4. The fourth unit may be either: A math unit approved by DESE beyond Algebra II; or A computer science flex credit may be taken in the place of a fourth math credit.

Natural Science: three (3) units

a. DESE approved biology – 1 credit;

b. DESE approved physical science – 1 credit; and

c. A third unit that is either:

- An additional science credit approved by DESE; or
- A computer science flex credit may be taken in the place of a third science credit.

Social Studies: three (3) units

- Civics - one-half (½) unit
- World History - one unit
- American History - one unit
- Other social studies – one-half (½) Unit

Physical Education: one-half (½) unit

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

Health and Safety: one-half (½) unit

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

Fine Arts: one-half (½) unit
CAREER FOCUS: - Six (6)
units

All career focus unit requirements shall be established through guidance and counseling based on the student's

contemplated work aspirations. Career focus courses shall conform to the curriculum policy of the district and reflect state curriculum frameworks through course sequencing and career course concentrations where appropriate.

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

a student who completes at least seventy-five (75) clock hours of documented community service in grades nine

(9) through twelve (12) at any certified service agency or a part of a service-learning school program shall receive one (1) Career Focus credit.

4.45.1--SMART CORE CURRICULUM AND GRADUATION REQUIREMENTS FOR THE CLASS OF 2026

All students are required to participate in the Smart Core curriculum unless their parents or guardians, or the students if they are eighteen (18) years of age or older, sign a *Smart Core Waiver Form* to not participate. While Smart Core is the default option, a *Smart Core Information Sheet* and a *Smart Core Waiver Form* will be sent home with students prior to their enrolling in seventh (7th) grade, or when a seventh (7th) through twelfth (12th) grade student enrolls in the district for the first time and there is not a signed waiver form in the student's permanent record. This policy is to be included in student handbooks for grades six (6) through twelve (12) and both students and parents must sign an

acknowledgement they have received the policy. Those students not participating in the Smart Core curriculum will be required to fulfill the Core curriculum or the Alternate Pathway to Graduation when required by their IEP to be eligible for graduation. Counseling by trained personnel shall be available to students and their parents or legal guardians prior to the deadline for them to sign and return the waiver form.

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

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

Sufficient information relating to Smart Core and the district's graduation requirements shall be communicated to parents and students to ensure their informed understanding of each; it shall be accomplished through holding an informational meeting for parents, legal guardians, or persons standing in loco parentis to students enrolled in grades six through twelve (6-12) with the school counselor and may be accomplished through any or all of the additional following means:

- Inclusion in the student handbook of the Smart Core curriculum and graduation requirements;
- Discussion of the Smart Core curriculum and graduation requirements at the school's annual public meeting, PTA meetings, or a meeting held specifically for the purpose of informing the public on this matter; and/or
- Distribution of a newsletter(s) to parents or guardians of the district's students.
- Administrators, or their designees, shall train newly hired employees, required to be licensed as a condition of their employment, regarding this policy. The district's annual professional development shall include the training required by this paragraph.

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

Graduation Requirements

The number of units students must earn to be eligible for high school graduation is to be earned from the categories listed below. A minimum of twenty-two (22) units is required for graduation for a student participating in either the Smart Core or Core curriculum. In addition to the twenty-two (22) units required for graduation by the Division of Elementary and Secondary Education (DESE), the district requires an additional 2 units to graduate for a total of 24 units. The additional required units may be taken from any electives offered by the district. There are some distinctions made

between Smart Core units and Graduation units. Not all units earned toward graduation necessarily apply to Smart Core requirements. 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 must have all required 24 credits to participate in graduation ceremonies.

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

Personal and Family Finance

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

Computer Science

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

SMART CORE: Sixteen (16) units

English: four (4) units – 9th, 10th, 11th, and 12th Oral Communications: one-half (½) unit

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

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

2. Geometry or Geometry A & B* which may be taken in grades 8-9 or 9-10;

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

3. Algebra II; and

4. The fourth unit may be either:

A math unit approved by DESE beyond Algebra II; or A computer science flex credit may be taken in the place of a fourth math credit.

Natural Science: three (3) units

a. DESE approved biology – 1 credit;

b. DESE approved physical science – 1 credit; and

c. A third unit that is either:

- An additional science credit approved by DESE; or
- A computer science flex credit may be taken in the place of a third science credit.

Social Studies: three (3) units

Civics - one-half ($\frac{1}{2}$) unit

World History - one unit

American History - one unit

Other social studies – one-half ($\frac{1}{2}$) Unit

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

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

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

Economics – one half ($\frac{1}{2}$) unit – dependent upon the licensure of the teacher teaching the course, this can count toward the required three (3) social studies credits or the six (6) required Career Focus elective credits.⁸⁷

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.

CORE: Sixteen (16) units

English: four (4) units – 9th, 10th, 11th, and 12th Oral Communications: one-half ($\frac{1}{2}$) unit Mathematics: four (4) units

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

(4) unit requirement.

Science: three (3) units

- a. DESE approved biology – 1 credit;
- b. DESE approved physical science – 1 credit; and
- c. A third unit that is either:
 - An additional science credit approved by DESE; or
 - A computer science flex credit may be taken in the place of a third science credit.

Social Studies: three (3) units

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

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

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

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

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

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.

4.45.2--SMART CORE CURRICULUM AND GRADUATION REQUIREMENTS FOR THE CLASS OF 2027 AND THEREAFTER

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

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

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

Sufficient information relating to Smart Core and the district's graduation requirements shall be communicated to parents and students to ensure their informed understanding of each; this shall be accomplished through holding an informational meeting for parents, legal guardians, or persons standing in loco parentis to students enrolled in grades six through twelve (6-12) with the school counselor and may be accomplished through any or all of the additional following means:⁴

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

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

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

Graduation Requirements

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

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

Personal and Family Finance

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

Computer Science

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

Community Service

Each student must receive seventy-five (75) clock hours of community service that is certified by

the service agency or organization where the student volunteers.

The community service must be in programs or activities, either in Arkansas or outside of Arkansas, that meet the requirements established by the State Board and the District Board of Directors and include preparation, action, and reflection components. Except as provided by this policy, a student must receive at least the following documented clock hours of community service each year:

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

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

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

SMART CORE: Sixteen (16) units

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

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

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

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

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

3. Algebra II; and

4. The fourth unit may be either:

- A math unit approved by DESE beyond Algebra II; or
- A computer science flex credit may be taken in the place of a fourth math credit.

Natural Science: three (3) units

- a. DESE approved biology – 1 credit;
- b. DESE approved physical science – 1 credit; and
- c. A third unit that is either:
 - An additional science credit approved by DESE; or
 - A computer science flex credit may be taken in the place of a third science credit.

Social Studies: three (3) units

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

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

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

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

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

CORE: Sixteen (16) units

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

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

Mathematics: four (4) units

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

* A two-year algebra equivalent or a two-year geometry equivalent may each be counted as two units of the four

(4) unit requirement.

Science: three (3) units

- a. DESE approved biology – 1 credit;
- b. DESE approved physical science – 1 credit; and
- c. A third unit that is either:
 - An additional science credit approved by DESE; or
 - A computer science flex credit may be taken in the place of a third science credit.

Social Studies: three (3) units

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

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

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

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

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

Fine Arts: one-half (½) unit
CAREER FOCUS: - Six (6)
units

All career focus unit requirements shall be established through guidance and counseling based on the student's

contemplated work aspirations. Career focus courses shall conform to the curriculum policy of the district and reflect state curriculum frameworks through course sequencing and career course concentrations where appropriate.

A student who enlists in a branch of the United States Armed Forces or the National Guard through the military delayed entry program, the National Guard Split Training Option, or other similar early entry program and

completes basic training before graduating from high school shall receive two (2) units of the Career Focus graduation requirements.

4.54--STUDENT ACCELERATION

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

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

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

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

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

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.

High School

Students in high school (grades 9-12) are classified according to the number of units of credit they have and not according to the time spent in a grade. Students receiving a percentage grade of 59.5% or higher in a semester, in a high school course, shall receive credit for the course. To be classified as a sophomore, a student must have six (6) units credit; to be classified as a junior, a student must have eleven (11) units credit; and to be classified as a senior a student must have seventeen (17) units. Class status is updated each semester as credit is earned for retaking failed courses.

Middle School

Students in middle school (grades 5-8) who receive failing grades in 2 or more core subjects (averaging

both semesters) (English, Math, Science, or Social Studies) may be retained in that grade.

Elementary

In grades K-4, a student who fails two of the four core subjects (literacy, math, science, or social studies) for more than 2 nine weeks will be retained. Parental and teacher requests for retention will be considered by the committee. No student will be retained more than twice in elementary school.

3rd Grade Reading Standard

A student who has not met the third-grade reading standard as defined by the state board shall not be promoted to fourth(4th) grade unless the student has a good cause waiver. The following students may receive a good cause waiver:

- Limited English Proficiency students who have had less than three (3) years of instruction in an English language learner program;
- Students with a disability who are not eligible for the alternate assessment and who have an individualized education program or a 504 plan that reflects that the individual student:
 - Has received an intensive, evidence-based literacy intervention program aligned to the science of reading for more than two (2) years; and
 - Still demonstrates a need in reading proficiency or previously was retained in kindergarten, grade one (1), grade two (2), or grade three (3);
- Students who:
 - Have received an intensive, evidence-based literacy intervention program aligned to the science of reading for two (2) or more years;
 - Still demonstrate a need in reading proficiency and who previously were retained in kindergarten, grade one (1), grade two (2), or grade three (3);
 - Have received a special education referral and a full comprehensive evaluation; and
 - Have not met exceptional education criteria;
- Students who have already been retained in kindergarten, grade one (1), grade two (2), or grade three (3) for one (1) year;
- Students who can demonstrate that they are successful and independent readers and can perform at or above grade level by use of subsequent student assessments or alternative assessments; or
- Other students with necessary, justifiable good-cause exemptions identified as appropriate by the state board, in consultation with reading experts.

The following conditions will also be considerations in determining a student's need for retention: results of goals met based on a student's IEP, standardized testing results, participation in an approved remediation program. The determination for promotion may be based on, but are not limited to, the above listed conditions and will be the responsibility of the building principal, counselor, and lead teacher(s). A student who has been retained in a grade may in fact be retained a second year if the

above requirements have not been met.

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
- 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 below² 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 principal 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.

5.5--SELECTION / INSPECTION OF INSTRUCTIONAL MATERIALS

Definitions

"Curriculum" means the sequences of public school student learning expectations, pacing, materials, and resources that are used to teach the Arkansas academic standards and the processes for evaluating mastery of the Arkansas academic standards at particular points in time throughout the kindergarten through grade twelve (K-12) educational program.

"Gender identity" means the same as is used in the Diagnostic and Statistical Manual of Mental Disorders, Fifth Edition, which defines it as a category of social identity and refers to an individual's identification as male, female, or, occasionally, some category other than male or female.

"Instructional material" means instructional content that is provided to a public school student, regardless of its format, that includes without limitation printed or representational materials, audio-visual materials, and materials in electronic or digital format, such as materials accessible through the internet; however, Instructional material does not include academic tests or academic assessments.

"Sexual orientation" means an individual's actual or perceived orientation as heterosexual, homosexual, or bisexual.

The use of instructional materials, including classroom events or activities associated with classroom instruction, beyond those approved as part of the curriculum/textbook program must be compatible with school and district policies. If there is uncertainty concerning the appropriateness of supplemental materials, the personnel desiring to use the materials shall get approval from the school's principal prior to putting the materials into use.

All instructional materials, including classroom events or activities associated with classroom instruction, used as part of the educational curriculum of a student shall be available for inspection by the parents or guardians of the student.

Parents or guardians wishing to inspect instructional materials used as part of the educational curriculum for their child may schedule an appointment with the student's teacher at a mutually agreeable time. Parents/guardians wishing to challenge the appropriateness of any instructional materials shall follow the procedures outlined in Policy 5.6—CHALLENGE OF INSTRUCTIONAL/SUPPLEMENTAL MATERIALS.

In addition to all other inspection rights under this policy, the following shall be made available for inspection regardless of whether any of the listed items are offered as part of a sex education class or program or as part of any other class, activity, or program:

- a. Curricula;
- b. Materials;
- c. Tests;
- d. Surveys;
- e. Questionnaires;
- f. Activities; and
- g. Instruction of any kind.

Except when directly related to a requirement under the Arkansas academic standards; a District employee responding to questions posed by students during class regarding sex education, sexual orientation, or gender identity as it relates to a topic of instruction; or a District employee refers to the sexual orientation or gender identity of a historical person, group, or public figure when such information provides necessary context in relation to a topic of instruction, the District shall provide written notification to parents and legal guardians of their ability to exercise their rights under this policy to review items A-G above or to challenge and/or opt their student out of items under A-G above as permitted under Policy 5.6. The District's notification method shall ensure that the District receives a confirmation of the written notification receipt from parents and legal guardians.

The same notification requirements and opt out options as above for gender identity and sexual orientation shall apply to the sexual abuse and assault and human trafficking prevention education the District provides to students.

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

The use of instructional materials, including classroom events or activities associated with classroom instruction, beyond those approved as part of the curriculum/textbook program must be compatible with school and district policies. If there is uncertainty concerning the appropriateness of supplemental materials, the personnel desiring to use the materials shall get approval from the school's principal prior to putting the materials into use.

All instructional materials, including classroom events or activities associated with classroom instruction, used as part of the educational curriculum of a student shall be available for inspection by the parents or guardians of the student.

Parents or guardians wishing to inspect instructional materials used as part of the educational curriculum for their child may schedule an appointment with the student's teacher at a mutually agreeable time. Parents/guardians wishing to challenge the appropriateness of any instructional materials shall follow the procedures outlined in Policy 5.6—CHALLENGE OF INSTRUCTIONAL/SUPPLEMENTAL MATERIALS. ----THIS IS REPEATED FROM ABOVE....OMIT?

In addition to all other inspection rights under this policy, the following shall be made available for inspection regardless of whether any of the listed items are offered as part of a sex education class or program or as part of any other class, activity, or program:

- a. Curricula;
- b. Materials;
- c. Tests;
- d. Surveys;
- e. Questionnaires;
- f. Activities; and
- g. Instruction of any kind.

Except when directly related to a requirement under the Arkansas academic standards; a District employee responding to questions posed by students during class regarding sex education, sexual orientation, or gender identity as it relates to a topic of instruction; or a District employee refers to the sexual orientation or gender identity of a historical person, group, or public figure when such information provides necessary context in relation to a topic of instruction, the District shall provide written notification to parents and legal guardians of their ability to exercise their rights under this policy to review items A-G above or to challenge and/or opt their student out of items under A-G above as permitted under Policy 5.6. The District's notification method shall ensure that the District receives a confirmation of the written notification receipt from parents and legal guardians.

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

5.6--CHALLENGE TO INSTRUCTIONAL / SUPPLEMENTAL MATERIALS—LOOKS TO BE REPEAT OF 5.5

Definitions

"Curriculum" means the sequences of public school student learning expectations, pacing, materials, and resources that are used to teach the Arkansas academic standards and the processes for evaluating mastery of the Arkansas academic standards at particular points in time throughout the kindergarten through grade twelve (K-12) educational program.

"Gender identity" means the same as is used in the Diagnostic and Statistical Manual of Mental Disorders, Fifth Edition, which defines it as a category of social identity and refers to an individual's identification as male, female, or, occasionally, some category other than male or female.

"Instructional material" means instructional content that is provided to a public school student,

regardless of its format, that includes without limitation printed or representational materials, audio-visual materials, and materials in electronic or digital format, such as materials accessible through the internet; however, Instructional material does not include academic tests or academic assessments.

"Sexual orientation" means an individual's actual or perceived orientation as heterosexual, homosexual, or bisexual.

Instructional and supplemental materials, including classroom events or activities associated with classroom instruction, are selected for their compatibility with the District's educational program and their ability to help fulfill the District's educational goals and objectives. Individuals wishing to challenge or express concerns about instructional or supplemental materials, including classroom events or activities associated with classroom instruction, may do so by filling out a *Challenge to Instructional Material* form available in the school's office.

The contesting individual may present a copy of the form to the principal and request a conference be held at a time of mutual convenience. Prior to the conference, the principal shall consult with the teacher regarding the contested material. In the conference, the principal shall explain to the contesting individual the criteria used for the selection of the material and its relevance to the educational program as well as any other pertinent information in support of the use of the material.

Following the conclusion of the meeting, the principal shall have five (5) working days to submit a summary of the concerns expressed by the individual and the principal's response to those concerns to the Superintendent.

If the contesting individual is not satisfied with the principal's response, the individual may, after the five (5) working day period, request a meeting with the Superintendent where the individual shall present the same *Challenge to Instructional Material* form previously presented to the principal. The Superintendent shall explain to the contesting individual the criteria used for the selection of the material and its relevance to the educational program as well as any other pertinent information in support of the use of the material.

Following the conclusion of the meeting, the Superintendent shall have five (5) working days to write a summary of the concerns expressed by the individual and the Superintendent's response to those concerns. The Superintendent shall create a file of his/her response along with a copy of the principal's response and a copy of the contesting individual's *Challenge to Instructional Material* form.

If, after meeting with the Superintendent, the contesting individual is not satisfied with the

Superintendent's response regarding the appropriateness of the instructional or supplemental material, he/she may appeal the Superintendent's decision to the Board. The Superintendent shall present the contesting individual's *Challenge to Instructional Material* form to the Board at the next regularly scheduled meeting along with the written responses to the challenge. The Board may elect, if it so chooses, to hear brief verbal presentations from the parties involved in the challenge.

The Board shall decide at that meeting or their next regularly scheduled meeting whether to retain the material, limit the availability of the material, or remove the material from the school. The Board's primary consideration in reaching its decision shall be if the instructional and supplemental materials, including classroom events or activities associated with classroom instruction, are:

- Misleading;
- Factually inaccurate; or
- Otherwise inappropriate for the intended educational use.

In addition to the notification requirements under Policy 5.5 and all other challenge rights under this policy, parents and legal guardians may opt their students out of any of the following by submission of form 5.6F2 regardless of whether any of the listed items are offered as part of a sex education class or program or as part of any other class, activity, or program except when the item is directly related to a requirement under the Arkansas academic standards; a District employee is responding to questions posed by students during class regarding sex education, sexual orientation, or gender identity as it relates to a topic of instruction; or a District employee refers to the sexual orientation or gender identity of a historical person, group, or public figure when such information provides necessary context in relation to a topic of instruction:

- a. Curricula;
- b. Materials;
- c. Tests;
- d. Surveys;
- e. Questionnaires;
- f. Activities; and
- g. Instruction of any kind.

Students who are excused under this policy from participating in any or all portions of items A-G above shall not be penalized for grading purposes if the student satisfactorily performs alternative lessons related to health.

The same notification requirements and opt out options as above for gender identity and sexual orientation shall apply to the sexual abuse and assault and human trafficking prevention education the District provides to students.

The rights provided to parents under this policy transfer to the student when the student turns eighteen

(18) years old.

5.7--SELECTION OF LIBRARY / MEDIA CENTER MATERIALS

The ultimate authority for the selection and retention of materials for the schools' media centers rests with the Board of Education, which shall serve as a final arbiter in resolving a challenge to any media center materials. Licensed media center personnel shall make the initial selections in consultation with school and district licensed staff. Materials selected shall be in accordance with the guidelines of this policy.

The purpose of the schools' libraries/media centers is to supplement and enrich the curriculum and instruction offered by the District. Promoting the dialogue characteristic of a healthy democracy necessitates the maintenance of a broad range of materials and information representing varied points of view on current and historical issues. In the selection of the materials and resources to be available in each library/media center consideration will be given to their age appropriateness. Materials should be available to challenge the different interests, learning styles, and reading levels of the school's students and that will help them attain the District's educational goals.

Selection Criteria

The criteria used in the selection of media center materials shall be that the materials:

- a. Support and enhance the curricular and educational goals of the district;
- b. Are appropriate for the ages, learning styles, interests, and maturity of the schools' students, or parents in the case of parenting literature;
- c. Contribute to the examination of issues from varying points of view and help to broaden students understanding of their rights and responsibilities in our society;
- d. Help develop critical thinking skills;
- e. Are factually and/or historically accurate, in the case of non-fiction works and/or serve a pedagogical purpose;
- f. Have literary merit as perceived by the educational community; and
- g. Are technically well produced, physically sound (to the extent appropriate), and represent a reasonably sound economic value.

Retention and Continuous Evaluation

Media center materials shall be reviewed regularly to ensure the continued appropriateness of the center's collection to the school's curriculum and to maintain the collection in good repair. Those materials no longer meeting the selection criteria, have not been used for a long period of time, or are too worn to be economically repaired shall be withdrawn from the collection and disposed of. A

record of withdrawn media materials including the manner of their disposal shall be maintained for a period of three (3) years.

Gifts

Gifts to the media centers shall be evaluated to determine their appropriateness before they are placed in any media center. The evaluation shall use the same criteria as for all other materials considered for inclusion in the media centers. Any items determined to be unacceptable shall be returned to the donor or disposed of at the discretion of the media specialist. The media centers shall have a list of desired items to give to prospective donors to aid them in their selection of materials to donate.

Challenges:

The parent, legal guardian, person having lawful control of a student, or person acting in loco parentis of a student affected by a media selection, or a District employee may formally challenge the appropriateness of a media center selection by following the procedure outlined in this policy. The challenged material shall remain available throughout the challenge process.

Before any formal challenge can be filed, the individual contesting (hereinafter complainant) the appropriateness of the specified item shall request a conference through the principal's office with a licensed media center employee. The complainant shall be given a copy of this policy and the *Request for Formal Reconsideration Form* prior to the conference. The meeting shall take place at the earliest possible time of mutual convenience, but in no case later than five (5) working days from the date of the request unless it is by the choice of the complainant.

In the meeting, the media specialist shall explain the selection criteria and how the challenged material fits the criteria. The complainant shall explain the complainant's reasons for objecting to the selected material. If, at the completion of the meeting, the complainant wishes to make a formal challenge to the selected material, the complainant may do so by completing the *Request for Formal Reconsideration Form* and submitting it to the principal's office.

To review the contested media, the principal shall select a committee of five (5) or seven (7) licensed personnel consisting of the principal as chair and at least one media specialist. The remaining committee members shall be licensed personnel with curriculum knowledge appropriate for the material being contested and representative of diverse viewpoints. The task of the committee shall be to determine if the challenged material meets the criteria of selection. No material shall be withdrawn solely for the viewpoints expressed within it and shall be reviewed in its entirety and not selected portions taken out of context.

The principal shall convene a meeting after a reasonable time for the committee members to adequately review the contested material and the *Request for Formal Reconsideration Form* submitted by the complainant. All meetings of the committee shall be open to the public. The

complainant shall be allowed to present the complaint to the committee after which time the committee shall meet to discuss the material. The committee shall vote to determine whether the contested material shall be relocated within the media center's collection to an area that is not accessible to minors. A member from the voting majority shall write a summary of the reasons for their decision. A notice of the committee's decision and the summary shall be given (by hand or certified mail) to the complainant.

If the decision is to not relocate the material, the complainant may appeal the committee's decision to the district Board of Directors by filing a written appeal to the Superintendent within five (5) working days of the committee's decision or of written receipt of the decision. The Superintendent shall present the original complaint and the committee's decision along with the summary of its reasons for its position plus a recommendation of the administration, if so desired, to the Board within fifteen (15) days of the committee's decision. The Board shall review the material submitted to them by the Superintendent and make a decision within thirty (30) days of receipt of the information. The Board's decision is final.

5.1--RELIGION IN THE SCHOOLS

The First Amendment of the Constitution states that "Congress shall make no law respecting the establishment of religion, or prohibiting the free exercise thereof..." As the Supreme Court has stated (*Abington School District v.*

Schempp, 374, US 203) the Amendment thus, "embraces two concepts—freedom to believe and freedom to act. The first is absolute but, in the nature of things, the second cannot be." Therefore, it is Smackover-Norphlet School Board's policy that the school system, as an agency of the government, shall be neutral in matters

regarding religion and will not engage in any activity that either advocates or disparages religion. The District shall assume no role or responsibility for the religious training of any student.

The need for neutrality does not diminish our school system's educational responsibility to address the historical role of religion in the development of our culture. Since we live in a diverse society, the District's goal shall be to address the subject of religion objectively in such a way that it promotes an understanding of, and tolerance for, each other's religious or non-religious views.

Discussions concerning religious concepts, practices, or disciplines are permissible when presented in a secular context in their relation to an inclusive study of religion or to the study of a particular region or country. The discussion shall be so that they are objective and academically informational and do not advocate any particular form of religious practice.

Instructional activities in the school that are contrary to a pupil's religious beliefs or teachings shall be optional.

The teacher in charge of each classroom may, at the opening of school each day, conduct a brief period of silence with the participation of all students in the classroom who desire to participate.

Students and employees may engage in personal religious practices, such as prayer, at any time, and shall do so in a manner and at a time that the educational process is not disrupted.

4.63--STUDENT RELIGIOUS EXPRESSION

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

Student Assignments

Student assignments include, but are not limited to:

- Homework;
- Classwork;
- Artwork; and
- Other written or oral assignments.

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

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

Student Presenters

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

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

Review of written student forums shall be handled in accordance with Policy

4.14—STUDENT MEDIA AND THE DISTRIBUTION OF LITERATURE.

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

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

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

Information on how to participate in a student forum shall be provided to all students. Students will be notified by email of upcoming forums.

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
 - d. 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. 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

5.14--HOMEWORK

Homework is considered to be part of the educational program of the Smackover-Norphlet School

District. Assignment shall be an extension of the teaching/learning experience that promotes the student's educational development. As an extension of the classroom, homework must be planned and organized and should be viewed by the students as purposeful.

Teachers should be aware of the potential problem students may have completing assignments from multiple teachers and vary the amount of homework they give from day to day.

Parents shall be notified of this policy at the beginning of each school year.

Legal Reference: State Board of Education Rules & Regulations: Accreditation Standards 10.07

Elementary School Homework Procedures

Homework is not a substitute for teaching, but shall be a reinforcement of what has been taught. Students should be assigned appropriate and reasonable amounts of homework on a regular basis. Teacher-guided practice during the regular instructional period prior to independent practice shall be required since these assignments are considered an extension of the classroom instruction, to ensure that the learner practices the skill correctly. The following guidelines will be generally considered in making homework assignments:

- Grades K-1: Frequency of assignments: 2-3 days per week. Time required to complete assignments: 15- 30 minutes.
- Grades 2-3: Frequency of assignments: 3-4 days per week. Time required to complete assignments: 30- 45 minutes.
- Grade 4: Frequency of assignments: 3-5 days per week. Time required to complete assignments: 30-60 minutes.

Unfinished work assigned as classwork is not considered homework.

Middle and High School Homework Procedures

1. Homework should be assigned regularly in academic subjects in the Smackover-Norphlet School District.
2. Teachers are responsible for the careful planning and evaluating of all homework assignments.
3. Homework will be assigned regularly, but will not be assigned during school holidays with the exception of AP courses. Discretion should be used in making weekend assignments.
4. Any homework assignments not submitted shall receive a zero (0) grade. Teachers are authorized to reject papers which are not substantially complete or which do not meet the established standards. The teacher must communicate homework standards to the class prior to or at the time the assignment is made.
5. When a student is absent, they have the same number of days to make up work as they missed.

Guidelines for Middle and High School Students

1. To attend school and class regularly and punctually.
2. To consult with the teacher about work to be completed after an absence.
3. To understand the purpose and requirements of the assignment.
4. To understand the directions.
5. To understand the means of evaluation (grading).
6. To understand that content, structure, and appearance of all written homework assignments are important elements in the grading process.
7. To understand the suggested time allotment.
8. To budget time well.
9. To assure responsibility for obtaining the proper resources and materials.
10. To establish a time for a regular pattern of reviewing material previously covered.
11. To demonstrate integrity and not give or receive so much help that the value of the homework will be destroyed.
12. To meet the deadlines and understand the penalties for missing them.
13. To understand that there is never a time when a student does not have homework. He/she may review, preview, or improve his/her assignment.

14. To consult with his/her teacher or teachers when the cumulative amount of homework on a given day may exceed reasonable limits.
15. To know that no homework will be accepted after the due date at the high school.

Guidelines for Middle and High School Parents

1. To understand the philosophy and objectives of the Board of Education concerning homework.
2. To encourage regular attendance and punctuality in school and class.
3. To be sure that students and/or parents themselves pick up assignments missed when a student is absent.
4. To provide the student with a time and place to carry out his/her assignments.
5. To contact the teacher, counselor, or administrator in the event of questions or concerns during school hours.
6. To be supportive of the homework policy, as it is an integral part of the student's learning process.
7. To understand that there is never a time when a student does not have homework. He/she may review, preview, or improve his/her present assignment. Frequently, there is a long-range assignment which he/she may pursue.

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, and 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:

1. A change in the child's school enrollment;

2. The child's attendance at a dependency-neglect court proceeding; or
3. The child's attendance at court-ordered counseling or treatment.

The grading scale for all schools in the district shall be as follows (For the purpose of determining grade point averages, the numeric value of each letter grade shall be):

Letter Grade % Range Rubric System

A 90-100 Advanced - 4

B 80-89 Proficient - 3

C 70-79 Proficient - 2

D 60-69 Basic - 1

F 59 and below Below Basic - 0

The grade point values for Advanced Placement (AP), approved courses for weighted credit, International Baccalaureate (IB), and approved honor courses 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 $(0.25 \times 83) + (0.75 \times 75) = 77\%$.

5.7--HONOR ROLL AND HONOR GRADUATES

Honor Roll

Students in grades K-6 who maintain all A's for the grading period will be recognized as honor roll students for that grading period. Semester grades will determine the honor roll at the end of each semester.

Students in grades 7-12 who participate in the Smart Core Curriculum and maintain all A's for the grading period will be recognized as honor roll students for that grading period. Semester grades will determine the honor roll at the end of each semester.

Merit List

Students in grades K-12 who maintain a B or better for the grading period will be recognized as merit list students for that grading period. Semester grades will determine the merit list at the end of the semester.

Honor Graduates

Students in grades 9-12 who have successfully completed the Smart Core Curriculum recommended for preparation for college as defined by the State Board of Higher Education and the State Board of Education will be designated as honor students upon meeting the following requirements:

Honors: 3.5 – 3.79 weighted GPA (gold cord, tassel)
High Honors: 3.8 – 3.99 weighted GPA (gold cord, tassel)
Highest Honors: 4.0 or higher weighted GPA (honor stole, tassel)

Valedictorian And Salutatorian

The honor student(s) with the highest GPA and who has been enrolled in public school in grades 9 through 12 and in the Smackover-Norphlet School District for his/her last three (3) semesters shall serve as the valedictorian of his/her graduating class.

The honor student(s) with the second highest GPA and who has been enrolled in public school in grades 9 through 12 and in Smackover High School for his/her last three (3) semesters shall serve as the salutatorian of his/her graduating class.

Students withdrawing from a credit-bearing course at any time between 9th through 12th grades will not be eligible for designation as valedictorian and salutatorian.

Public Identification

Parents or guardians of a student, or a student eighteen (18) years of age or older, who choose to not have the student publicly identified as an honor roll or honor graduate student must submit a written request that the student not be so identified.

5.19 —ARKANSAS COURSE CHOICE PROGRAM

District students 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:
2. Statewide assessments;
3. Advanced Placement; and
4. International Baccalaureate,
5. Participation in extracurricular or co curricular activities; and
6. 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.

5.21 —ADVANCED PLACEMENT, INTERNATIONAL BACCALAUREATE, and HONORS COURSES

Students in grades 7-12 who take advanced placement (AP) courses; International Baccalaureate (IB) courses; honors or concurrent credit college 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 pt

B = 4 pt

C = 3 pt

D = 2 pt

F = 0 pt

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.

"Honors Courses" are those courses that have been approved by DESE as honors courses. Honors courses must stress higher order learning and be offered in addition to curriculum offerings required by the Standards for Accreditation.

For career and technical education courses taken after July 1, 2023, career and technical courses that are eligible for weighted credit are those career and technical education courses that are approved by DCTE to exceed the curriculum standards for a non-weighted class and lead to an approved industry-recognized certification. A student shall receive weighted credit for each approved career and technical education course upon the student:

- Completing the relevant career and technical pathway; and
- Earning the high-value industry credential aligned with the career and technical pathway.

Students who transfer into the district will be given weighted credit for the AP courses; IB courses; honors or concurrent credit college courses; and other courses approved by DESE and DCTE for weighted credit that were taken for weighted credit at his/her previous school(s) according to the preceding scale.

5.21.1—WEIGHTED CREDIT FOR COLLEGE AND CONCURRENT CREDIT COURSES

The Smackover-Norphlet School District allows for students to receive weighted credit equal to the numeric grade awarded for advanced placement courses, courses offered under the International Baccalaureate Diploma Program, and honors classes for college courses that have been approved by the Department of Elementary and Secondary Education (DESE) as meeting the criteria for weighted credit.

Concurrent credit courses offered by South Arkansas Community College and honors classes offered at Smackover Norphlet School District are not approved by DESE for weighted credit. Therefore, the

Smackover Norphlet School District will not give weighted credit for concurrent credit or honors courses. The only classes that will receive weighted credits are the advanced placement courses (AP).

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 Concurrent College and High School 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 the core subject area/unit requirements in English and mathematics.

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

- The 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 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, graduation, or any other school function.

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 eligible to receive free or reduced-price meals shall not be responsible for any of the costs for the student's first six (6) concurrent credit hours so long as the concurrent credit courses are taught on the District grounds and by a teacher employed by the District. Any and all costs of concurrent credit courses beyond the six

(6) hours permitted, that are not taught on the District's campus, or are not taught by a teacher employed by the District are the responsibility of the student. Students who are not eligible to receive free or reduced-price meals are responsible for any and all costs associated with concurrent credit courses.

TEXTBOOKS

Textbooks will be issued free to all students. Lost or damaged textbooks must be paid for in accordance with the nature of the damage and the cost of replacement.

REGISTRATION

Grades sixth through twelve will pre-register before school is out in the spring. When school begins in the fall a student has seven (7) school days to change classes. When a student changes a class (drops one and adds another) both affected teachers must sign the add/drop form. The principal's signature will be required for a student to change classes. The same procedure will be in effect for mid-term changes.

SEMESTER TEST EXEMPTION

Semester tests will be given to students in grades 5-12 at the end of each semester. Exemption for each student is determined on a class by class basis. For a student to be exempt from taking a semester test, the following requirements must be met for that class:

- A average – no more than 4 absences; (Excused and Unexcused) or
- B average – no more than 3 absences; (Excused and Unexcused) or
- C average – no more than 2 absences; (Excused and Unexcused) or
- D average – no more than 1 absence; (Excused and Unexcused)

Exceptions:

- Doctor's written notification presented to the school within 24 hours of the students return with the reason, length of absence, and doctor's signature.
- Student is sent home by school officials for reasons that are out of the student's control and are not disciplinary.
- Special circumstances considered by administration on a case-by-case basis.

*Any student accumulating 10 absences of any type in any single class in a semester will be required to take the semester test in all of his/her classes.

Any student suspended for all school activities or assigned to ISS will be disqualified from semester test exemptions. This applies to all suspensions of this nature regardless of the number of days

suspended. Suspensions from individual classes will result in that student being disqualified from semester test exemptions in that particular class.

All students will take semester exams at the times designated by the school. Any student who fails to take the test at the designated time will not be able to make up the exam. Exceptions include:

- Excused absence.
- Extenuating circumstances with principals' approval.

SECTION 6 - FOOD SERVICES

4.50--SCHOOL LUNCH SUBSTITUTIONS

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 yearly to the district's Director of Child Nutrition and the campus nurse a medical statement completed by a State licensed healthcare professional, which includes:

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

The medical statement should include:

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

If the information provided in the medical statement is unclear, or lacks 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.

Students who are allergic to milk products must have a written statement from a doctor on file in the nurse's office.

4.51--FOOD SERVICE PREPAYMENTS

Meal Charges

The Smackover-Norphlet School 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 Smackover-Norphlet School 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 campus building office or with classroom teacher;
- Submitting cash or check payment at each school campus lunchroom, and;
- 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

Alternative Meals

The District does not provide alternative meals for students.

Student Accounts

Students with Free Lunch Status

The federal school lunch program allows a qualifying student to receive a free school lunch every day. Students are required to take a reimbursable meal. Items sold on an a la carte basis are not part of the USDA program and must be paid for with cash. A la carte items cannot be charged.

Student with Reduced Price Lunch Status

The federal school lunch program allows a qualifying student to receive a reimbursable meal at the reduced price. Students are required to take a reimbursable meal. Items sold on an a la carte basis are not part of the USDA program and must be paid for with cash. A la carte items cannot be charged. Students with reduced price lunch status will be allowed to charge reimbursable meals up to \$4.00 before the collection process begins.

Students with Paid Lunch Status

Prices for school lunch are set by the Smackover-Norphlet School District in accordance with federal and state regulations. A la carte items cannot be charged but may be purchased with cash. Students with paid lunch status may charge reimbursable meals up to \$15.00 before the collection process begins.

Collection Process

1. When the charge amount gets to be half of the amount allowable the Food Service Director, or their designee, will send a letter or email to the parent(s)/guardian(s) requesting payment.
2. If the parent(s)/guardian(s) has not made any payments in an effort to reduce the negative balance or fails to bring the student's account in good standing within thirty (30) days, the administration may:
 - Refer the account to a collection agency.
 - Initiate a claim in the court system.
 - Notify other appropriate state agencies (such as the Department of Human Services, etc.)
3. If a student's account balance exceeds \$-50.00, the administration may prohibit participation by the student in any fee-based extra-curricular activity or program until or unless the deficit balance is paid in full. It is the position that the Smackover-Norphlet administration does not have to take this form of action as it punishes the student for negligent actions of their parent(s)/guardian(s).

Additional Steps

If a student's account is not in good standing at the end of the school year, the administration may take one or more of the following actions, unless or until prohibited by state law or regulation:

- Delay the issuance of report cards and class assignments until or unless the negative or delinquent balance is paid in full.
- Prohibit the student's participation or other student's in the student's household from participating in any future fee-based extra-curricular activities or programs until or unless the negative or delinquent balance is paid in full.
- Initiate a claim in the court system and/or contact the AR District Attorney's Office.
- Refer the account to a collection agency.

- Notify other appropriate state agencies.

If a senior's account is not in good standing prior to graduation, the administration may prohibit the student from participation in senior activities and/or graduation exercises.

CAFETERIA SERVICES—PRICING CHANGING? NEED TO CHANGE TO 2025-2026 SCHOOL YEAR

A hot lunch and breakfast program is provided in the cafeteria for the benefit and convenience of the students. Care is taken to ensure a variety of well-balanced meals and all students are encouraged to take advantage of this service.

- The lunch price for the 2024-2025 school year will be \$2.70. Adult lunches are \$4.75.
- The price of breakfast is \$1.25 for students and \$2.30 for adults.
- Extra milk will be 50 cents.

All prices are subject to change with inflation.

For information regarding free/reduced lunch applications, meal payment plans, or other questions, please contact Cafeteria Director at (870) 725-1221.

FREE/REDUCED

A free/reduced lunch application is given to each student at the beginning of the school year. These applications must be filled out completely and returned to school as soon as possible. Parents who do not wish to apply are asked to return the application with a statement written across the application to that effect. Parents will be notified when their application is approved, rejected, or returned for more information. **New applications must be submitted at the beginning of each school year.**

LUNCHROOM POLICIES

All students are expected to eat in the lunchroom unless the student's parent/guardian has checked them out in the office to eat elsewhere. It is the parent's/guardian's responsibility to see that their child is back at school at the appropriate time for his/her next class. There is a thirty-minute lunch period for each class. A sack lunch may be sent with the student.

NO glass items can be taken into the lunchroom, but canned drinks and thermos are permissible. The school will not be responsible for keeping a student's food or drink warm or cold.

Cafeteria Payment Policy:

1. All students are to pay for lunches in advance.
2. A student may charge only in extreme cases.
3. A lunch record will be kept for the entire year in case there are questions which arise.

4. Parents will be notified when payments are needed.

SECTION 7 - EXTRACURRICULAR ACTIVITIES

4.12—STUDENT ORGANIZATIONS / EQUAL ACCESS

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

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

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

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

4.56--EXTRACURRICULAR ACTIVITIES - SECONDARY SCHOOLS

Definitions:

"Academic Courses" are those courses for which class time is scheduled, which can be credited to meet the minimum requirements for graduation, which is taught by a teacher required to have State licensure in the course or is otherwise qualified under Arkansas statute, and has a course content guide which has been approved by the Division of Elementary and Secondary Education (DESE). Any of the courses for which concurrent high school credit is earned may be from an institution of higher education recognized

by DESE. If a student passes an academic course offered on a block schedule, the course can be counted twice toward meeting the requirement for students to pass four (4) academic courses per semester as required by this policy.

“Extracurricular activities” are defined as: any school sponsored program where students from one or more schools meet, work, perform, practice under supervision outside of regular class time, or are competing for the purpose of receiving an award, rating, recognition, or criticism, or qualification for additional competition.

Examples include, but are not limited to, inter/intrascholastic athletics, cheerleading, band, choral, math, or science competitions, field trips, and club activities.

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

“Interscholastic Activities” means athletic or non-athletic/academic activities where students compete on a school vs. school basis.¹

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

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

Extracurricular Eligibility

The Board believes in providing opportunities for students to participate in extracurricular activities that can help enrich the student’s educational experience. At the same time, the Board believes that a student’s participation in extracurricular activities cannot come at the expense of his/her classroom academic achievement. Interruptions of instructional time in the classroom are to be minimal and absences from class to participate in extracurricular activities shall not exceed one per week per extracurricular activity (tournaments excepted)². Additionally, a student’s participation in, and the District’s operation of, extracurricular activities shall be subject to the following policy. All students are eligible for extracurricular activities unless specifically denied eligibility on the basis of criteria outlined in this policy.

Any student who refuses to sit for a Statewide assessment or attempts to boycott a Statewide assessment by failing to put forth a good faith effort on the assessment as determined by the assessment administrator/proctor, or whose parents do not send their student to school on the dates the assessments are administered or scheduled as make-up days shall not be permitted to participate in any non-curriculum related extracurricular activity. The student shall remain ineligible to participate until

the student takes the same or a following statewide assessment, as applicable. The superintendent or designee may waive this paragraph's provisions when the student's failure was due to exceptional or extraordinary circumstances.³ Students falling under the provisions of this paragraph shall be permitted to attend curriculum related field trips occurring during the school day.⁴

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

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

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

Interscholastic Activities

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

Academic Requirements: Junior High

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

The first semester ninth-grade student meets the scholarship requirements for junior high if he/she has successfully passed four (4) academic courses the previous semester.

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

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

Academic Requirements: Senior High

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

1. Have earned a minimum Grade Point Average (GPA) of 2.0 from all academic courses the

previous semester; or

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

Students With An Individual Education Program

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

Homeless Students

Students who are determined to be experiencing homelessness by the school's homeless LEA shall be eligible for participation in interscholastic activities.

Arkansas Activities Association

In addition to the foregoing rules, the district shall abide by the rules of AAA governing interscholastic activities. AAA provides catastrophic insurance coverage for students participating in AAA governed extracurricular activities who are enrolled in school. As a matter of District policy, no student may participate in a AAA governed extracurricular activity unless he or she is enrolled in a district school, to ensure all students are eligible for AAA catastrophic insurance.⁶

Intrascholastic Activities

AAA Governed Activities

Students participating in intrascholastic extracurricular activities that would be governed by AAA if they were to occur between students of different schools shall meet all interscholastic activity eligibility requirements to be eligible to participate in the comparable intrascholastic activity. The District will abide by the AAA Handbook for such activities to ensure District students are not disqualified from participating in interscholastic activities.⁷

Non-AAA Governed Activities

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

School Choice Transfers

A student who transfers under a legal school choice option shall not be denied participation in an extracurricular activity where the student transfers based exclusively on the student's decision to transfer . A student who transfers after July 1 of the year the student enters grade seven (7) shall

complete a Changing Schools/Athletic Participation form as defined by AAA, which must be signed by the:

- Superintendent of the student's resident school district;
- Superintendent of the nonresident school district to which the student transfers; and
- Parent, legal guardian, person having lawful control of the student, or person standing in loco parentis to the student.

The completed Changing Schools/Athletic Participation form shall be filed with the non-resident school district where the student transfers and the AAA. The Changing Schools/Athletic Participation form shall be signed by the superintendent of a student's resident school district and the superintendent of the nonresident school district to which a student transfers unless there is demonstrable evidence of recruiting by the receiving school district personnel or that the student is transferring to the nonresident school district solely for athletic purposes.

Prohibited Scheduling of Extracurricular Events Due to Testing

No extracurricular activities will be scheduled on days immediately preceding a semester test date or a state testing date. Activities having members enrolled in concurrent credit courses will not schedule events on the day before concurrent credit course finals. Exceptions include activities scheduled by the state that are out of the school's control.

4.56.1--EXTRACURRICULAR ACTIVITIES – ELEMENTARY SCHOOLS

Extracurricular Eligibility

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

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

Any student who refuses to sit for a Statewide assessment or attempts to boycott a Statewide assessment by failing to put forth a good faith effort on the assessment as determined by the assessment administrator/proctor, or whose parents do not send their student to school on the dates the assessments are administered or scheduled as make-up days shall not be permitted to participate in

any non-curriculum related extracurricular activity. The student shall remain ineligible to participate until the student takes the same or a following statewide assessment, as applicable. The superintendent or designee may waive this paragraph's provisions when the student's failure was due to exceptional or extraordinary circumstances. Students falling under the provisions of this paragraph shall be permitted to attend curriculum related field trips occurring during the school day.

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

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

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

4.56.2--EXTRACURRICULAR ACTIVITIES ELIGIBILITY FOR HOME SCHOOLED STUDENTS

Home-schooled student means a student legally enrolled in an Arkansas home school and who meets or has met the criteria for being a home-schooled student, as established by A.C.A. § 6-15-503.

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

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

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

Home-schooled students whose parent or legal guardian are not residents of the school district will be permitted to pursue participation in an interscholastic activity in the District if:

- The superintendent of the student's resident district and the superintendent of the District both agree in writing to allow the student to participate in interscholastic activities at the District; or
- The student's resident school does not offer the interscholastic activity and the superintendent of the non-resident district agrees to allow the student to enroll in the interscholastic activity.

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

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

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

A student who meets the requirements for eligibility to participate in an interscholastic activity is required to register for no more than one non-academic course in the District's school where the student is intending to participate in an interscholastic activity that coincides with the interscholastic activity in which the homeschooled student participates and shall be required to be at school only when participation in the interscholastic activity requires other students who participate in the interscholastic activity to be at school.

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

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

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

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

- participation or activity fees.

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

A home schooled student may begin participating in an interscholastic activity immediately upon being approved to participate by the District if:

- The home schooled student has not withdrawn from an Arkansas Activities Association member school; or
- The student has withdrawn from an AAA member school and enrolled in a home school but did not participate in an interscholastic activity that is a varsity sport at the student's resident district prior to the student's withdrawal from the AAA member school.

A student who withdrew from an AAA member school who participated in an interscholastic activity that is a varsity sport at the student's resident district during the previous three hundred sixty-five (365) days shall not be eligible to immediately participate in an interscholastic activity that is a varsity sport in the District. The student will not become eligible for full participation until the completion of the three hundred sixty-five (365) day period from when the student withdrew. A student who is not eligible for full participation may participate in tryouts, practices, classes, or other endeavors associated with the interscholastic activity until the completion of the three hundred sixty-five (365) day period from when the student withdrew.

4.59--THE ACADEMIC COURSE ATTENDANCE – PRIVATE SCHOOL / HOME SCHOOLED STUDENTS

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

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

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

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

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

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

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

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

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

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

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

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

considered truant for unexcused absences from the course(s) the student is attending at the District.

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

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

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

SECTION 8 – STUDENT HEALTH, SAFETY, AND WELLNESS

5.29--WELLNESS POLICY

The health and physical well-being of students directly affects their ability to learn. Childhood obesity increases the incidence of adult diseases occurring in children and adolescents such as heart disease, high blood pressure and diabetes. The increased risk carries forward into their adulthood. Research indicates that a healthy diet and regular physical activity can help prevent obesity and the diseases resulting from it. It is understood that the eating habits and exercise patterns of students cannot be magically changed overnight, but at the same time, the Board of

Directors believe it is necessary to strive to create a culture in our schools that consistently promotes good nutrition and physical activity.

The problem of obesity and inactivity is a public health issue. The Board of Directors is keenly aware that it has taken years for this problem to reach its present level and will similarly take years to correct. The responsibility for addressing the problem lies not only with the schools and the Division of Elementary and Secondary Education (DESE), but with the community and its residents, organizations and agencies. Therefore, the District shall enlist the support of the larger community to find solutions that improve the health and physical activity of our students.

Wellness Committee

To enhance the district's efforts to improve the health of our students, a School Nutrition and Physical Activity Advisory Committee (SNPAAC) shall be formed. It shall be structured in a way to ensure age-appropriate recommendations are made that correlate to the District's grade configurations. The SNPAAC shall have the powers and responsibilities delegated to it by statute and Rule and are incorporated into this policy by reference. The overarching goal of the committee shall be to promote student wellness by monitoring how well the District is doing at implementing this policy. The SNPAAC shall use modules 1, 2, 3, 4, 10, and 11 of the Centers For Disease Control' (CDC) School Health Index

as a basis for annually assessing each school's progress toward meeting the requirements of this policy. The results of the annual assessment shall be included in the school district's support plan (SDSP), provided to each school's principal, and reported to the board. Goals and objectives for nutrition and physical activity shall also be included in the SDSP.

The SNPAAC shall be made up of Individuals from the following groups to the extent interested persons from each group desire to be included in the development, implementation, and periodic review of the District's wellness policy:

- Members of the District's Board of Directors;
- School administrators;
- School nutrition personnel;
- Teacher organizations;
- Teachers of physical education;
- Parents;
- Students;
- Professional groups (such as nurses);
- School health professionals (such as school nurses, school counselors, and social workers); and
- Community members.

The SNPAAC shall provide written recommendations to the District's Child Nutrition Director concerning menus and other foods sold in the school cafeteria. Such recommendations shall be based, at least in part, on the information the Committee receives from the District on the requirements and standards of the National School Lunch Program and from menus for the National School Lunch Program and other food sold in the school cafeteria on a quarterly basis.

The SNPAAC will meet at least quarterly. Meeting dates for the SNPAAC will be placed on the District's calendar. School Health Coordinator

To assist the SNPAAC in ensuring that the District fulfills the requirements of this policy, a District level School Health Coordinator (Designated District Official) shall be appointed. In addition, a school level School Health Coordinator shall be appointed who shall be responsible for assisting the District level School Health Coordinator in ensuring that each school fulfills the requirements of this policy.

Goals

In its efforts to improve the school nutrition environment, promote student health, and reduce childhood obesity, the District will adhere to the DESE Rules Governing Nutrition and Physical Activity Standards And Body Mass Index For Age Assessment Protocols. To promote nutrition, physical activity, and other school based activities that will improve student wellness, the District, working with the SNPAAC, has established the following goals:

1. Implement a grade appropriate nutrition education program that will develop an awareness of and appreciation for nutrition and physical activity throughout the curriculum;
2. Enforce existing physical education requirements and engage students in healthy levels of vigorous physical activity;

3. Strive to improve the quality of physical education curricula and increase the training of physical education teachers;
4. Follow the Arkansas Physical Education and Health Education Frameworks in grades K-12;
5. Not use food or beverages as rewards for academic, classroom, or sports performances;
6. Establish class schedules and bus routes that do not directly or indirectly restrict meal access;
7. Provide students with ample time to eat their meals in pleasant cafeteria and dining areas;
8. Abide by the current allowable food and beverage portion standards;
9. Meet or exceed the more stringent of Arkansas' or the U.S. Department of Agriculture's (USDA) Nutrition Standards for reimbursable meals and a la' carte foods served in the cafeteria;
10. Restrict access to competitive foods as required by law and Rule;
11. Conform new and/or renewed vending contracts to the content restrictions contained in the Rules and reduce district dependence on profits from the sale of competitive foods.
12. Provide professional development to all district staff on the topics of nutrition and/or physical activity;
13. Utilize the School Health Index available from the CDC to assess how well the district is doing at implementing this wellness policy and at promoting a healthy environment for its students.

Food and Beverages Outside of the District's Food Service Programs

The District will insure that drinking water is available without charge to all students throughout the school including, but not limited to, in the District's food service areas.

All food and beverages sold to students on school campus during the school day by school administrators or school non-licensed or licensed staff (principals, coaches, teachers, club sponsors, etc.); students or student groups; parents or parent groups; or another person, company, or organization associated with the school shall meet the Federal Smart Snacks requirements and Arkansas Nutrition Standards at a minimum.⁹ These restrictions include, but are not limited to, food and beverages sold in vending venues (machines, ice chests, cabinets) in school stores or as part of school fundraisers.

All food and beverages provided, but not sold, to students on the school campus during the school day by school administrators or school non-licensed or licensed staff (principals, coaches, teachers, club sponsors, etc.); students or student groups; parents or parent groups; or another person, company, or organization associated with the school shall meet the Federal Smart Snacks requirements and Arkansas Nutrition Standards at a minimum.⁹ These restrictions include, but are not limited to, food and beverages provided in vending venues (machines, ice chests, cabinets) in school stores or as part of school

fundraisers.

Up to a maximum of nine (9) times per school year, school administration may schedule school wide events where food and beverages provided to students are not required to meet the Federal Smart Snacks standards during the scheduled time. The schedule of the events shall be by school, approved by the principal, and shall be part of the annual school calendar.

Food and beverages outside of the District's food service programs may not be sold, served, or provided to students in the District's food service areas during meal times.

Elementary students shall not have in-school access to vending machines.

The District does not place nutrition restrictions on food or beverages brought from home that are intended for personal consumption only.

Advertising

In accordance with the USDA regulations, oral, written, or graphic statements made for the purpose of promoting the sale of a food or beverage product that are made by the producer, manufacturer, seller, or any other entity with a commercial interest in the product shall only be permitted on school campus during the school day if they meet or exceed the Federal Smart Snacks standards. This restriction does not apply to:

- Materials used for educational purposes in the classroom, including, but not limited to:
- The use of advertisements as a media education tool; or
- Designing and implementing the health or nutrition curriculum;
- Clothing, apparel, or other personal items used by students and staff;
- The packaging of products brought from home for personal consumption; and
 - Currently existing advertisements on school property, including but not limited to, the exterior of vending machines, posters, menu boards, coolers, trash cans, cups used for beverage dispensing, and other food service equipment; however, all future contracts and replacement items shall meet the Federal Smart Snacks standards.

Breast Feeding

In addition to providing age-appropriate education for students regarding the nutritional benefits of breastmilk and breastfeeding practices, the District shall provide support and space in the District's school facilities for District employees, students, and volunteers who are breastfeeding mothers. The space provided shall be a private, secure, and sanitary room or other location, other than a toilet stall, where an employee, student, or volunteer can express breast milk. Break time shall be provided for an employee, student, or volunteer to express breast milk and, to the extent possible, shall run concurrently with existing break times.

Community Engagement

The District will work with the SNPAAC to:

- a. Encourage participation in extracurricular programs that support physical activity, such as walk-to-school programs, biking clubs, after-school walking etc.;
- b. Encourage the implementation of developmentally appropriate physical activity in after-school childcare programs for participating children;
- c. Promote the reduction of time youth spend engaged in sedentary activities such as watching television and playing video games; and
- d. Encourage the development of and participation in family-oriented community-based physical activity programs.

The District will annually inform the public:

- Of the web address where the policy is located;
- Of any changes made to this policy since the previous year;
- Of the health and wellness priority goals in the District's SDSP;
- That a printed copy of the policy may be picked up at the District's central office; and
- The amounts and specific sources of funds received and expenditures made from competitive food and beverage contracts.

Assessment of District's Wellness Policy

At least once every three years, with input from the SNPACC, the District shall assess both the District as a whole and individual schools' status in regards to the implementation and compliance of the goals of this policy, including the health and wellness goals in the District's SDSP. The assessment shall be based, at least in part, on:

- The extent to which District schools are in compliance with this policy;
- The extent to which this policy compares to other model local school wellness policies;
- The annual reviews of this policy based on modules 1, 2, 3, 4, 10, and 11 of the CDC's School Health Index; and
- A description of the progress made in attaining the goals of this policy.

On the years the assessment occurs, the assessment results shall be reported to the public, including parents, students, and other members of the community as part of the District's annual report to the public.

The District will update the wellness policy based on the results from the three (3) year assessment. District Website

The District will place on its website:

- The name, District phone number, and District email address for the District Level School Health Coordinator;
- The names, district phone numbers, and district email addresses for the School Level School Health Coordinators;
- The names of the members of the SNPAAC;

- Meeting dates for the SNPAAC;
- Information on how community members may get involved with the SNPAAC;
- A copy of this policy;
- A copy of the annual review of this policy based on modules 1, 2, 3, 4, 10, and 11 of the CDC's School Health Index; and
- A copy of the most recent three (3) year assessment of this policy.

4.34--COMMUNICABLE DISEASES AND PARASITES

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

To help control the possible spread of communicable diseases, school personnel shall follow the District's exposure control plan when dealing with any blood borne, foodborne, and airborne pathogens exposures. Standard

precautions shall be followed relating to the handling, disposal, and cleanup of blood and other potentially infectious materials such as all body fluids, secretions and excretions (except sweat).

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

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

The parents or legal guardians of students found to have live human host parasites that are transmittable in a school environment will be asked to pick their child up. 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 giving such medications are included in the student's IHP.

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

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

Schedule II Medications

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

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

Self-Administration of Medication

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

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

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

1. The written authorization of the student's parent, legal guardian, or person standing in loco parentis; and
2. A written order from the student's treating physician stating that the student:

a. Is capable of completing the proper method of self-administration of the stress dose medication;; and

b. Has been instructed on the details of the student's medical condition and the events that may lead to an adrenal crisis.

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

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

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

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

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

Emergency Administration of Glucagon and Insulin

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

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

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

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

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

Emergency Administration of Epinephrine

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

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

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

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

Emergency Administration of Albuterol

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

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

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

Emergency Administration of Anti-opioid

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

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

Emergency Administration of Emergency Adrenal Insufficiency Medication

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

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

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

Seizure Disorder Medications

Students who have been diagnosed with a seizure disorder shall have a seizure action plan that shall be a written IHP designed to acknowledge and prepare for the healthcare needs of the student. The student's seizure action plan shall be created in collaboration between District staff and the student's

Parents, legal guardians, persons having lawful control of the student, or persons acting in loco parentis or the student if over eighteen (18). As part of the creation of the student's seizure action plan, the student's Parents, legal guardians, persons having lawful control of the student, or persons acting in loco parentis shall:

1. Provide the school with written authorization to administer the seizure medication at school;
2. Provide a written statement from the student's healthcare provider that shall contain the following information:
 - The student's name;
 - The name and purpose of the medication;
 - The prescribed dosage;
 - The route of administration;
 - The frequency that the medication should be administered; and
 - The circumstances under which the medication should be administered;

1. 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.

MEDICATION ADMINISTRATION POLICY

Introduction

In accordance with the Arkansas State Board of Nursing Practice Guidelines, a parent or guardian whenever possible should administer prescription or non-prescription medication required by a student at home. Medications prescribed three times a day or less should be given at home unless the practitioner has prescribed a specific time during school hours. For example, a medication such as an antibiotic that is to be administered three times a day can be taken before the child comes to school, as soon as he\she gets home and then before bedtime. This avoids unnecessary disruption of the student's school day. Morning medication should be given at home prior to the student arriving on campus so he\she is ready to learn. SNSD recognizes, however, that it may be necessary for a student to receive medication during school hours when home administration is not possible. In the absence of the school nurse, authorized SNSD staff may be delegated in the administration of medications to students during school hours after training and documentation of the unlicensed person's competency. In the absence of the school nurse, narcotic medication can be administered by a staff member that the parent\ guardian delegates to do so. School nurses will act in compliance with the Nurse Practice Act (NPA) at all times and will not administer medication in a manner that conflicts with their professional duties and expectations under the Nurse Practice Act or SNSD policies.

Administration of Medications

- A. Only the school nurse should accept medications.
- B. The school shall not administer expired medications.
- C. All medication, prescription and over the counter, must have orders that are signed by a medical practitioner. These orders must be renewed annually at the beginning of each school year.
- D. Parental consent forms for the dispensation of all medication must be signed and are available in the nurse's office.
- E. Controlled substances will only be administered by the school nurse or a staff member that the parent\guardian has delegated to give.
- F. In the absence of a nurse, authorized SNSD staff may administer medications to students during school hours after training and documentation of the unlicensed person's competency.
- G. The five rights of medication administration will be followed at all times in order to reduce medication errors and harm :

“The right student, the right drug, the right dose, the right route, and the right time.”

- H. The initial dose of a new medication must be administered by the parents\guardian outside of the school setting.

Location/Storage for Medication

- A. All medication brought to school, including over-the-counter medications, shall be kept in the nurse's office in a locked cabinet. Controlled substances will be double locked in the nurse's office.
- B. A parent/guardian must pick up all medication after it is discontinued unless permission is given by parent/guardian to send home with the student. Medications will be destroyed if not picked up on the student's last day of school.

Self-Carry Asthma Inhalers, Auto-Injectable Epinephrine, and Diabetic Supplies

Student whose physician has diagnosed him/her with:

- Asthma
- Anaphylaxis
- Diabetes

These students may be allowed to carry and self-administer medications prescribed for these conditions when an asthma, severe allergy, or diabetic treatment plan is received. These plans will include a written request and signature from the prescribing physician stating it is medically necessary for the student to have the medication prescribed for asthma or anaphylaxis.

- a. The parent\guardian and the physician's written request is valid for one school year and must be renewed at the beginning of each school year.

- b. The student must demonstrate to the health care practitioner who wrote the prescription the skill level and responsibility necessary to use and administer the asthma inhaler, auto-injectable epinephrine or use of ordered diabetic supplies.
- c. The asthma inhaler, auto-inject epinephrine, and diabetic supplies will be supplied by the student's parent\guardian and should be stored and transported in its original prescription labeled container.
- d. SNSD reserves the right to require any medication to be kept in the Nurse's office. No school district, school district employee, or agent of a school district shall be liable for injury to student caused by his\her use of prescription inhaler or self-administration of medication.

Medication Container

Medication (prescription and non-prescription) that is brought to school must be in the original, properly labeled container.

- A. All medications must be in the original container with the student's name on the container. The container must specify special storage instructions if appropriate. Prescription medications should have a label that includes the student's name on record with the school, date it was filled, ordering practitioner's name, name of the medication, and the dose, route and frequency. All medications will be given according to labeling directions on the container unless written provider order states otherwise. The parents should request the pharmacist to dispense two labeled bottles of medication if the medication must be administered at school, one for home and one for school.
- B. Over-the-counter medication must be labeled with the student's name and have an expiration date listed on the bottle. The school will supply no over the counter medications.
- C. Medication in plastic baggies or other non-original containers will not be accepted.

Transportation and Check-In Process

Controlled Medications

- 1. For the safety of your child and other children medications categorized as controlled substances are encouraged to be brought in by parents\guardians.
- 2. The school nurse shall verify the amount of medication delivered by counting in the presence of either the person delivering it or another school personnel. This person shall document verification of the medication count by initialing the narcotic count form with the nurse.
- 3. The controlled substance shall be counted weekly with verification by another school personnel. The amount of medication and initials of personnel who verified medication count shall be documented on the weekly narcotic count form.

Non-Controlled Medications

- 1. For student safety, it is encouraged that parents/guardians transport medications (controlled and non- controlled) to and from school.

2. The school nurse shall verify the amount of medication delivered and document this on the medication administration record.

Documentation

A. An individual medication administration record will be established for each student and will include the date, time, dosage, and initials of the individual administering the medication

B. The nurse or designee shall record each dosage of medication administered and time it was administered on the student's individual medication administration form. They will put their initials beside the administration time and sign at the bottom.

C. An incident report must be written for any medication error (e.g., frequently missed doses, incorrect medication, incorrect dosage, etc.). The nursing supervisor will review the incident report.

Medication on Field Trips or Athletic Trips

A. Parents will be made aware of field trips. Parents may administer the medication on the trip to their student or they can delegate a SNSD staff member to do so if the medication is needed and the parent will not be attending.

B. Any medication that must be sent on a field trip must be in the properly labeled container. The label should contain the name of the student, name of the medication, dose of the medication, time it is to be given, and any other instructions pertinent to the administration of the medication. The container should have only the required number of pills to be administered on the trip.

C. A notebook with the medication administration record and signed practitioner orders and parental consents for the medications to be administered will be sent on the trip.

D. The delegated staff member who will administer medications on a field trip will follow all SNSD policies and procedures for administering medications.

Training

A. The school nurse will train all school personnel who have been delegated to administer medication prior to their administering any medication.

B. The medication administration training checklist form will be filled out for each designee every year. (see appendix 4.35A---Checklist For Medication Administration)

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. 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, or other emergency. Students shall be included in the drills to the extent practicable.

4.41--PHYSICAL EXAMINATIONS OR SCREENINGS

The Smackover-Norphlet School District conducts the following state mandated screenings: Vision and Hearing screenings will be performed annually for the following students:

- All students in Pre K 3\4 year olds, Kindergarten, 1st grade, 2nd grade, 4th grade, 6th grade, and 8th grade
- All New Students to the district
- Special Education students at grade levels required or teacher request
- Teacher referral for any grade

Scoliosis Screenings will be performed annually for the following students:

- Sixth grade girls
- Eighth grade boys and girls
-

Body Mass Index Screenings will be performed annually for the following students:

- All students in Kindergarten, 2nd grade, 4th grade, 6th grade, 8th grade, and 10th grade

Parents may refuse scoliosis and\or BMI screening by submitting a signed letter of refusal to the school nurse at the beginning of each school year.

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

The Family and Educational Rights Privacy Act will allow any identifiable information concerning student records to be disclosed to a third party billing agent. By signing that you have received the student handbook, you are giving permission for the Smackover Norphlet School District to disclose student information to a third party billing agent. If you do not give permission, please provide a written statement stating that you do not give permission for the services below and submit to your student's school. If you have any questions, please contact your student's school nurse.

4.48 —VIDEO SURVEILLANCE—NOT SURE WHEN THE NEW LAW TAKES EFFECT FOR SOUND ONLY IN THE LOCKER ROOMS.-IT MAY NOT GO IN THIS AREA JUST A REMAINDER.

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

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

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

The district shall retain copies of video recordings until they are erased which may be accomplished by either deletion or copying over with a new recording. Other than video recordings being retained under the provisions of this policy's following paragraph, the district's video recordings may be erased any time greater than 45 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.

4.57--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

All students, according to Arkansas state law must be up to date on all state required immunizations prior to the first day of school in August. Documentation of immunizations must be turned in to the

school prior to the start of school. If there is a Medical, Philosophical, or Religious reason why your child will not be completing his/her immunizations an exemption from the Arkansas Department of Health in Little Rock is required to be filed annually and the school must have this exemption by the first day of school in August.

Students lacking immunizations will be excluded from school until the lacking immunization or exemption is obtained per Ark. Code Ann. 20-7-109, 6-18-702, 6-60-510-504, and 20-78-206.

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:

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

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

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

- A. Licensed physician;
- B. Health department;

- C. Military service;
- D. Official record from another educational institution in Arkansas; or
- E. An immunization record printed off of the statewide immunization registry with the Official Seal of the State of Arkansas.

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

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

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

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

Temporary Admittance

While students who are not fully age appropriately immunized or have not yet submitted an immunization waiver may be enrolled to attend school, such students shall be allowed to attend school on a temporary basis only.

Students admitted on a temporary basis may be admitted for a maximum of thirty (30) days (or until October 1st of the current school year for the tetanus, diphtheria, pertussis, and meningococcal vaccinations required at ages eleven (11) and sixteen (16) respectively if October 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 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.

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.

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.

SCHOOL-LINKED HEALTH CENTER POLICIES AND PROCEDURES

Clinic Hours

The School Linked Health Center (SLHC) will be open for operation on a regularly scheduled basis. Students and parents will be notified of these hours. Appointments will be encouraged. Walk-ins will be seen as possible within time and staffing constraints.

New Students

All new students that are enrolled in the SLHC will have the required enrollment forms completed prior to being seen by a medical, dental, or mental health provider.

Returning Students

All returning students will continue to be enrolled into the SLHC each year unless a written notice is given, the student graduates, or the student leaves the district.

School Business

Students who receive services from the SLHC will not be considered absent from class due to an appointment. Teachers and office personnel will record their time away from class as “school business.”

Time away from class will be considered as the time it takes for transportation to and from the SLHC and the time in which services are provided.

If a student is checked out from school following an appointment, that time will be considered an absence in accordance with school policy.

Medical Services

1. All students will go through the nurse’s office before going to the SLHC unless the student has a previously scheduled appointment.
2. If a student has a previously scheduled appointment at the SLHC, the student will wait until they are called.

SECTION 9 – TECHNOLOGY

INTRODUCTION AND OVERVIEW

Our students use technology to learn. Technology is essential to facilitate the **creative problem solving**, **information fluency**, and **collaboration** that we see in today’s democratic societies. Smackover-Norphlet Public Schools is committed to preparing all students and teachers to maximize learning by fully integrating **relevant** technology into academic content. The District will provide a device to students in grades (K - 12). **Students are prohibited from bringing personal devices.--IF PROPER PAPERWORK IS SIGNED AND RETURNED TO THE SCHOOL.**

While we want our students to be active contributors in our connected world, we also want them to be safe, legal, and responsible. The Acceptable Use Policy found in this section of the handbook and in your registration packet supports the Smackover-Norphlet School District’s vision of technology use and upholds in our students a strong sense of **digital citizenship**. It must be signed and returned to the campus office.

THE FOLLOWING IS WHAT THE ADDENDUM TO SECTION 9 ON THE WEBSITE STATES:

While we want our students to be active contributors in our connected world, we also want them to be safe, legal, and responsible. The Acceptable Use Policy found at the back of this handbook supports the Smackover-Norphlet School District’s vision of technology use and upholds in our students a strong sense of digital citizenship.

How We Use Technology

The integrated information technology program at Smackover-Norphlet Public Schools develops in our students the digital literacy skills they need to contribute in a connected world. We use technology to facilitate creativity and innovation. We use technology to support communication and collaboration. We use technology to extend research and information fluency. We develop in our students a sound understanding of technology operations and concepts. We believe technology can be transformative and we encourage students to use technology to do what they could not otherwise do. We create a safe online environment for everyone. **IN THE ADDENDUM THAT SENTENCE READS AS FOLLOWED: We strive to create a safe online environment for everyone.** Filtering software keeps unwanted sites off our electronic devices. Adults supervise our students' technology activities at school.

Our Hardware and Software

Our students can access the Internet via wired and wireless connections that cover the entire school campus. In our district, we have PCs, MACs, Chromebooks, iPads, iPad Minis, Netbooks, and more spread throughout preschool up to grade twelve. **WE DO NOT USE IPADS OR IPAD MINIS OR NETBOOKS THAT I AM AWARE OF FOR STUDENTS.** Some of these are portable labs and some of them are stand-alone computer labs. Flat Panel TV's, document cameras, TI Navigators, and interactive tablets are used in both the elementary and high school to facilitate group viewing and discussions. **IN THE ADDENDUM THE ABOVE SENTENCE READS---LCD projectors, document cameras, LCD TV's, TI Navigators, and interactive tablets are used in both the elementary and high school to facilitate group viewing and discussions.** Elementary and secondary students each have access to a standard suite of software to support their learning needs.

Being a Digital Citizen

In the Smackover-Norphlet School District we use information and technology in safe, legal, and responsible ways. We embrace the following conditions or facets of being a digital citizen.

1. Respect yourself.
2. Protect yourself.
3. Respect others.
4. Protect others.
5. Respect intellectual property.
6. Protect intellectual property.

Each of these conditions is outlined in the Smackover-Norphlet School District's Device Agreement found at the end of this section and in your registration packet.

INTERNET ACCESS

Internet access is available to students only on school issued devices using the Smackover School District wireless network, which is provided at no cost to students. The parent/guardian and student must sign the Smackover-Norphlet School District Device and Internet Use Agreement in order to access the District Wireless Network. **THE ADDENDUM READS—Internet access is available using the Smackover School District wireless network which is provided at no cost to students. The parent/guardian and student must sign the District's Acceptable Use Policy in order to access the District Wireless Network. HOWEVER—IT DOES NEED TO STATE ON SCHOOL ISSUED DEVICES ONLY**

- Students may utilize the Smackover-Norphlet School District's Wi-Fi by logging into the wireless network using their assigned username and password.
- Most devices will detect a wireless connection when near one. Most of the time devices will ask you if you would like to join the network. When prompted, choose User Wi-Fi from the list and then log in using your computer credentials.
- If you are not prompted to log on to the network, go to the settings menu of your device and choose User Wi-Fi. **—THEY DO NOT HAVE RIGHTS TO SETTINGS ON CHROME DEVICES IT SHOULD AUTOMATICALLY JOIN TO WIFI**
- Students should never share their account passwords with others, unless directed by an administrator or the Technology Director. **THE ADDENDUM READS—• Students should never share their account passwords with others. THE ADDENDUM IS CORRECT. IF WE NEED ON A STUDENT DEVICE WE HAVE THE PASSWORD. NO ONE SHOULD MAKE A STUDENT GIVE THAT INFORMATION.**

Device Access

Cell phones may be used only before and after school. Earbuds, headphones, and BEATS are not allowed on any campus without permission from administration. (see handbook policy) **THIS NEEDS TO BE OMITTED OR CHANGED. NO PERSONAL DEVICE IS ALLOWED ON SCHOOL CAMPUS.**

THE ADDENDUM READS AS FOLLOWED: Device Access for Smackover High School Only Cell phones may be used only before and after school, at lunch, and between classes for texting only. Earbuds, headphones, and BEATS are not allowed on any campus, without teacher approval. Use of personal cell phone during class will be under the teacher's direction when the teacher permits. Failure to follow the directions regarding technology given by the teacher could result in the revocation of the privilege to use an electronic device and/or disciplinary action. Additional consequences may be assigned in accordance with District policy and the student handbook for more serious infractions involving technology devices. Charging Devices Students who bring personal technology devices to school should bring their device to school each day with a full charge. Content Filter/No Expectation of Privacy The Smackover-Norphlet School District utilizes an Internet content filter that is in compliance with the federally mandated Children's Internet Protection Act (CIPA). All devices owned by the Smackover-Norphlet School District will have all Internet activity protected and monitored by the district. Students have no expectation of confidentiality or privacy with respect to any usage of technology equipment or devices 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 computer/Internet use of any student or employee while on school property or at a school related function for any reason related to the operation of the District. By using a personal device or school owned computer equipment, students and employees agree to such access, monitoring, and recording of their use. Expectations of Teachers 1. If the teacher allows any technology the teacher must monitor the student access. 2. Devices can be searched by administrators or the Technology Director. 3. Teachers will report any inappropriate use to the office. 4. Teachers are expected to circulate around the room to provide frequent monitoring of usage. The teacher is responsible for monitoring students if the teacher allows them to use devices in the classroom. 5. Teachers are expected to do research before planning an activity which utilizes technology. 6. Teachers will not store personal technology devices for students. Devices are the owner's responsibilities at all times. 7. Teachers will not provide chargers or power sources belonging to a staff member or any SmackoverNorphlet School District owned device for use with personal electronic devices. Managing and Saving Your Digital Work • The Smackover-Norphlet School District strongly encourages students to store their digital work in an Internet/Cloud based application that can be accessed from any computer with an Internet connection. • Students should always remember to save frequently when working on digital media. • The Smackover-Norphlet School District will not be responsible for the loss of any student work. • Students are encouraged to maintain back-ups of their important work by having multiple copies stored in different Internet storage solutions. Phone Calls Any student wishing to make a phone call using an electronic device will do so in the high school office. Printing Students will not be able to print directly from their personal devices at school. The Smackover-Norphlet School District strongly encourages students to store their work in Google applications for this reason. Sound • Sound must be on silent (no vibration) at all times unless permission is obtained from a teacher. Standardized Achievement Assessments Personal technology devices cannot be used during standardized achievement tests.

NOT SURE WHAT YOU WANT TO KEEP IN THIS SECTION SINCE THE LAWS HAVE CHANGED!

IN THE ADDENDUM THERE IS A SECTION 4.29F-SMACKOVER-NORPHLET SCHOOL DISTRICT DEVICE AGREEMENT. READS AS FOLLOWED:

4.29F–SMACKOVER-NORPHLET SCHOOL DISTRICT DEVICE AGREEMENT I/We, _____ [name of parent or guardian] and _____ [name of student], also referred to as the “user” in this Agreement, agree to the following terms concerning a District provided Device (“the Device”): Make/Model of Item: _____ Serial _____

Number/Other Information: _____

Power Adapter: Yes _____ No _____ Carrying Case: Yes _____ No _____ The parent and student acknowledge that in order to receive the above identified Smackover-Norphlet School District provided technology device, this Smackover-Norphlet School District Provided Device Agreement must be read, acknowledged, and signed by the parent or guardian of the minor student user, or if the student user is over eighteen (18), by the student user, and in doing so agree to the following: 1. Authorized User. A District provided device must be used only by the student; 2. Authorized Use. A District provided device must be used only for a District authorized use; 3.

Applicable Policies. A student shall comply with the District's acceptable use Policies in his or her use of any school district provided technology device. Such policies are available on the District website (www.Smackover.net), and in the Student Handbook; 4. Condition of Device. Any District provided technology device received by a student must be returned to the school district in the same or similar condition it was initially provided to the student, considering reasonable use and care by the student; 5. Loss or Damaged Device. The parent (or student if over the age of 18) shall be responsible to reimburse the District for the cost of any technology device that is lost, damaged beyond reasonable use, abandoned, missing, stolen, or cannot be returned to the district in accordance with the terms of this Smackover-Norphlet School District Provided Device Agreement. Minor damage caused by reasonable use of the student will be the responsibility of the Smackover-Norphlet School District. Ex: Screen Replacement, Keyboard/ Touchpad Replacement. 6. Hardware/Software Issues. A parent/student is required to report any hardware or software problems in the operation of the device to the student's building principal within two school days of the commencement of the problem; 7. Reporting Damage or Loss. A parent/student must report to their Principal or Technology within two school days in the event the device has been damaged, lost or is missing; 8. Collection of Information. The parent and student acknowledge that the technology device provided by the school district may record or collect information on the use of the technology device, including user activity. The parent and student further acknowledge that the school district shall not use any such capabilities in a manner that would unreasonably violate the privacy rights of the student or any non-user. 9. Individual Responsibility. The parent and student acknowledge that use of internet through any network may include the potential for accessing web sites with inappropriate materials. It is the responsibility of all users to avoid these sites through prudent use of the Internet. If a student unintentionally accesses one of these sites, he or she should immediately exit from that site and notify a school district staff member and their parent. If a student finds that other users of District-owned devices are visiting offensive or harmful sites, he or she should report such use to the building principal and to the proper authorities. 10. Personal Safety. The parent and student affirm that no personal information, such as full names, home address, phone or credit card numbers or other information will be disclosed through the Device. The parent and student further acknowledge and affirm that no discussion of or arrangements for an actual face-to-face meeting with someone "met" on the Internet will occur through the Device. 11. Warranties. The Smackover-Norphlet School District makes no warranties of any kind, either express or implied, in connection with its provision of access to and use of the Device, its computer networks and/or the Internet provided herein. It shall not be responsible for any claims, losses, damages or costs (including attorney's fees) of any kind suffered, directly or indirectly, by any user or his or her parent(s) or guardian(s) arising out of the user's use of its computer networks or the Internet. 12. Indemnity. Users and their parents agree to indemnify and hold the Smackover-Norphlet School District, its administration, teachers, staff, or any other employees or agents of the Smackover-Norphlet School District harmless from any and all loss, costs, claims or damages resulting from a user's access to a computer network and the Internet, and any use of the Device, including but not limited to, any fees or charges incurred through purchases of goods or services by the user. The user or, if the user is a minor, the user's parent(s) or guardian(s) agree to cooperate with the school in the event of the school's initiation of an investigation of a student's use of a District provided device. 13. Compliance. The parent and student each agree they have read and understand the terms above, agree to abide by these terms, and will comply with all school district policies for the use of a school district provided device. The parent and student acknowledge that the student shall be subject to consequences in the event the student violates any school district policy, including the district's Internet Safety and Electronic Device Policy, Student Code of Conduct, or any provision of the Student Electronic Device and Internet Use

Agreement. A District provided device shall be returned to the school at the end of the academic year or immediately upon request of the building principal or Technology. Student's Name

Student's Signature

Date:

Parent's Name

Parent's Signature

Date

4.29--INTERNET SAFETY AND ELECTRONIC DEVICE USE POLICY

Definition

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

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

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

Technology Protection Measures

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

- (A) taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
- (B) depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
- (C) taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

Internet Use and Safety

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

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

Misuse of Internet

The opportunity to use the District's technology to access the Internet is a privilege and not a right. Students who misuse electronic devices or Internet access in any way will face disciplinary action, as specified in the student handbook and/or Internet safety and electronic device use agreement. Misuse of the Internet includes:

- The disabling or bypassing of security procedures, compromising, attempting to compromise, or defeating the district's technology network security or Internet filtering software;
- The altering of data without authorization;
- Disclosing, using, or disseminating passwords, whether the passwords are the student's own or those of another student/faculty/community member, to other students;
- Divulging personally identifying information about himself/herself or anyone else either on the Internet or in an email unless it is a necessary and integral part of the student's academic endeavor. Personally identifying information includes full names, addresses, and phone numbers. **NEED TO ADD OR ANY PERSONAL INFORMATION OF THE STUDENT.**
- 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.

Other Personal Electronic Devices

Use of personal electronic devices during class will be under the teacher's direction when the teacher permits. Failure to follow the directions regarding technology given by the teacher could result in the revocation of the privilege to use an electronic device and/or disciplinary action. **THIS CAN BE OMITTED SINCE PER LAW THEY CANNOT HAVE PERSONAL DEVICES ON CAMPUS.**

Additional consequences may be assigned in accordance with District policy and the student handbook for more serious infractions involving technology devices.

USING SCHOOL PROVIDED TECHNOLOGY DEVICES AT SCHOOL

Content Filter/No Expectation of Privacy

The Smackover-Norphlet School District utilizes an Internet content filter that is in compliance with the federally mandated Children's Internet Protection Act (CIPA). All devices owned by the Smackover-Norphlet School District will have all Internet activity protected and monitored by the district.

Students have no expectation of confidentiality or privacy with respect to any usage of technology equipment or devices 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 computer/Internet use of any student or employee while on school property or at a school related function for any reason related to the operation of the District. By signing the Smackover-Norphlet Device and Internet Use Agreement students and employees agree to such access, monitoring, and recording of their use. (See appendix 4.29F--Smackover-Norphlet School District Device and Internet Use Agreement) **I ADDED 4.29F IN THE ABOVE SECTION**

Expectations of Teachers

- Teachers will monitor the student access of devices being used in their classrooms. Teachers are expected to circulate around the room to provide frequent monitoring of usage
- Devices can be searched by administrators or the Technology Director.--**PLEASE CHANGE TO THE TECHNOLOGY DEPARTMENT--I AM THE MAIN ONE FOR SEARCHING THE DEVICES AND/OR ACCOUNTS.**
- Teachers will report any inappropriate use to the office.
- Teachers are expected to do research before planning an activity which utilizes technology.

Managing and Saving Your Digital Work

- The Smackover-Norphlet School District strongly encourages students to store their digital work in an Internet/Cloud based application that can be accessed from any computer with an Internet connection. **THE SCHOOL ISSUED EMAIL AS ACCESS TO THE CLOUD THROUGH GOOGLE EMAIL**
- Students should always remember to save frequently when working on digital media.
- The Smackover-Norphlet School District will not be responsible for the loss of any student work.
- Students are encouraged to maintain back-ups of their important work by having multiple copies stored in different Internet storage solutions.

Phone Calls

Any student wishing to make a phone call using an electronic device will do so in the high school office

Printing

Students will be encouraged to digitally publish and share their work with their teachers and peers when appropriate. **STUDENTS DO NOT HAVE THE ABILITY TO PRINT FROM CHROMEBOOKS. THEY HAVE TO EMAIL TO THEIR TEACHER.**

Standardized Achievement Assessments

Only school issued devices can be used for standardized achievement testing.

*****Warning - Using a student's school account credentials to set up a new personal device could result in the device being factory reset.**

Disclaimers

- The Smackover-Norphlet School District is **NOT** responsible for damaged, lost, or stolen personal Electronic devices. The District will not investigate such incidences.
- School software applications will not be provided for any personal electronic devices. Students are responsible for any software applications they desire to utilize on their personal devices. **NOT SURE IF THIS MATTERS BUT WE DO HAVE A STUDENT THAT HAS A DIFFERENT DEVICE FOR DIABETIC APP SO NURSE CAN SEE WHAT THEIR SUGAR LEVELS ARE.....**
- Students and the parents/guardians shall be liable for any and all costs (debts incurred through the student's use of technology on a personal or school owned device including penalties for copyright violations.

Consequences for Violations

Violations of these rules shall result in disciplinary action according to the school's discipline policy handbook, which might include the loss of a student's privileges to use the school's information technology resources for a period of time or the loss of the student's privileges to use a personal electronic device on campus.--**PLEASE OMIT THE PERSONAL DEVICE PART. NOT ALLOWED.**

Supervision and Monitoring

Administrators and the Technology Director **—PLEASE CHANGE DIRECTOR TO DEPARTMENT** will monitor the use of information technology resources to help ensure that uses are secure and in conformity with this policy. At the same time, in signing this policy, the parent/guardian and student recognize that the District makes no guarantees about preventing improper access to such materials on the part of the student.

Administrators and the Technology Director **—PLEASE CHANGE DIRECTOR TO DEPARTMENT** reserve the right to examine, use, and disclose any data found on the school's information networks and personal electronic devices used at school in order to further the health, safety, discipline, or security of any student or other person, or to protect property. They may also use this information in disciplinary actions and will furnish evidence of crime to law enforcement.

SECTION 10 MISCELLANEOUS

4.33--STUDENT VEHICLES

Smackover-Norphlet School District students who have presented a valid driver's license and proof of insurance to the appropriate office personnel, may drive his/her vehicle to school. Vehicles driven to school shall be parked in the area designated for student parking.

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

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

4.46--PLEDGE OF ALLEGIANCE

The Pledge of Allegiance shall be recited:

1. During the first class period of each school day;
2. At the commencement of each school-sanctioned after-school assembly; and
3. 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.

5.20 DISTRICT WEBSITE

The Smackover-Norphlet 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 Smackover-Norphlet 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. **Is the youtube channel educational sources??? If not we may need to reword this.**
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. **We do not have individual school web pages. They were not being utilized so we turned them off when we swapped over.**
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 Smackover-Norphlet District's website. **OUR SERVER DOESN'T HOST THE SITE.**
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.
We cannot guarantee that it depends on the speed of the person's device they are using.

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 not sure what a privacy policy is. I spoke to Weaver and he isn't aware of one. So we need to write one or delete this:).

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;

Add—any other information required by the Laws of Arkansas???

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.

5.20.1--WEBSITE PRIVACY POLICY

The Smackover-Norphlet School District operates and maintains a website for the purpose of informing the citizens of the district about its activities. The website does not use "cookies" or ISP addresses to collect or retain personally identifying information about visitors to its website nor is any such information given to "third parties." Any data collected is used solely for the purpose of monitoring site activity to help the district improve the usefulness of the site to its visitors.

The site serves no commercial purpose and does not collect any information from individuals for such purpose.

Photographs of students, when associated with the student's name, shall not be displayed on any page of the district's website without the prior written consent of the parent (or the student if 18 or older).

The site provides for email communication between the district and individuals for the purpose of exchanging information regarding the District and its activities or between teachers and their students. The site may also provide for password protected communication between the District and its staff.

5.25--STUDENT PARTICIPATION IN SURVEYS

Section One:

No student shall be required to submit to a survey, analysis, or evaluation which is administered or distributed by the Smackover-Norphlet School District, 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 parent/guardian that reveals information concerning the following:

1. Political affiliations;
2. Mental and psychological problems potentially embarrassing to the student or his 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 parent; 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)

Section Two:

No surveys shall be administered without the prior approval of the school principal. Any survey created by a third party, or funded, in whole or in part, as part of any U.S. Department of Education administered program, containing one or more of the eight categories listed above shall be available to be inspected by a student's parent/guardian before the survey is administered or distributed by a school to a student. Parents/guardians shall have the right to deny permission for their child to participate in the taking of the survey. The school shall not penalize students whose parents/guardians exercise this option. 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 categories listed above.

Section Three:

Parents or guardians wishing to inspect a survey, analysis, or evaluation shall be able to do so in the administrative office of the administering school where the surveys shall be available for inspection for a period of ten days (regular school days when school is in session) after the notice of intent to administer the survey is sent. Included in the notice shall be information regarding how the survey or questionnaire will be administered; how it will be utilized; and the persons or entities that will have access to the results of the completed survey or questionnaire. Parents may refuse to allow their student to participate before or after reviewing the survey or questionnaire.

The requirements of sections one, two, and three of this policy do not apply to a survey administered to a student in accordance with the Individuals with Disabilities Education Act (IDEA).

Section Four:

Prior written parental permission is required before any survey or questionnaire (not including tests mandated by state or Federal law or regulation and standardized scholastic achievement tests) is administered to a student the responses to which are to be provided to a person or entity other than another public school, school district, or any branch of the Federal Government and which requests or requires a student to provide any of the eight categories of information listed above and/or the following;

1. A student's name;
2. The name of the student's parent or member of the student's family;
3. The address, telephone number, or email address of a student or a member of a student's family;
4. 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;

5. Any information, the disclosure of which is regulated, or prohibited by any other state or federal law or regulation.

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

5.25--MARKETING OF PERSONAL INFORMATION

The Smackover-Norphlet School District shall not collect, disclose, or use personal information for the purpose of marketing or for selling that information or to otherwise provide that information to others for that purpose.

Personal information is defined, **for the purposes of the policy only**, as individually identifiable information including

1. A student or parent's first and last name,
2. A home or other physical address (including street name and the name of the city or town),
3. Telephone number, and
4. Social security identification number.

The District may collect, disclose, or use personal information that is collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institution such as the following:

1. College or other post secondary education recruitment, or military recruitment;
2. Book clubs, magazines, and programs providing access to low cost literary products;
3. Curriculum and instructional materials used by elementary schools and secondary schools;
4. Tests and assessments used by elementary schools and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students (or to generate other statistically useful data for the purpose of securing such test and assessment) and the subsequent analysis and public release of the aggregate data from such tests and assessments;
5. The sale by students of products or services to raise funds for school related or education related activities; and
6. Student recognition programs.

INCLEMENT WEATHER

On days when weather and/or road conditions will not permit classes to be held, a public broadcast announcement will be made by 6:30 a.m. stating that classes have been canceled.

No announcement means that school will be in session. Radio stations in El Dorado and Camden will carry the announcements. PLEASE DO NOT CALL THE SCHOOL OR SCHOOL OFFICIALS.

Notifications of changes made to the school day will be sent to parents via the AlertNOW system. Additionally, a post will be made announcing the cancellation of school on The Buckaroo Blog. You may follow The Buckaroo Blog by going to www.thebuckaroblog.wordpress.com and entering your email address in the section entitled Follow Blog via Email.

HOMECOMING

The Smackover High School head football coach, athletic director, and principal designate a Homecoming game. Eligibility Requirements for Queens and Maids

To be elected Homecoming Queen; Maid of Honor; or Sophomore, Junior, or Senior Class Maid, a female student must have:

1. Earned a minimum 2.0 GPA the previous semester,
2. Not been punished by in-school suspension, out-of-school suspension, expulsion, or corporal punishment during the current year,
3. No unexcused absences during the current semester, and
4. Must have signed the random drug test consent form.

In addition, the Homecoming Queen and Maid of Honor must have attended the Smackover-Norphlet School District for the prior two years.

Selection of the Homecoming Court

The ballot, consisting of all eligible senior class females, shall be prepared by the high school counselor and will be delivered to the head football coach who will provide time at the end of practice on the Thursday three weeks prior to the Homecoming date for the team members to vote.

Each member of the senior high football team shall have an opportunity to vote for his/her selection for Queen. Only one vote per ballot will be allowed. Team members must be present during the practice session following which this voting will occur in order to vote. Each member who receives a ballot shall sign a numbered sheet signifying his/her receipt of the ballot. The head coach or designee shall initial by that player's name when the ballot is dropped into the ballot box. Ballots shall not be numbered nor signed. Either the athletic director, principal, athletic director, or counselor, or any combination of these three must be present along with the entire football coaching staff when the balloting occurs.

The individual who receives the most votes on this balloting shall be the Homecoming Queen, and the second highest vote-getter will be the Homecoming Maid of Honor.

The ballot box shall be sealed in the presence of the team, and the team captain shall by signature attest that the seal was properly attached.

Tabulation of the ballots for Queen shall be done the following day in the principal's office with the head coach, the principal, the counselor, and the athletic director present. The team captain shall attest the unbroken seal immediately prior to the tabulation.

The results of this balloting shall be announced during a pep rally that same day.

Selection of the Sophomore, Junior, and Senior Class Maids

Members of the sophomore, junior, and senior classes shall then meet on the next school day following the announcement of the Queen to complete the Homecoming Court selections.

Ballots for this voting shall be prepared according to the procedure outlined above.

Each member of the respective classes may select two female members on the ballot as their choice for class Maid of Honor. These ballots shall be distributed by the respective class head sponsors, and a count of the number of ballots distributed shall be made. All ballots, even those which bear no selection marks, shall be collected, and tabulated by class sponsors.

The names of the two top vote getters will be sealed in an envelope which will be signed by the head sponsor and the class president and delivered to the principal's office. Class sponsors are not authorized to reveal the results of this balloting except to the principal's office.

All ballots, including those of the Homecoming Queen, will be placed in an envelope, sealed, and kept in the principal's office until after the Homecoming ceremonies have been completed. The results of the class maids balloting shall be announced during the morning announcements the following school day.

Escorts

To complete the official Homecoming Court for the afternoon ceremonies, the Homecoming Queen and the Homecoming Maid of Honor shall select graduating senior members of the football team as escorts.

The Queen shall select two escorts; the Homecoming Maid of Honor shall select one escort. Class Maids of Honor shall select an individual from their own class as escort, preferably a member of the football team.

Escorts shall meet the same eligibility criteria as candidates for Homecoming royalty. Escorts for the game time ceremonies selected by each female member of the Homecoming Court shall be an adult, preferably a member of her immediate family. This night escort cannot be a member of the SHS student body.

4.24.1 F---RANDOM DRUG TEST CONSENT

Printed Student Name_____

Smackover Norphlet Public Schools believes that all students should be drug free. To help insure this, the District requires each student who participates in extracurricular activities, co- curricular activities, or operates a motor vehicle on campus to submit to random drug testing as outlined in Policy 4.24.1. If your child desires to participate in any activity sponsored by Smackover School District, or operates a motor vehicle on its campus, you must consent to participate in the random drug testing program.

I/We, the parent(s)/guardian(s) of the above named student do hereby consent to participate in and abide by and comply with the provisions of Policy 4.24.1 – ALCOHOL/DRUGS RANDOM TESTING POLICY for the Smackover School District students for activity participation.

Printed Parent(s)/Guardian(s) name(s)_____

Parent(s)/Guardian(s) signature_____ Date_____

I, the above named student of Smackover School District, do hereby consent to participate in and abide by and comply with the provisions of Policy 4.24A – Chemical Screen Testing for Smackover School District Students for activity participation.

Student's Signature_____ Date_____

NOTE: REFUSAL TO SIGN THIS CONSENT FORM WILL PROHIBIT YOUR CHILD FROM PARTICIPATION IN ALL EXTRACURRICULAR/CO-CURRICULAR ACTIVITIES SANCTIONED BY SMACKOVER SCHOOL DISTRICT AND OPERATING A MOTOR VEHICLE ON SMACKOVER PUBLIC SCHOOL PROPERTY.

Date Filed: _____ (To be filled in by office personnel)

Student Identification number assigned to student _____.

I added 4.29F above per the addendum....

4.29 F—SMACKOVER-NORPHLET SCHOOL DISTRICT DEVICE AND INTERNET USE AGREEMENT

The parent and student acknowledge that they have read and agree to abide by the policies and rules set forth in **Section 9 - Technology** of the student handbook. The parents, or if the student is over eighteen (18), agree to the following:

1. Authorized User. A District provided device must be used only by the student;
2. Authorized Use. A District provided device must be used only for a District authorized use;
3. Applicable Policies. A student shall comply with the District's acceptable use Policies in his or her use of any school district provided technology device. Such policies are available on the District website (www.Smackover.net), and in the Student Handbook;
4. Condition of Device. Any District provided technology device received by a student must be returned to the school district in the same or similar condition it was initially provided to the student, considering reasonable use and care by the student;
5. Loss or Damaged Device. The parent (or student if over the age of 18) shall be responsible to
 - a. reimburse the District for the cost of any technology device that is lost, damaged beyond reasonable use, abandoned, missing, stolen, or cannot be returned to the district in accordance with the terms of the Smackover-Norphlet School District Provided Device Agreement. Minor damage caused by reasonable use of the student will be the responsibility of the Smackover-Norphlet School District.
6. Hardware/Software Issues. A parent/student is required to report any hardware or software
 - a. problems in the operation of the device to the student's building principal within two school days of the commencement of the problem; **they are suppose to take to the library**
7. Reporting Damage or Loss. A parent/student must report to their Principal or Technology **Department** within two school days in the event the device has been damaged, lost or is missing;
8. Collection of Information. The parent **GUARDIAN** and student acknowledge that the technology device provided by the school district may record or collect information on the use of the technology device, including user activity. The parent **GUARDIAN** and student further acknowledge that the school district shall not use any such capabilities in a manner that would unreasonably violate the privacy rights of the student or any non-user.
9. Individual Responsibility. The parent and student acknowledge that use of the internet through any network may include the potential for accessing websites with inappropriate materials. It is the

responsibility of all users to avoid these sites through prudent use of the Internet. If a student unintentionally accesses one of these sites, he or she should immediately exit from that site and notify a school district staff member and their parent **GUARDIAN**. If a student finds that other users of District-owned devices are visiting offensive or harmful sites, he or she should report such use to the building principal and to the proper authorities.

10. Personal Safety. The parent **GUARDIAN** and student affirm that no personal information, such as full names, home address, phone or credit card numbers or other information will be disclosed through the Device. The parent **GUARDIAN** and student further acknowledge and affirm that no discussion of or arrangements for an actual face-to-face meeting with someone “met” on the Internet will occur through the Device.

11. Warranties. The Smackover-Norphlet School District makes no warranties of any kind, either

- a. express or implied, in connection with its provision of access to and use of the Device, its computer networks and/or the Internet provided herein. It shall not be responsible for any claims, losses, damages or costs (including attorney’s fees) of any kind suffered, directly or indirectly, by any user or his or her parent(s) or guardian(s) arising out of the user’s use of its computer networks or the Internet.

12. Indemnity. Users and their parents agree to indemnify and hold the Smackover-Norphlet School District, its administration, teachers, staff, or any other employees or agents of the Smackover- Norphlet School District harmless from any and all loss, costs, claims or damages resulting from a user’s access to a computer network and the Internet, and any use of the Device, including but not limited to, any fees or charges incurred through purchases of goods or services by the user. The user or, if the user is a minor, the user’s parent(s) or guardian(s) agree to cooperate with the school in the event of the school’s initiation of an investigation of a student’s use of a District provided device.

13. Compliance. The parent **GUARDIAN** and student each agree they have read and understand the terms above, agree to abide by these terms, and will comply with all school district policies for the use of a school district provided device. The parent **GUARDIAN** and student acknowledge that the student shall be subject to consequences in the event the student violates any school district policy, including the district’s Internet Safety and Electronic Device Policy, Student Code of Conduct, or any provision of the Student Electronic Device and Internet Use Agreement. A District provided device shall be returned to the school at the end of the academic year or immediately upon request of the building principal or Technology Director **DEPARTMENT**

SMACKOVER-NORPHLET SCHOOL DISTRICT DEVICE AND INTERNET USE AGREEMENT

Student's Name (print) _____

Parent's Signature_____

Date:_____

4.35F—CHECKLIST FOR MEDICATION ADMINISTRATION

Person trained: _____

School\Position: _____

Instructor: _____

1. Identify the student
2. Check medication consent form for parent\guardian and practitioner signature.
3. Check the label of medication for name, time, dose, and route when picking up the medication container. Check for the expiration date if it is on the medication.
4. Prepares the correct dosage of medication by pouring into lid cap and or directly into medicine cup.
5. Follow the 5 rights of giving medication: Right student, right drug, right dose, right route, right time.
6. Wash hands or use hand sanitizer prior to handling medications. Get the correct amount of medication out and have the student take it and drink water with it.
7. If the medication is an inhaler follow the directions in the front of the medication administration binder on the correct usage of an inhaler. Shake the inhaler first, have the student exhale, then insert the mouthpiece or spacer in the student's mouth and either you or they will press the inhaler in a downward motion into the delivery device and then the student will inhale the medication and hold their breath for at least 10 seconds. If using a spacer, then several breaths will need to be taken. Then shake the inhaler and repeat this time however many puffs are ordered. When done, have the student rinse their mouth with water.
8. If a student is having a seizure and has DIASTAT and the nurse is not present immediately call the other building nurse and have the nurse get there ASAP. A licensed nurse can only give DIASTAT. Time the seizure, it is very important. Practitioner orders may vary, but mostly only require medication if the seizure lasts for 5 minutes. Clear the area of any other students and if a towel or jacket is available have it ready as well. DIASTAT must be given rectally so privacy needs to be maintained
9. Most diabetics can usually check their own blood sugar. However, if a student is unable to do so, assist them as necessary. If a student is a diabetic and is acting strange or feels they need to check it, let them do so. Look at the orders to see what to do next. Should they pass out and become unresponsive, call 911 and the nurse.

10. Epi-pen and epi-pen Jr. are to be given when signs and symptoms of anaphylaxis are present or exposure to known allergens that cause a student to have anaphylaxis. Signs and symptoms of anaphylaxis will be located in the front of the front medication administration binder. Epi-pens come in two strengths, 0.15mg and 0.3mg. The

0.15 mg dosage is the pediatric dosage and is usually used for a child 66 pounds or less. The 0.3mg dosage is the adult dose and is used for those 66 pounds and above. To administer Epi-pen or Epi-pen Jr. hold it firmly with the orange tip pointing downward (orange to thigh, blue to the sky). Remove the blue safety cap by pulling straight up. Then push the orange tip firmly into the mid-outer thigh until you hear a click (can be done through clothes). Hold firmly in place for 3 seconds. Remove the auto injector from the thigh and massage the injection area for 10 seconds. After injection, the orange cover automatically extends to ensure the needle is never exposed. If an Epi- pen or Epi-pen Jr. has to be given, always call 911 immediately afterwards.

11. Document medication given in the medication administration record.

12. If you are not sure, stop and ask. Call a nurse. It is better to stop and ask than to make an error.

I have been trained by _____ to administer medications for SNSD and will abide by the 5 rights of administering medications and will use all safeguards and resources provided to me to ensure proper medication administration and documentation. I will report all medication errors to the nurse immediately.

Signature: