

Lee County School District

Parent - Student Handbook
[Pre-Kindergarten](#) through 12th Grade



HOME OF THE TROJANS

Dr. Micheal A. Stone
Superintendent
(870) 295-7100
lcsdtrojans.net

2026-2027

Dear LCSD Parents, Students and Community Stakeholders,

In service to the Lee County School District, we want you to know that the decision-making at the district and building levels is driven by the academic success and safety of our students and staff. Our focus is on how to best facilitate learning for all students in our district.

As we continue to change the narrative of the Lee County School District and community, we welcome all to be a part of our current and future success. There is a lot of work to be done as it relates to academic success for all. Our challenge to you is to join the staff as we address the needs of our students.

We look forward to working with you. Data does not tell the entire story; therefore, it is vital that you support our efforts in the education of our students. Let's tell Lee County's new story together! Welcome to another school year and thank you for being a part of the Lee County School District.

In service to all,

Dr. Micheal Stone

Micheal Stone, Ed. D
Superintendent

ASSURANCE OF COMPLIANCE WITH CIVIL RIGHTS RESPONSIBILITIES

The undersigned superintendent for the Lee County School District in Lee County assures the Director, General Division, Arkansas Department of Education, that all schools within the District are in compliance with the following Civil Rights Regulations as stated.

Title VI Section 601. of the Civil Rights Act of (1964)

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

Title IX. Section 901. of the Education Amendment of (1972)

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

Section 504 of the Rehabilitation Act of 1973

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

This is to certify that the District's Civil Rights Coordinator is:

Superintendent of Schools Telephone: (870) 295-7100 Address: 161 Walnut Street Marianna, Arkansas 72360

COMPLAINTS, PROBLEM SOLVING AND APPEAL PROCEDURE

A good communication link between the school and the home is necessary if students are to receive the maximum benefit from the educational opportunities available to them in the schools of Lee County. Good communication results from open, frequent and objective dialogue among students, teachers, parents and school administrators.

Most school problems are the result of poor communication among the parties involved. Proper communication usually solves most, if not all, problems that are related to the school. In order to ensure problems are discussed and solved as quickly and fairly as possible, the following procedure is to be employed in the Lee County School District.

If a parent becomes concerned about a problem at the classroom level, the parent should make an appointment with the teacher and thoroughly discuss the matter. Most problems are solved at this level. Should the problem not be solved through discussions between the teacher and parent, or if the problem is not related to classroom activities, the parent should contact the principal for further attempts to find a workable solution.

If a parent is not satisfied with solutions offered at the building level, the matter may be appealed to the superintendent at the District Administration Office. The phone number is (870) 295-7100.

After other appeals have been exhausted, the parent may appeal to the Superintendent of Schools. The Superintendent may uphold, overturn or modify decisions made by other District administrators.

Pre-Kindergarten Handbook

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Expectations for Students, Parents/Guardians and Staff

We shall share responsibilities for safe and orderly schools

In order for every student to succeed, we must all work together to maintain a safe and orderly environment. We will nurture a supportive environment in each school by clearly identifying, explicitly teaching behavioral skills and providing students with multiple opportunities to practice the appropriate behaviors within our schools and community.

STUDENT RIGHTS & RESPONSIBILITIES

Students have the right to expect an educational environment in which they can strive to achieve full intellectual potential.

STUDENT RIGHTS

- A free public education subject to provisions of state law and the bylaws, rules and regulations of the Arkansas State Board of Education and the Board of Education of the Lee County School District.
- An education in a learning environment that is safe, drug-free and conducive to learning where high standards are stressed.
- Enjoy meaningful freedom of speech, press, assembly and religion.
- Due process for academic, attendance and disciplinary measures, as well as other issues which could impact the student's ability to receive a free and appropriate education.
- Inspect, review and seek to amend educational records.
- Access to prevention and intervention programs.

STUDENT RESPONSIBILITIES

- Maintain a safe and orderly school environment conducive to teaching and learning.
- Know and obey district/school rules and regulations relating to student conduct and achievement.
- Come to school on time and ready to learn each day.
- Present the school with a parent/guardian note for absences and tardiness.
- Work to your fullest potential in all academic and extracurricular activities.
- Respect school authority, which includes not only obeying school rules and regulations, but also conforming to the laws of the community, state and nation.
- Obey all instructions from all school employees in a positive and respectful manner.
- Dress in accordance with the dress code for school and school functions.
- Utilize school resources to develop appropriate problem-solving skills.
- Ask questions to ensure understanding.
- Accept responsibility for actions.
- Maintain and uphold the highest standards of conduct, demeanor and sportsmanship during extracurricular events.
- Show respect and consideration for the personal and property rights of others and understand the need for cooperation with all members of the school community.
- Bring to school only those items and materials which are appropriate for the instructional program.
- Students should show respect for school property.

PARENT RIGHTS AND RESPONSIBILITIES

Parents/Guardians are our most important partners in helping to support our students in choosing to display the appropriate behaviors in the school and home setting.

PARENT RIGHTS

- Visit schools and classes (classroom visits limited to 15 minutes) at times that respect the educational environment.
- Be treated with courtesy by all members of the school staff.
- Be informed of all services in special education.
- Organize and participate in organizations for parents.
- Be informed of academic requirements of any school program.
- Request a conference to inspect their child's cumulative record or participate in meaningful parent-teacher conferences to discuss their child's school progress and welfare.
- Be informed of approved procedures for seeking changes in school policies and for appealing administrative procedures.
- Expect reasonable protection for their child from physical harm while under school authority.
- Inspect and review educational and disciplinary records.
- Be informed of school policies and administrative decisions.

PARENT/GUARDIAN RESPONSIBILITIES

- Provide proof of a bona fide residence in the Lee County School District.
- Provide required immunizations documents to the school system.
- During kindergarten registration, provide the school system with proof of the child's age.
- Notify the school whenever a child is absent.
- Ensure child/children attend(s) school regularly.
- Assume primary responsibility for the discipline of the child.
- Model cooperation with school and transportation personnel.
- Respond to school personnel requests for information and meetings
- The parent agrees to a background check before working with and around children.

TEACHER/STAFF MEMBER RESPONSIBILITIES

Teachers and staff members are responsible for building strong learning communities within their classrooms. Teachers and staff shall support positive school behaviors.

- Be prepared to teach and provide quality instruction within the current curricular framework.
- Exhibit an attitude of respect for students that has a positive influence in helping them develop good citizenship traits.
- Establish, publish, teach, and consistently reinforce expectations for classroom behavior.
- Focus on desired behaviors as opposed to directing attention to unwanted behaviors.
- Remain knowledgeable about school policies and rules, and enforce them in a fair, impartial and consistent manner for all students.
- Communicate information regarding student progress and achievement on a regular and timely basis to students, parents and other involved professionals.
- Maintain an atmosphere that contributes to positive student behavior.
- Provide daily classwork and assignments for students with lawful absences, including those students on suspension.
- Develop and maintain a positive working relationship with students and staff.
- Strive to improve the quality of life throughout the school community.

- Maintain an environment of mutual respect and dignity.
- Encourage the use of appropriate counseling services.
- Report bullying, harassment or intimidation.
- Communicate policies and expectations to students and parents, including: course objectives and requirements, grading procedures, assignment deadlines and classroom discipline plans.
- Mandated reporter of suspected child abuse and/or neglect to Child Protective Services.
- Elevate reports of bullying, harassment or intimidation to the school administrator for investigation and resolution.

SCHOOL ADMINISTRATOR RESPONSIBILITIES

Administrators have the responsibility and authority to teach and reinforce the school rules and this Student Code of Conduct. They should exercise reasonable judgment and consider the circumstances in determining the disciplinary action to be administered.

- Support teaching and learning by creating and maintaining a safe and orderly environment.
- Promote communication with all stakeholders and present opportunities for students, staff and parents to address grievances.
- Enforce the Student Rights and Responsibilities Handbook and ensure the fair, consistent and prompt resolution of concerns and infractions.
- Evaluate instructional programs regularly and comprehensively.
- Support the development of and participation in appropriate extracurricular activities by students.
- Mandated reporter of suspected child abuse and/or neglect to Child Protective Services.
- Process reports of bullying, harassment or intimidation.

ACADEMICS

ACCELERATION FOR K-6 SCHOOLS

When high academic achievement is evident, a student may be recommended for acceleration into a higher grade.

The Process:

1. Recommendation by the teacher or parent to the GT facilitator and building principal.
2. Data gathering including but not limited to the following: Gifted Files, Intellectual Ability, Standardized Testing, Behavior Rating Scales, Grades, Teacher Interview, Student Interview, Parent Interview.
3. Committee meeting which includes but is not limited to the following:
4. Gifted Programs Coordinator, current and previous teacher(s), gifted facilitator, counselor, school administrator
5. Decision is made and the student is placed at the appropriate level with parent permission for change of placement.
6. If there is a disagreement in the decision, the Gifted Programs Appeal Process may be followed.

**These data should indicate ability above grade level and concern that the student's needs may not be met at the present grade.*

Considerations:

1. A comprehensive psychological evaluation of the child's intellectual functioning,

- academic skill levels, and social-emotional adjustment may be included.
2. Multiple criteria as listed in the process above will be considered.

ACADEMIC HONOR CODE

At Lee Senior High School, we believe in academic honesty and integrity and in maintaining ethical standards regarding the intellectual property rights of others and ourselves. Therefore, it is expected that all work submitted represents the original work of the student. Administrators, faculty, students, and their families are vital to creating and maintaining a culture of intellectual and academic integrity and in supporting one another in abiding by the academic honor code.

Academic Dishonesty includes but is not limited to:

Plagiarism Taking someone else's work or ideas and passing them off as your own	*Having someone else do your work and then submitting it as your own or buying work online and submitting it as your own *Failure to cite sources in research writing
Cheating Giving or receiving information in academic, extracurricular, or other school work to gain an unfair advantage over others	*Copying, or allowing others to copy, homework, test, quizzes, or projects *Using the cut/paste option to pull answers from the internet *Unauthorized use of resources for tests, exams, or assignments *Working collaboratively on independent assignments without teacher authorization
Misuse of technology	“Googling” answers *Using technology to share answers, quizzes, tests, or essays
Fabrication Dishonesty where a student invents or distorts the source or content of the information	*Paraphrasing without proper citation *Citing a source that does not exist *Referencing a source that was not actually utilized nor cited in a paper *Inventing data to support a conclusion
Facilitating academic dishonesty Intentionally or knowingly helping another person cheat	Giving homework or test answers to others Sharing information about a test or quiz another has yet to take
Fraud Deliberate deception in order to make a gain	*Forgery of signatures or tampering with official records *Attempting to pass off someone else’s work, imagery, or technology as your own *Falsifying data

Notice

High school students will sign an acknowledgement that they have read, understand, and will abide by the Academic Honor Code. As new students enroll, a counselor will review the Academic Honor Code and have students sign the acknowledgment of review, understanding, and adherence. The signed acknowledgements will be kept on file in the main guidance office.

Responsibilities of all parties:

Students

- Know the honor code
- Ask if unsure about a situation/circumstance
- If pressured to be academically dishonest, ask for help

Parents

- Know the honor code
- Discuss the honor code with their student
- Support the intent of the honor code
- Ask if unsure about a situation/circumstance

Teachers

- Review the academic honesty statement with all students
- Post the Academic Honesty statement in their classrooms
- Embed the code into their syllabi
- Teach the methods for and reinforce the value of citing sources for research
- Accurately report violations to administrators and parents

Administrators

- Support teachers when code is enforced
- Emphasize to students the importance of the statement
- Distribute and display the honor code throughout the building

Consequences

First offense:	Zero on assignment and 1-day D Hall - parent informed
Second offense:	Zero on assignment and 2 days D Hall - parent informed
Third offense:	Zero on assignment, conference with parent and administrator
Fourth offense:	Zero on assignment, conference with parent, administrator and counselor, assignment to academic tutoring

Students will be expected to complete the zero assignment in accordance with the guidelines given. However, no credit will be issued.

ACADEMIC HONOR CODE COUNCIL

The high school principal will create an Academic Honor Code Council consisting of teachers, students, parents, and administrators to review the Academic Honor Code and the honesty of the academic environment. The council will make suggestions for improvements or changes to the code if needed.

Acknowledgments: This code was created by referencing existing codes from Anne Arundel County Public Schools (Maryland), Horace Greeley High School (New York), Oak Mountain High School (Tennessee), John F Kennedy High School (California), and Central High School (Arkansas)

ADVANCED PLACEMENT COURSES

1. Advance Placement (AP) courses are available to students in a number of subject areas. These courses offer college-level curriculums that provide students with analytical skills and factual knowledge to deal critically with the problems and issues related to the subject. In May, AP students

take AP exams, paid for through funding from the Arkansas Department of Education.

2. Students dropping an AP course after AP exams have been ordered, will be charged a \$40.00 fee.

ALTERNATIVE LEARNING ENVIRONMENTS

The district shall have an alternative learning environment (ALE) which 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.

The superintendent or his/her designee shall appoint an Alternative Education Placement Team which shall have the responsibility of determining student placement in the ALE. Students who are placed in the ALE shall exhibit at least two of the following characteristics:

- Disruptive behavior
- Drop out from school
- Personal or family problems or situations
- Recurring absenteeism
- Transition to or from residential programs

For the purposes of the ALE, personal or family problems or other situations that negatively affect the student's academic and social progress will be considered when making placement.

These may include, but are not limited to:

- Ongoing, persistent lack of attaining proficiency levels in literacy and mathematics
- Abuse: physical, mental, or sexual
- Frequent relocation of residency
- Homelessness
- Inadequate emotional support
- Mental/physical health problem
- Pregnancy
- Single parenting

The teachers and administrator of the ALE shall determine exit criteria for students assigned to the district's ALE on which to base the student's return to the regular school program of instruction.

The district's ALE program shall follow class size, staffing, curriculum, and expenditure requirements identified in the ADE Rules Governing the Distribution of Student Special Needs Funding and the Determination of Allowable Expenditure of These Funds.

The ALE program shall be evaluated at least annually to determine its overall effectiveness.

COMPUTER USE POLICY

The Lee County School District makes computers and/or computer Internet access available to students, to permit students to perform research and to allow students to learn how to use computer technology. Use of District computers is for educational and/or instructional purposes only. It is the policy of this District to equip each computer with Internet filtering software designed to prevent users from accessing material that is harmful to minors. For the purposes of this policy "harmful to minors" is defined as any picture, image, graphic image file, or other visual depiction that--

taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; 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

taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

No student will be granted Internet access until and unless a computer-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 computer use agreement form is incorporated by reference into board policy and is considered part of the student handbook.

Students are advised that they enjoy no expectation of privacy in any aspect of their computer use, including e-mail, and that monitoring of student computer use is continuous. Students who misuse District-owned computers or Internet access in any way, including using computers except as directed or assigned by staff or teachers, using computers to violate any other policy or contrary to the computer use agreement, attempting to defeat or bypass Internet filtering software, or using the computers to access or create sexually explicit or pornographic text or graphics, will face disciplinary action, as specified in the student handbook and/or computer use agreement.

In an effort to help protect student welfare when they navigate the Internet, the district will work to educate students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyber-bullying awareness and response.

CONCURRENT CREDIT

A ninth through twelfth grade student who successfully completes a college course(s) from an institution approved by the Arkansas Department of Education 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. Upon approval of the school's principal, concurrent credits (dual enrollment high school/college credits) will apply toward graduation requirements. All additional credits taken above the required 22 credit hours, will be reflected on the EACC transcript. A student taking a three-semester hour remedial/developmental education course, as permitted by the ADE Rules Governing Concurrent College and High School Credit, shall be the equivalent of one-half unit of credit for an 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 district's student, and his or her parent(s) or guardian(s) if the public-school 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. Transcripts for students taking concurrent credit courses as partial fulfillment of the required full day of class for students in grades 9-12 are to be received by the school within two (2) school days of the end of the semester in which the course is taken. Students may not receive credit for the course(s) taken or the credit may be delayed if the transcripts are not received in time, or at all. This may jeopardize students' eligibility for extracurricular activities, graduation or timely summer school determinations.

Students will retain credit applied toward a course required for high school graduation from a previously attended, accredited, public school. Any and all costs of higher education courses taken for concurrent credit are the student's responsibility.

CORRESPONDENCE COURSES

A student in grades 9-12 may earn no more than two credits through coursework not listed in the current Career Action Plan (CAP) book, in order to meet graduation requirements. This includes correspondence courses through selected district sources only and college courses that are not part of the concurrent credit agreement between the school district and the college. The Virtual High School is now considered a separate school, therefore, if a student is enrolled in the Arkansas Virtual High School, she/he is no longer a student of the Lee County Rock School District. College/concurrent courses that are included in the Lee High School CAP book or master schedule are excluded from this provision.

Prior to enrollment in a correspondence course, or other course for which graduation credit will be granted, a request shall be made to the counselor for approval to enroll in a course through an authorized district provider. The counselor shall supervise the correspondence program, but it is the student's responsibility to meet all requirements and deadlines in the program.

Seniors enrolled in a correspondence course to earn units required for graduation bear the responsibility of submitting a completed course grade to the guidance department prior to graduation at the end of the term in order to receive a diploma.

Beginning in the 2026-2027 school year in order to be eligible to enroll in concurrent credit courses, students must have a 3.0 GPA and passing score on the Accuplacer test.

Secondary (EACC courses that require a certificate) students should have a minimum of 2.5 GPA and are in good standing in the previous semester.

Lee High School Concurrent & Secondary Course

Beginning in the 2026-2027 school year the following expectations are applicable.

- **First Failure:** Earning an F in any concurrent or secondary course results in immediate academic probation for one semester.
- **Continued Failure:** If the failure continues during the probationary semester, the student will not be removed from their current classes. However, they will be restricted from enrolling in any new concurrent or secondary courses for the next two semesters.

CREDIT STANDARDS FOR CLASSIFICATION OF STUDENTS

Although students will be classified in school based on the number of years in high school, it is important that parents and students understand the appropriate number of credits that truly determine the students' progress.

- **5.5 Credits** = Sophomore/10th grade
- **11 Credits** = Junior/11th grade
- **16.5 Credits** = Senior/12th grade

Nineteen and ½ credits required in January to participate in senior activities (ALE students may be evaluated for participation)

**Students who do not meet the credit standard for their fourth year of high school may participate in senior activities during the year when the credit standard is met.

Counselors at each high school campus will identify students with credit deficiencies and meet with them individually to discuss their particular graduation status. Parents of affected students will receive a letter explaining graduation status.

Note: Students will not participate in the graduation ceremony without the required number of credits (23) before the scheduled ceremony.

DETERMINING COLLEGE AND CAREER READINESS

Arkansas Code Annotated (A.C.A.) §6-15-2012 requires that before a student's upon graduation from high school, a high school shall assess the student's college and career readiness and shall provide a transitional course designed to help the student reach college and career readiness standards. Arkansas schools may fulfill the requirement to determine the college and career readiness (CCR) of a student by offering any of the following assessments. *Students scoring below the following benchmarks have not met the CCR determination:*

Math CCR Determination	Literacy CCR Determination
19 on the mathematics section of the ACT	19 on the English section of the ACT
19 on the mathematics section of the PLAN	15 on the English PLAN
ATLAS Algebra test	ATLAS Writing

Lee County School District will administer the following assessments to determine a student's college and career readiness score:

Assessment	Grade Level Administered	Who is offered the test?
ACT	Spring of 11th Grade year	All students, free of charge

Parent Notification

Although the state requires the notification of parents/guardians of their students' college and career readiness score at the end of the 11th grade year so that transitional courses can be considered, Lee County School District believes that frequent communication with parents/guardians about their child's progress is imperative. We are dedicated to working in partnership with all stakeholders to ensure the success of all students.

For this reason, Lee County School District will notify parents/guardians of a student's failure to meet readiness guidelines by the end of the 8th grade year according to the state assessment benchmarks and by the end of the 10th grade year according to the PSAT assessment benchmarks. Information will be provided to parents about resources available to assist their child in getting on track to achieve college and career readiness. By the end of the 11th grade, parents will be notified of their child's college and career readiness score as assessed by the ACT assessment. If the student fails to meet the readiness guidelines by the end of the 11th grade year, transitional courses will be offered to the student in the area(s) of deficiency to be taken during the 12th grade year.

Transitional Courses

A.C.A. § 6-15-2012(b) states, "(b) [a] high school shall provide for each student who does not meet the college and career readiness standards under the assessment: (1) [one or more transitional courses designed to help the

student reach college and career readiness standards; and (2) [r]elated strategies to allow for accelerated skill and knowledge development consistent with the college and career readiness standards.”

Lee County School District fulfills these requirements by offering transitional courses for students who have not met college and career readiness guidelines by the end of their 11th grade year. Determination of the need for enrollment in a transitional course is a collaborative decision including the student and parent/guardian. Prior academic classes, scores, and post-secondary intentions should be considered when determining appropriateness of a transitional course. Transitional courses are rigorous and are not to be confused with remediation.

DISTINGUISHED HONOR GRADUATES

Students in the top 1% of the graduating class will be designated as distinguished honor graduates. This calculation is carried to two decimal places. To be eligible a student must be a full-time student, have no failing grades, hold no incomplete grades, and possess no unsatisfactory citizenship grades.

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.

DROPPING COURSES

Students who drop any class after ten days, will receive **NO CREDIT** for that course.

EARLY GRADUATION

Early Graduation is only possible for some students. Students interested in Early Graduation must initiate the process by the end of second semester of the tenth-grade year. Students may not take correspondence or virtual courses for early graduation. The new math requirements make it necessary to be in Geometry in the 9th grade, or to double up in math in the 10th grade in order to graduate early. See your counselor for more information.

EXAM EXEMPTIONS

The school has an exemption process that will be determined and shared with parents each school year. Once the process and procedures are established it shall be communicated with all students, parents, school staff and central office administrators. The building principal has the final authority to implement or not to implement exemptions. Semester exams must be taken regardless of date of enrollment.

GIFTED AND TALENTED EDUCATION

The Lee County School District believes that developing the unique potential of the gifted and talented student in order to realize his/her contribution to self and society requires differentiated educational programs and/or services beyond those normally provided by the regular school program. Each gifted and talented student needs time during the school experience to work with intellectual peers, work alone in independent study, and work with mainstream students.

The Lee County School District believes that developing the unique potential of the gifted and talented student in order to realize his/her contribution to self and society requires differentiated educational programs and/or services beyond those normally proved by the regular school program. Each gifted and talented student needs time during the school experience to work with intellectual peers, work alone in independent study, and work with main-stream students. The talents of all students within the district are cultivated through the various activities offered by the schools. Additionally, teachers shall modify the curriculum for identified gifted and talented students. A multiple-criteria, case-study method is used to identify students whose needs require the services of the gifted and talented program. This process is handled through the gifted facilitator in each building. The process includes nominations, gathering of data and information, testing, and the case-study committee determining appropriate placement based on need for services. Anyone may nominate a student for the gifted and talented program at any time. Please call the Facilitator for Gifted and Talented in the student’s building or the Office of the Coordinator for Gifted and

Talented at 771-8000, if you have questions.

A multiple criteria case study method is used to identify students whose needs require the gifted and talented program. This process is handled through the principals, and teacher/facilitator in each building. The process includes nominations, screening, selection, and placement in appropriate program options. Anyone may nominate a student for the gifted and talented program at any time.

Please, call the facilitator for gifted and talented students in the student's building or the Office of the Coordinator Gifted and Talented at 295-7130, if you have questions.

GRADING

Parents or guardians shall be kept informed concerning the progress of their student. Parent-teacher conferences are encouraged and may be requested by parents, guardians, 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 midway through each quarter and issue grades for each nine-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;

(1) A change in the child's school enrollment;

(2) The child's attendance at a dependency-neglect court proceeding;

(3) The child's attendance at court-ordered counseling or treatment.

The 2023-2024 school year begins with grades kindergarten through second grades will begin transitioning to a standard based report card. Parents will be given information on how well students are meeting the required grade level standards. The grading scale for 3rd-12th grade students in the district shall be as follows:

A = 100 – 90

B = 89 – 80

C = 79 – 70

D = 69-60

F = 59 and below

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

A = 4 points

B = 3 points

C = 2 points

D = 1 point

F = 0 points

Grade point average is computed for each student at the secondary level based on all letter grades the student has received for each semester's work using the above four point scale carried to two decimal places. A semester grade point average is computed on the grades from the two nine weeks grading periods and the semester test grade. The grade point values for Advanced Placement (AP), International Baccalaureate (IB), and approved honor courses shall be one point greater than for regular courses with the exception that an F shall still be worth 0 points.

GRADUATION CONTRACT

Participation in the LHS commencement exercise is a privilege extended to all senior students who have fulfilled the requirements for the completion of high school, as of the date set by the high school administration (Students not complete on the given date will not participate). The commencement exercise is a serious, dignified, student-faculty-parent experience. It represents the end of a combined effort of the students, faculty, high school administration, and, of course, parents. The contract addresses appropriate behavior, dress and credit requirements. In order to participate in the graduation ceremony, a graduation contract must be signed by all graduating seniors and their parents/guardian and returned to the main office no later than one week prior to the ceremony. No student will be permitted to participate without a form on file.

HOMEWORK

Homework is considered to be part of the educational program of the District.

Assignments 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 with completing assignments from multiple teachers and vary the amount of homework they give from day to day.

HONOR GRADUATES

Students who have successfully completed the minimum core of courses recommended for preparation for college as defined by the State Board of Higher Education and the State Board of Education and have a cumulative GPA of 3.5 will be designated as honor students.

The GPA shall be derived from courses taken for high school credit. GPA will not be rounded. The Lee County School District shall use the rank report with the weighted GPA from the eSchool system calculations generated by the Arkansas Department of Education.

HONOR ROLL

Students in grades 6-12 have two honor roll designations. Students who maintain a 3.0 GPA for the grading period will be recognized as honor roll students.

Semester grades will determine the honor roll at the end of each semester. Parents who do not want their child's name included on the honor roll must submit a request in writing to the building principal.

SELECTION OF VALEDICTORIAN AND SALUTATORIAN

To ensure absolute fairness and objectivity, Lee County School District determines class rank strictly by the official eSchool system calculations generated by the Arkansas Department of Education. Co-Valedictorian or Co-Salutatorian titles will no longer be awarded based on rounded or tied grade point averages outside of the system's exact ranking.

Additionally, to be eligible for Valedictorian or Salutatorian honors, a student must be continuously enrolled in the district for a minimum of six (6) semesters immediately prior to graduation.

GPA Weights

All concurrent and secondary (EACC courses that requires a certificate) and AP courses shall be weighted using the following scale.

A = 5pts

B = 4pts

C = 3pts

D = 2pts

F = 0pts and No Credits

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:

Students are responsible for asking the teachers of the classes they missed what assignments they need to make up. Teachers are responsible for providing the missed assignments when asked by a returning student. Students are required to ask for their assignments on their first day back at school or their first-class day after their return.

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. Students shall have one class day to make up their work for each class day they are absent. Make-up work which is not turned in within the make-up schedule for that assignment shall receive a zero. Students are responsible for turning in their make-up work without the teacher having to ask for it. 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. 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.

PHYSICAL EDUCATION

Students in grades K-5 shall be required to take physical education unless a doctor's statement is on file in the principal's office recommending that the student be excused from this activity. Sixth, seventh and eighth grade students shall be required to take physical education unless a doctor's statement is on file in the principal's office recommending that the student be excused from this activity.

Any student who has religious objections to certain activities in the physical education program will be allowed to substitute other activities. Religious objections must have supportive documentation.

Upon written request from the parents, a student may be excused from physical education activities on a temporary basis due to illness or injury.

PROMOTION/RETENTION/COURSE CREDIT FOR K-5 SCHOOLS (BOARD POLICY 4.55)

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, with results at least once each semester, the Parents, legal guardians, persons having lawful control of the student, or persons acting in loco parentis, and

teacher(s) of a student in kindergarten through eighth (8th) grade shall be notified in writing of the student's independent grade-level-equivalency in reading and, in a parent friendly manner, the student's reading progress.

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

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

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

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

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

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

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

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

student's reading skill development.

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

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

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

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

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

1. Provision of each student with access to high-dosage, targeted math tutoring in the subsequent school year, which shall include three (3) or more tutoring sessions a week in a one-on-one or small-group setting;
2. Assignment to:
 - if the District has a teacher with a value-added model score in the top quartile statewide in math for the previous three (3) years, a teacher, with a value-added model score in the top quartile statewide in math for the previous three (3) years; or if the District is unable to find a teacher with a value-added model score in the top quartile statewide in math for the previous three (3) years, a teacher:
 - With a highly-effective rating in the Teacher Excellence and Support System, when possible; or
 - Deemed to be a high-performing teacher as defined by a Master Professional Educator designation; and
3. Provision of each student with extended time on math instruction during or after school.

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

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

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

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

§ The student's SSP will be updated in order to assist the student with college and career readiness skills, course selection in high school, and improved academic achievement; and

§ Provide a basis for counseling concerning postsecondary preparatory programs.

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

An SSP shall be created:

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

Promotion/retention or graduation of students with an Individual Educational Plan (IEP) shall be based on their successful attainment of the goals set forth in their IEP.

PROMOTION/RETENTION/COURSE CREDIT FOR 6-12 SCHOOLS

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. Each school in the Lee County School District shall include in the student handbook the criteria for promotion of students to the next grade as well as the criteria for being required to retake a course, if applicable. Parents or guardians shall be kept informed concerning the progress of their student(s). Notice of a student's possible retention or required retaking of a course shall be included with the student's grades sent home to each parent/guardian or the student if 18 or older.

Parent-teacher conferences are encouraged and may be held as necessary in an effort to improve a student's academic success.

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

***6th to 7th**

Students must pass English, mathematics, science, and social studies on average for the year. Failure in any of these subjects on average for the year will result in mandatory summer school. Failure to successfully complete required summer school may result in retention.

***7th to 8th**

Students must pass English, mathematics, science, and social studies on average for the year. Failure in any of these subjects on average for the year will result in mandatory summer school. Failure to successfully complete required summer school may result in retention.

***8th to 9th**

Students must pass English, mathematics, science, and social studies on average for the year. Failure in any of these subjects on average for the year will result in mandatory summer school. Failure to successfully complete required summer school may result in retention.

Act 930 of 2017 defines a Student Success Plan as "a personalized education plan intended to assist students with achieving readiness for college, career, and community engagement." By the end of the 2018-2019 school year, each eighth-grade student shall have a Student Success Plan in place that is developed by school personnel in collaboration with parent and student. Although districts are encouraged to develop a Student Success Plan for every student, a Student Success Plan is only required for students beginning in eighth grade, and must be updated at least annually thereafter.

The principal will develop a **retention committee** which will assist in the development of the retention list. The principal (or designee) will notify the parent by letter with the details of the decision of the school concerning their student. If there is doubt concerning the promotion or retention of a student, or their required retaking of a course, a conference between the parents/guardians, teacher(s), other pertinent personnel, and principal shall be held before a final decision is made. 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, the final decision to promote or retain shall rest with the principal or his/her designee.

RECOGNITION OF DECEASED STUDENT AT GRADUATION

Graduation is a time of celebration in which students and families celebrate the culmination of 13 years of hard work at a graduation ceremony. Lee High School recognizes that student death may occur during the high school career. We want to be sympathetic and understanding to both the families of the deceased, and the graduation class of Lee High School. The policy below outlines how LCSD will recognize a deceased student at graduation ceremonies.

- For students who pass before their senior year, we will hold a moment of silence during the graduation ceremony, in which we will “pay tribute to those that were once a part of our lives, but are no longer with us.”
- If a student passes during his/her senior year, we will announce his/her name during the
- moment of silence if the parent makes a request in writing to the principal at least two weeks prior to the graduation ceremony.
- Student diplomas will only be presented to families if the student was in good academic standing, maintained proper attendance and if the diploma has been ordered before the death of the student (typically March 1st). Student deaths before March 1st of the graduation year
- will not receive a diploma.
- The conferring of diplomas is limited to students who have met the graduation requirements and not to other family members and friends. Also, there will not be any photos of the
- deceased on the floor level of the ceremony and there will not be any chairs held open within the graduating class.

Any other requests should be made in writing to the principal of Lee High School at least two weeks prior to the graduation ceremony.

RECOVERING CREDITS/ REPEATING COURSES

Effective the 2018-19 school year, a student who repeats a failed course will receive the grade earned in credit recovery. The previous failing grade will not be counted in the calculation of the student's GPA. However, it should be understood that both grades will appear on the transcript as a record of the child's attempt to reach mastery in the course.

REHABILITATION ACT OF 1973 (SECTION 504)

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

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

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

Under *Section 504*, the school district has the responsibility to identify, evaluate, and if the student is determined to be eligible under *Section 504*, to afford access to appropriate educational services.

Students may be eligible for services under the provisions of *Section 504* even though they do not require services pursuant to the *Individuals with Disabilities Education Act (IDEA) 2004*.

If any person believes that the Lee County School District or any of the District's staff has inadequately applied

the principles and/or regulations of *Section 504* of the *Rehabilitation Act of 1973*, he/she may bring forward a complaint, which shall be referred to as a grievance. The building administrator or the 504 Coordinator may be contacted for information regarding grievances.

REPORTING STUDENT PROGRESS

Report cards are issued to students after each quarterly grading period. Interim grade reports are prepared for secondary students. Report cards for all grades and interim reports (for secondary students) will be ready for distribution to students to take home to parents for their review on or before the dates shown below:

SCHEDULES/CLASS ASSIGNMENTS

Assignments to classes are based on available data and are generally expected to be permanent. If errors or changes in student enrollment should occur, the school staff will approve appropriate changes. After the sixth day of the semester has been completed, requests for schedule changes will not be honored.

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.

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

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

Digital Learning Courses

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

Personal and Family Finance

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

Graduations Requirements

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 **Core** requirement.
- 3) Algebra II; and
- 4) The fourth unit may be either:
 - a) A math unit approved by DESE beyond Algebra II; or
 - b) A computer science flex credit may be taken in the place of a fourth math credit.

Natural Science: three (3) units

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

Social Studies: three (3) units

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

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) 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.

SPECIAL EDUCATION

The district has the responsibility to identify, evaluate, and if the student is determined to be eligible, to (provide) access to appropriate educational services.

The district ensures the establishment and implementation of due process procedural safeguards including the opportunity and encouragement for parent participation in meetings with respect to the identification, evaluation, educational placement, and the provision of FAPE.

A referral for consideration of special education services may be made at any time if a student is suspected of having a disability which adversely affects their educational performance.

Areas of disability recognized and defined by the *Individuals with Disabilities Education act (IDEA) Amendments of 1997, 2004* are:

1. Autism
2. Deaf-blindness

3. Hearing impairment
4. Emotional disturbance
5. Intellectual disability
6. Multiple disabilities
7. Orthopedic impairment
8. Other health impairment
9. Speech or language impairment
10. Specific learning disability
11. Traumatic brain injury
12. Visual impairment

A referral may be made to the principal by teachers, administrators, parents, counselors, students, and other individuals with relevant knowledge of the child. The referral is to be made in writing through the completion of the required referral form and provided to the principal or designee of the school in which the student is enrolled. When the referral originates from a parent, the school designee shall complete the referral form.

Determination of eligibility and the subsequent need for special education services is made after all available data is gathered and reviewed by an evaluation/programming committee which includes appropriate school personnel.

No discrimination against any person with disability shall knowingly be permitted in any program or practice in the Lee County School District.

SUMMER SCHOOL

A summer school program may be offered for elementary, middle, and/or high school students as deemed appropriate by the school district.

TESTING PROGRAM

As part of the Arkansas Teaching and Learning Assessment System (ATLAS), students in the Lee County School District will participate in a variety of state assessments. ATLAS will be administered to students in grades three through ten. The English Language Proficiency Assessment (ELPA21) will be administered to students identified as English Language Learners. Additional information and specific test dates are available on the district webpage.

TEXTBOOKS

The Lee County School District furnishes textbooks to all students and provides access to library books and other media materials. Loss or destruction of books or other media materials will result in payment to the school district. Schools are authorized by Act 906 of 1995 to file charges against any person who does not return textbooks and other library materials checked out from public schools. Charges may be filed 30 days after written notification from the school is given to students and parents.

UNOFFICIAL TRANSCRIPTS

At the start of each school year and third nine weeks, students will be given a printed copy of their unofficial transcript with their class schedules. Freshman students will begin receiving unofficial transcripts during the third nine weeks of their freshman year.

ATTENDANCE

ABSENCES (BOARD POLICY- 4.7)

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

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

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

Excused Absences

Excused absences are those where the student was on official school business or when the absence was due to one of the following reasons:

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

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.⁶⁷

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,

- b. 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, ~~or~~ person standing in loco parentis, the student's treating physician, or a 4-H county extension agent, 4-H educator, or other appropriate entity associated with the 4-H activity or program; or have an accompanying note that is not presented or uploaded within the timeline required by this policy shall be considered as unexcused absences. Students with 6 (*six*) 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 3 (three) 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 6 (*six*) 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.

ABSENCES FOR SCHOOL BUSINESS

Absence for school business (athletics, college days, club activities, student performances, etc.) shall not be considered an absence from school. A student shall be allowed a maximum of six (6) absences per semester in any one class.

If a student is absent due to school business, due dates for projects/long term assignments already assigned **will not** be adjusted. In any case where a student has failed to submit his/her project or long term assignment by the established due date (even if the failure is due to a school business or school related absence), the late policy determined by the teacher will be in effect if a student does not turn in a project/long term assignment by the given due date.

ARRIVAL TIME AT SCHOOL

Ideally, students should not arrive at school more than ten (10) minutes before school opens except to participate in scheduled activities.

The District recognizes that this ideal cannot always be realized because of family schedules; however, because children must have the security of supervision, absolute limits must exist as to when the school will assume responsibility. The Lee County School District assumes this responsibility up to thirty (30) minutes before school hours.

CHECKING STUDENTS OUT EARLY

It is important that students remain in class for the entire instructional day. The administration will encourage all parents to not check their children out early or bring them late. Please see the elementary and secondary sections to learn of the expectations. Students who miss more than 30 minutes of a class period without an excuse will be counted absent and may be considered truant. **Students who miss more than 30 minutes of a class period will be counted absent.**

COMPULSORY ATTENDANCE AGE (BOARD POLICY- 4.3)

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

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

HIGH SCHOOL CHECK OUT PROCEDURES

The Lee High School will have a new way of checking students out of school. This change is due to safety and academic concerns that the district has identified.

Our policy states: Parents are permitted to check students out of school. If parents or guardians are unable to physically be present to check out their student, students will not be allowed to leave campus. The Lee County School District has closed campuses; therefore, **ALL (this includes eighteen plus (18+) year old students)**. Students are required to remain on campus unless properly checked out of school.

We realize that there are times where students must be checked out due to emergencies, and we will work with families during these times. One of the following procedures must be followed for students to be properly checked out of school:

- 1) Parents or guardians may send a note to the attendance office with the following information (Notes should be delivered to the attendance office before 9:00 a.m.):
 - a) Student's full name or student id number
 - b) Student's grade
 - c) Reason for check out
 - d) Contact phone number of person sending note
- 2) Students are not allowed to check out during lunch (11:30 -2:00) unless there is an emergency. Parents or guardians must physically come to school and check students out between the hours of 11:00 a.m. and 1:30 p.m.

The Lee County School District realizes that some procedures may be difficult, but we need your support in ensuring safety for all students.

LEAVING SCHOOL DURING SCHOOL DAY

If a parent, guardian, or parent designee wishes to check a student out during the school day, he/she must report to the office to sign out the student. A written statement from the parent or guardian must document the parent designee.

If at any time during the All schools in Lee County operate **as closed campuses**. Students must stay on the school grounds from arrival time until the completion of the scheduled day (**this includes students who are 18+ years old**). school day it becomes necessary for a student to leave school, the student must report to the office to obtain permission from both a parent or guardian and a school official and sign the checkout sheet.

SCHOOL BUSINESS ABSENCE PROCEDURE

If a student is absent due to school business, due dates for projects/long term assignments already assigned **will not** be adjusted. In **any** case where a student has failed to submit his/her project or long term assignment by the established due date (*even if the failure is due to a school business or school related absence*), the late policy determined by the teacher will be in effect if a student does not turn in project/long term assignment by the given due date.

SCHOOL CLOSING IN INCLEMENT WEATHER

Weather conditions sometimes force the cancellation or alternate scheduling of school.

It is not always possible to provide in advance alternative plans and procedures for students to follow because of the varied circumstances of times and conditions that might arise.

Therefore, the District administration is charged with the responsibility of making alternate plans, procedures and schedules as the weather conditions warrant and notifying students and parents through the means of broadcast and print media. The guiding principle will be the safety and welfare of the students.

SECONDARY SCHOOLS ABSENCE CONTRACT PROCEDURES

When students reach more than 12 absences, students may lose credit. In an effort to be proactive, students will complete a student attendance contract when the student reaches six (6) full days of unexcused absences. The attendance contract will be germane to the particular secondary building.

TARDIES-Elementary Campuses K-6

It is imperative that students arrive at school on time and remain at school throughout the school day. Tardies and early check-outs are very disruptive to the educational process.

Excessive tardies and/or early check-outs (10 per semester) will affect attendance (including perfect attendance) and may result in reporting to juvenile authorities.

Please avoid checking out children before the dismissal bell rings unless there is an emergency. Any student arriving after the bell in the morning will be counted tardy. Students who are tardy must be signed in through the office by the parents. **No student can be checked out 30 minutes prior to dismissal.** Exceptions can be made for medical or other necessary appointments. Written documentation is required.

TRUANCY

Truancy is unlawful absence from school. The parent or guardian is legally responsible for ensuring that students attend school on a regular basis. The Marianna Police Department will cooperate with the District in detaining and questioning students who are truant.

EXTRA-CURRICULAR ACTIVITIES

BANNING VIOLATORS FROM EXTRACURRICULAR EVENTS

The Lee County School District's Board of Directors adopted the following policy: At the discretion of the Superintendent or his designee, any person who in the opinion of the Superintendent or other District administrator or other District official having knowledge of the event, becomes unruly or disruptive; who goes on the field or court of play at any district athletic event without authority; or who otherwise becomes unruly or disruptive at any District function; may be refused admittance to any or all extracurricular activities on the

campus of, or otherwise sponsored by, the Lee County School District.

The term of the refusal to admit a person may be for one full school year, or any part thereof. In extreme cases, at the discretion of the Superintendent, the refusal to admit a person to extracurricular activities may exceed one full school year.

The decision to refuse to admit a person to extracurricular activities does not extend to activities on the campus of a school district other than the Lee County School District.

A person is *unruly or disruptive* if his actions are clearly, in the opinion of the Superintendent or his designee, in excess of the ordinary and customary enthusiasm or anger expressed as a normal part of viewing or participating in such activity.

EXTRACURRICULAR ACTIVITIES (BOARD POLICY- 4.56)

The District's extracurricular programs will provide opportunities for student participation in activities designed to meet their leisure, recreational, social, and emotional interests and needs. These activities will provide for individual, small group, and/or student body participation.

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, interscholastic athletics, cheerleading, band, choral, math, or science competitions, intramural sports, spirit groups, and club activities.

A student's participation in, and the District's operation of, extracurricular activities shall be subject to the following criteria: any K-12 student is eligible for, or may participate in, extracurricular activities, including field trips, unless excluded for disciplinary or attendance reasons or for failure to meet designated activity qualifications. Written parental consent must be obtained for each field trip.

EXTRA CURRICULAR ACTIVITY CONDUCT

Sportsmanship

Good sportsmanship will be displayed at all times. Good sportsmanship includes the following:

- Be courteous to all (participants, coaches, officials, staff, fans, spirit groups).
- Know the rules, abide by and respect the official's decisions.
- Win with character and lose with dignity.
- Display appreciation for good performance regardless of the team

Prohibited Behaviors

- Fans intimidating or ridiculing the other team or its fans
- Students or spectators who wear extreme or unusual clothing to the game or who paint their faces or bodies will not be allowed in the game.
- Negative, demeaning, or obscene yells will not be permitted at any athletic event while teams are being introduced, or when teams, cheerleaders, or drill teams are performing.
- Students will not be allowed to turn their backs or hold up newspapers while teams are being introduced, or when teams, cheerleaders, or drill teams are performing.
- Disorderly conduct during a Graduation Ceremony.

ACTIVITIES

Eligibility to participate in athletic activities and all other interscholastic activities is governed by the Arkansas Department of Education and the Arkansas Activities Association. Eligibility to be a cheerleader is determined by the same standards as athletic participation.

Clubs and organizations related to special interests or subject areas do not have minimum grade requirements except those clubs and organizations that are governed by charters from parent organizations.

All clubs and student organizations shall operate under the direction of the principal and shall be under the supervision of a staff member appointed or approved by the principal.

Membership to student organizations and clubs shall not be restricted on the basis of race, sex, national origin or other arbitrary criteria. Entry shall not be by decision of the current membership of the organization.

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.

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

All meetings held on school premises must be scheduled and approved by the principal. The school, its agents, and employees retain the authority to maintain order and discipline, to protect the well-being of students and faculty, and to assure that attendance of students at meetings is voluntary. Fraternities, sororities, and secret societies are forbidden in the District's schools. Membership to student organizations shall not be by a vote of the organization's members, nor be restricted by the student's race, religion, sex, national origin, or other arbitrary criteria. Hazing, as defined by law, is forbidden in connection with initiation into, or affiliation with, any student organization, extracurricular activity or sport program. Students who are convicted of participation in hazing or the failure to report hazing shall be expelled.

YEARBOOK

Commercially prepared yearbooks shall be produced at the high school level only.

HEALTH & WELLNESS

CHILD NUTRITION

The Lee County School District Participates in the Community Eligibility Provision (CEP) through the United States Department of Agriculture (USDA). This provision allows all students to receive a healthy breakfast and lunch at no charge. A la carte items will still be available for purchase at the secondary level. Secondary students will not be allowed to charge a la carte items.

COMMUNICABLE DISEASES AND PARASITES (BOARD POLICY- 4.34)

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 parents or guardians. Specific examples include, but are not limited to: 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, food-borne, 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).

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 the school until the outbreak has been resolved and the student's return to school is approved by the Arkansas Department of Health.

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

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

GUIDANCE SERVICES

The Lee County School District maintains a guidance program in its elementary, middle, and secondary schools consistent with state and North Central Association regulations.

The program provides counseling for students, parents, and school personnel relative to students' academic progress, behavior, and personal matters. Parents and students are encouraged to seek guidance services at any time.

HEALTH EXAMINATIONS OR SCREENINGS (BOARD POLICY- 4.41)

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

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

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

NOTE: THIS IS YOUR NOTIFICATION OF HEALTH SCREENINGS. NO OTHER NOTICES WILL BE SENT HOME.

Arkansas public school mandates that students must be screened for the following items in grades noted below:

Vision and Hearing – Kindergarten, First, Second, Fourth, Sixth and Eighth grade

Scoliosis – Boys – Eighth grade

Girls – Sixth and Eighth grade

BMI – Kindergarten, second, fourth, sixth, eighth and tenth

IMMUNIZATIONS (BOARD POLICY- 4.57)

Definitions

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

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

General Requirements

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

- Polio
- Diphtheria;
- Tetanus;
- Pertussis;

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

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

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

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

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

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

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

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

Temporary Admittance

While students who are not fully age appropriately immunized or have not yet submitted an immunization waiver may be enrolled to attend school, such students shall be allowed to attend school on a temporary basis only. Students admitted on a temporary basis may be admitted for a maximum of thirty days (or until October 1st of the current school year for the tetanus, diphtheria, pertussis, and meningococcal vaccinations required at ages eleven (11) and sixteen (16) respectively if October 1st is later in the current school year than the thirty (30) days following the student’s admittance).

No student shall be withdrawn and readmitted in order to extend the thirty (30) day period. Students may be allowed to continue attending beyond the thirty (30) day period if the student submits a copy of either number 2 or number 4 above.

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

admittance; such students shall be excluded from school until the documentation is provided.

The District will not accept copies of applications requesting an exemption for the current school year that are older than two (2) weeks based on the date on the application. Students who submit a copy of an application to receive an exemption from the immunization requirements for the current year to gain temporary admittance have thirty (30) days from the admission date to submit either a letter from ADH granting the exemption or documentation demonstrating the student is in process and a copy of the immunization schedule. Failure to submit the necessary documentation by the close of the thirty (30) days will result in the student being excluded until the documentation is submitted.

Exclusion From School

In the event of an outbreak, students who are not fully age appropriately immunized, are in process, or are exempt from the immunization requirements may be required to be excluded from school in order to protect the student. ADH shall determine if it is necessary for students to be excluded in the event of an outbreak. Students may be excluded for twenty-one (21) days or longer depending on the outbreak. No student excluded due to an outbreak shall be allowed to return to school until the District receives approval from ADH.

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

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

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.

INJURIES/ILLNESSES AT SCHOOL

When a student is injured in the school building or on the school grounds, the parent will be called immediately. The student may be taken to the family doctor if parents have made emergency numbers and the name of the family doctor available.

When a student becomes ill at school, the parent is called immediately. The student will remain in the health room until the parent can check the student out of school.

If contact with the parent cannot be made, the principal and teacher will do what is expedient and safe for the injured and/or seriously ill student, which may include taking/sending the student to the emergency room of a hospital. **It is very important for parents to update all telephone numbers including emergency numbers should a crisis situation arise.** The school assumes no responsibility for treatment.

STUDENT INSURANCE

An accident insurance policy is offered to all students at the beginning of the school year on a voluntary basis. Parents may choose school day coverage or twenty-four (24) hour coverage. Expenses above and beyond either policy covered by the student accident insurance will be assumed by the parents.

STUDENT MEDICATIONS (BOARD POLICY- 4.35)

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. Any student that requires CBD must have parental consent and a physician order.

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.

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

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.

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

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

A student is prohibited from sharing, transferring, or in any way diverting his/her medications to any other person. The fact that a student with a completed consent form on file is allowed to carry a rescue inhaler, auto-injectable epinephrine, diabetes medication, or combination does not require him/her to have such on his/her person. The parent or guardian of a

student who qualifies under this policy to self-carry a rescue inhaler, auto-injectable epinephrine, diabetes medication, or any combination on his/her person shall provide the school with the appropriate medication, which shall be immediately available to the student in an emergency.

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

Emergency Administration of Glucagon and Insulin

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

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

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

- (1) The time scheduled for a dose of insulin in the student's IHP; and
- (2) 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.

Emergency Administration of Anti-opioid

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

WELLNESS

The Lee County School District is committed to promoting the wellness of all students by providing an environment that fosters healthy eating and physical activity. In compliance with Arkansas Department of Education Rules Governing Nutrition Standards and Act 1220 of 2003, the district has put into place the following rules:

Food or beverages shall not be given as a reward for academic, classroom, sports performances, and/or activities by any person (student, staff, parent, parent group or member of the community)

- 2) Food of Minimal Nutritional Value (FMNV) or competitive foods shall not be served, provided access to, or sold directly or indirectly to elementary students at any time or anywhere on school premises during the declared school day. Food of Minimal Nutritional Value (FMNV) or competitive foods shall not be served or sold directly or indirectly to secondary students until 30 minutes after the last lunch period has ended. Competitive foods shall be on the Allowed Competitive Food and Beverage List.
- 3) FMNV include: carbonated beverages, chewing gum, water ices (popsicle type treats), and candies (including hard candies, gummy bear type candies, fruit snacks, cotton candy, etc.)
- 4) Food or beverages shall not be brought to celebrate an individual student's birthday. (This includes birthday cake, cupcakes, cookies, pizza, etc.)
- 5) Snacks given during the declared school day, in after-school care, or enrichment programs shall meet the criteria set by the USDA for reimbursable snacks.

This procedure does not restrict what parents may provide for their own child's lunch or snacks. Parents may provide Foods of Minimal Nutritional Value (FMNV) or candy items for their own child's consumption, but they will not be allowed to provide restricted items to other children at school.

PARENT ENGAGEMENT

CONTACT WITH STUDENTS WHILE AT SCHOOL (BOARD POLICY- 4.15)

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

CONTACT BY NON-CUSTODIAL PARENTS

If there is any question concerning the legal custody of the student, the custodial parent shall present documentation to the principal or the principal's designee establishing the parent's custody of the student. It shall be the responsibility of the custodial parent to make any court ordered "no contact" or other restrictions regarding the non-custodial parent known to the principal by presenting a copy of a file-marked court order.

Without such a court order on file, the school will release the child to either of his/her parents. Non-custodial parents who file with the principal a date-stamped copy of current court orders granting unsupervised visitation may eat lunch, volunteer in their child's classroom, or otherwise have contact with their child during school hours and the prior approval of the school's principal. Such contact is subject to the limitations outlined in Policy 4.16, Policy 6.5, and any other policies that may apply.

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

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

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

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

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

CONTACT BY PROFESSIONAL LICENSURE STANDARDS BOARD INVESTIGATORS

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

ONLINE PARENT ACCESS

The Lee County School District provides parents the ability to access their student's school information over the internet. This online access allows parents to periodically check their own student's progress reports as well as other Lee County School District information.

Online access will be provided by eSchool. If you need a new activation code, those codes will be available during the first week of school. If your child is enrolled in the same building, you will not need a new activation code. An email address must be provided to the school in order to access student information online.

PARENT CONFERENCES AND VISITS

- 1) Students benefit from regular collaboration between the school and home; therefore, parental involvement in the child's education, including occasional
- 2) classroom visitation is encouraged upon approval by building administration.
- 3) Parents will be permitted to visit their child's classroom for the purpose of observing their child.

- 4) This visit must be requested by the parent prior to the visit and approved by the building principal. The visit will be limited to 15 minutes.
- 5) Conferences between parents and school personnel should be arranged in advance.
- 6) If a student is having learning or behavior problems at school, the teacher and parent may jointly develop steps for improvement. Additional school personnel may be involved in this effort.
- 7) In some cases, classroom visitation by a parent may be included.
- 8) Classroom visitation by a parent will be for the purpose of observing his/her child's behavior and learning.
- 9) If the improvement activities include classroom visitation, the principal, teacher, and parent will jointly determine the objectives for the visitation, the time for the
- 10) visitation, and the frequency of visitation.
- 11) Parent observers in classrooms will not participate in instructional activities, interfere with the learning environment established by the teacher, or draw attention to their presence in the classroom.
- 12) Parent questions and/or concerns that arise during the classroom visitation will be discussed in a follow-up conference.

VISITORS

All visitors are required to register with office personnel. Classroom visitations should be arranged in advance through the principal's office. Student visitors in the classroom are **NOT ALLOWED**. Prospective students may schedule tours through the administrator.

PARENTAL/COMMUNITY INVOLVEMENT – SCHOOL (BOARD POLICY- 6.12)

Each school understands the importance of involving parents and the community as a whole in promoting higher student achievement and general good will between the school and those it serves. Therefore, each school shall strive to develop and maintain the capacity for meaningful and productive parental and community involvement that will result in partnerships that are mutually beneficial to the school, students, parents, and the community. To achieve such ends, the school shall work to:

- 1) Involve parents and the community in the development and improvement of Title I programs for the school;
- 2) Have a coordinated involvement program where the involvement activities of the school enhance the involvement strategies of other programs such as Head Start, HIPPIY, Parents as Partners, Parents as Teachers, ABC, ABC for School Success, area Pre-K programs, and Even Start;
- 3) Explain to parents and the community the State's content and achievement standards, State and local student assessments and how the school's curriculum is aligned with the
 - a) assessments and how parents can work with the school to improve their child's academic achievement;
- 4) Provide parents with the materials and training they need to be better able to help their child
- 5) achieve. The school may use parent resource centers or other community based organizations to foster parental involvement and provide literacy and technology training to parents.
- 6) Educate school staff, with the assistance of parents, in ways to work and communicate with parents and to know how to implement parent involvement programs that will promote positive partnerships between the school and parents;
- 7) Keep parents informed about parental involvement programs, meetings, and other activities they could be involved in. Such communication shall be, to the extent practicable, in a language the parents can understand;
- 8) Find ways to eliminate barriers that work to keep parents 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;

- 9) Find and modify other successful parent and community involvement programs to suit the needs of our school;
- 10) Train parents to enhance and promote the involvement of other parents;
- 11) Provide reasonable support for other parental involvement activities as parents may reasonably request.

To help promote an understanding of each party's role in improving student learning, each school 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.

Each school shall convene an annual meeting, or several meetings at varying times if necessary to adequately reach parents of participating students, to inform parents of the school's participation in Title I, its requirements regarding parental involvement, and the parents right to be involved in the education of their child.

Each school shall, at least annually, involve parents in reviewing the school's Title I program and parental involvement 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.

The Lee County School District and all schools have a Parent Involvement Plan that is updated each school year to assist our families in knowing ways they can be involved in their students' academic life. Detailed plans are available on the District website and at each school campus. A summary of information in the detailed plan includes 1) Name and contact information of the school Parent Facilitator 2) Names of members of the committee who developed the plan including parents, staff, and community representatives, 3) How information will be distributed throughout the school year to our families, 4) Dates of Parent/Teacher Conferences and other important dates of events held at school, 5) Opportunities to volunteer 6) School/Parent/Student Compact, 7) Date and information about Annual Title 1 meeting, 8) Resources available to parents, and 9) A yearly evaluation will be done in regards to the plan and results will be used for the creation of the new plan.

Any information or questions in regards to the Parental Involvement Plans or ways to be involved in your students' school may be directed to District Parental Involvement Facilitator Crystal Barker at 771-8000.

REGISTRATION

CHANGE OF PERSONAL INFORMATION

It is the responsibility of the parent/guardian to inform school offices and update changes in addresses, telephone numbers including emergency telephone numbers, and personal information. Personal information to be updated includes changes in court ordered custodial status.

ENTRANCE REQUIREMENTS (BOARD POLICY- 4.2)

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

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

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

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

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

1. The parent, legal guardian, person having lawful control of the student, or person standing in loco parentis shall furnish the child's social security number, or if they request, the district will assign the child a nine (9) digit number designated by the Division of Elementary and Secondary education.
2. The parent, legal guardian, person having lawful control of the student, or person standing in loco parentis shall provide the district with one (1) of the following documents indicating the child's age:
 - a. A birth certificate;
 - b. A statement by the local registrar or a county recorder certifying the child's date of birth;
 - c. An attested baptismal certificate;
 - d. A passport;
 - e. An affidavit of the date and place of birth by the child's parent, legal guardian, person having lawful control of the student, or person standing in loco parentis;
 - f. United States military identification; or
 - g. Previous school records.
3. The parent, legal guardian, person having lawful control of the student, or person standing in loco parentis shall indicate on school registration forms whether the child has been expelled from school in any other school district or is a party to an expulsion proceeding. Any person who has been expelled from any other school district shall receive a hearing before the Board at the time the student is seeking enrollment in the District. The Board reserves the right to not allow the enrollment of such students until the time of the person's expulsion has expired following the hearing before the Board.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”⁴ 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.

STUDENTS WHO ARE FOSTER CHILDREN (BOARD POLICY 4.52)

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

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

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

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

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

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

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

Foster Child School Choice

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

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

the rejection and that the foster parent, or the foster child if the foster child is eighteen (18) years of age, may submit a written appeal of the rejection to the State board within ten (10) days of receiving the notification letter.

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

1. The public school or District has reached the maximum student-to-teacher ratio allowed under federal law; state law; the standards for accreditation; or other applicable State rule or Federal regulation; or
2. Approving the transfer would conflict with a provision of an enforceable desegregation court order or a public school district's court-approved desegregation plan regarding the effects of past racial segregation in student assignment.

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

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

- Graduates from high school; or
- Transfers to another school or school district under:
 - The Foster Child School Choice Act;
 - Opportunity Public School Choice Act;
 - 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.

HOME SCHOOLING

Enrollment in Home School

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

At the beginning of each school year, but no later than August 15; Fourteen (14) calendar days prior to withdrawing the child (provided the student is not currently under disciplinary action for violation of any written school policy, including, but not limited to, excessive absences) and at the beginning of each school year thereafter; or

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:

- The name, sex, date of birth, grade level, and the name and address of the school last attended, if any;
- The mailing address and telephone number of the home school;

- The name of the parent or legal guardian providing the home school;
- Indicate if the home-schooled student intends to participate in extracurricular activities during the school year;
- A statement of whether the home-schooled student plans to seek a high school equivalency diploma during the current school year;
- 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;
- 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.

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;
- A portfolio of indicators of the home-schooled student's academic progress, including without limitation:
 - Curricula used in the home school;
 - Tests taken and lessons completed by the home-schooled student;
 - 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:

- As indicated by the documentation submitted by the home-schooled student;
- By mutual agreement between the public school and the home-schooled student's parent or legal guardian;
- 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:

- Award of course credits earned in the home school;
- Placement in the proper grade level and promotion to the next grade level;
- Participation in any academic or extracurricular activity;
- Membership in school-sponsored clubs, associations, or organizations;
- 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 Scholarships.

HOMEBOUND SERVICES

Students with medical conditions certified by a medical doctor which will require them to be absent from school for four or more consecutive weeks are eligible for homebound services.

Application forms need to be completed as far in advance as possible and are available from Special Services (771-8033).

HOMELESS STUDENTS (BOARD POLICY- 4.40)

The Lee County School District will afford the same services and educational opportunities to homeless children as are afforded to non-homeless children. The Superintendent or his/her designee shall appoint an appropriate staff person to be the

local educational agency (LEA) liaison for homeless children and youth whose responsibilities shall include, but are not limited to:

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

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

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

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

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

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

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

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

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

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

youth of the right to appeal.

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

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

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

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

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

PLACEMENT OF MULTIPLE BIRTH SIBLINGS

The parent, guardian or other person having charge or custody of multiple birth siblings in grades pre-K through 5 may request that the multiple birth siblings are placed in either the same or separate classrooms. The request shall be in writing not later than the 14th calendar day prior to the first day of classes at the beginning of the academic year. The school shall honor the request unless it would require the school to add an additional class to the sibling's grade level. If one parent of multiple birth siblings requests a placement that differs from that of the other parent of the same multiple birth siblings, the school shall determine the appropriate placement of the siblings.

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

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

If a parent believes the school has not followed the requirements of this policy, the parent may appeal the multiple birth siblings' classroom placement to the Superintendent.

RESIDENCE REQUIREMENTS (BOARD POLICY- 4.1)

Definitions

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

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

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

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

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

The schools of the District shall be open and free through the completion of the secondary program to all persons between the ages of five (5) and twenty one (21) years whose parents, legal guardians, persons having lawful control of the student, or person standing in loco parentis reside within the District¹ and to all persons between those ages who have been legally transferred to the District for educational purposes.

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

In order for a person under the age of eighteen (18) years to establish a residence for the purpose of attending the District’s schools separate and apart from his or her parent, legal guardian, person having lawful control of the student, or a person standing in loco parentis, the student is required to reside in the District for a primary purpose other than that of school attendance; however, a student previously enrolled in the district 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.² A foster child who was previously enrolled in a District school and who has had a change in placement to a residence outside the District, may continue to remain enrolled in his/her current school unless the presiding court rules otherwise.

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

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

SCHOOL CHOICE (BOARD POLICY- 4.5)

Standard School Choice

Exemption

The District is under an enforceable desegregation court order/court-approved desegregation plan that explicitly limits the transfer of students between school districts and has submitted the appropriate documentation to the Division of Elementary and Secondary Education (DESE). As a result of the desegregation order/desegregation plan, the District is exempt from the provisions of the Public School Choice Act of 2015 (Standard School Choice) and the Arkansas Opportunity Public School Choice Act (Opportunity School Choice). The District shall notify the superintendents of each of its geographically

contiguous school districts of its exemption. The exemption prohibits the District from accepting any school choice applications from students wishing to transfer into or out of the District through standard School Choice or Opportunity School Choice.

Definition

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

Transfers into the District

Capacity Determination and Public Pronouncement

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

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

Application Process

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

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

Accepted Applications

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

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

subsequent transfer application will be subject to the capacity standards applicable to the year in which the application is considered by the District.

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

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

Rejected Applications

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

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

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

Transfers Out of the District

All Standard School Choice applications for transfers out of the District shall be 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 5 Intensive Support.

Additionally, the District shall request public service announcements to be made over the broadcast media and in the print

media at such times and in such a manner as to inform parents or guardians of students in adjoining districts of the availability of the program, the application deadline, and the requirements and procedure for nonresident students to participate in the program.

Uniformed Service Member Dependent School Choice

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

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

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

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

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

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

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

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

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

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

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

Unsafe School Choice Program

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

UNACCOMPANIED YOUTH

The District Social Worker/Homeless Liaison will enroll unaccompanied youth in the appropriate school. They will receive transportation, school supplies, clothes, and hygiene items. Household items are groceries that will be purchased if needed. If the youth is employed, city bus tokens will be purchased and if necessary work uniforms. The LCSD Social Worker/Homeless Liaison will try to excuse as many days as possible when there is an excessive amount of absences due to the current situation. Additionally, assistance will be provided to apply for AR-Kids First through the DHS office and assistance will be given to obtain approval of free meal status through the school meal program.

All LCSD students who reside in shelters may receive clothing, hygiene items, underclothes, school supplies, transportation, laundry items, and an application for AR-Kids First. Transportation may be provided for extracurricular activities.

STUDENT CONDUCT

BACKPACKS

Students may use only clear or mesh book bags to transport books. Backpacks that are not clear or mesh shall be taken and **may** be given back at the end of the school day. The building administrator(s) reserve the right to make appropriate decisions about backpacks in the school building.

BEHAVIOR AT SCHOOL ACTIVITIES

Students attending school-sponsored activities, on-campus or off-campus, shall be governed by school district rules and regulations and will be subject to the authority of school district personnel. Failure to obey rules and regulations and/or failure to obey reasonable instructions of school personnel may result in loss of eligibility to attend school sponsored events. Failure to comply with district rules and regulations may also result in disciplinary action applicable under the regular school program.

BULLYING (BOARD POLICY 4.43)

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 any protected class or status under federal law.

"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:

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

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

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

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

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

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

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

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

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

Copies of this policy shall be available upon request.

CARE OF SCHOOL PROPERTY

Careless or deliberate destruction or damage to school property including school buses will result in payment for loss, as well as other disciplinary action which may include police involvement.

CONDUCT TO AND FROM SCHOOL

Students are subject to the same rules of conduct while traveling to and from school as they are while on school grounds. Appropriate disciplinary actions may be taken against commuting students who violate student code of conduct rules.

CORPORAL PUNISHMENT

Corporal punishment in any form will not be used as a disciplinary measure in the Lee County School District by any teacher, administrator, or other school personnel.

DETENTION

School principals may establish student detention (D-Halls) as a means of discipline to preserve an effective learning environment. Detention may be used after regular school hours (3:40-4:10). Parents will be notified in advance that detention has been assigned and will assume responsibility for student transportation.

I. STANDARDS OF CONDUCT

All students are expected to conduct themselves at all times in a manner that will not infringe on the rights of others. School staff have the authority and the responsibility to take customary and reasonable measures to maintain proper control and discipline among students placed under their care and supervision. Any student who gives false information or wrongfully accuses another student or staff members may be subject to disciplinary action. The standards of conduct are broken down into four major categories, Levels I, II, III, and IV.

Consistent application of these standards of conduct by teachers, staff, and administrators should result in equitable service for all students (offenders and victims alike) and help each school to better achieve our ultimate goal — educating the students.

The following activities are considered major infractions of proper conduct and will subject the student to disciplinary action including, but not limited to, suspension or expulsion from school and notification of law enforcement officials. The violation of a rule will occur whether the conduct takes place on the school grounds at any time, off the school grounds at a school-supervised activity, function or event, or on school District transportation.

Below each rule is a standardized list of disciplinary actions to be taken. Normally this list will be adhered to in alphabetical order after each occurrence. However, the administration may exercise more extreme action in severe situations or in situations, which a student has been involved in other rule infractions. When determining the rule violation, administrators will seek first to use the rule whose definition most closely describes the inappropriate behavior.

Administrators will also consider the level definition when determining the appropriate rule number. Administrators may also consider the developmental level of K-2 students when determining the appropriate infraction. Administrators seek to consistently implement rules and procedures. Extenuating circumstances such as school closure, student availability, disability, or other conditions occasionally render the procedures in this handbook untenable. Under such circumstances, administration may need to utilize appropriate but minimal discretion in order to faithfully uphold the purpose of the District and intent of all policies.

Lee County Student Policies and this Parent and Student Handbook are designed to provide a clear and thorough framework for positive behavior and the meaningful education of all students. These policies cannot enumerate all appropriate behaviors nor can they define all forbidden misconduct. Administration is responsible for maintaining learning environments that are beneficial for all students. In light of this duty, administrators and their designees are authorized to implement reasonable rules, procedures, and directives to promote the physical, emotional, and educational well-being of all students and staff.

The school administrators shall contact the Safe Schools Director when deciding whether to report the offense to law enforcement officials. Violations of Level III rules will be reported immediately by teachers or staff to school administrators. The school administrators will report such incidents to law enforcement officials, when necessary. Violations of Level IV rules will be reported immediately by teachers or staff to school administrators. The school administrators will report such incidents to law enforcement officials. (Ark. Law 6-17-113) (With exception of Rule 410)

All secondary students are required to wear District issued ID badges that are visible during school and on the bus.

PARENT/STUDENT PROCESS FOR COMPLAINTS/APPEALS

The process for appealing an administrative decision is as follows:

1. Contact the building principal.
2. Contact the Superintendent of Schools

A. LEVELS OF INFRACTIONS & DEFINITIONS

Disciplinary penalties may range from a minimum of a reprimand to a maximum of an expulsion. Infractions are categorized into the following four levels of offenses:

Level Category Definitions

- Level I Violation of General School and/or Classroom Rules - Level I consists of minor offenses that generally occur in the classroom that can be corrected by the teacher. After an unsuccessful BMP Level I infractions may be sent to administration to apply Level I consequences.
- Level II Conduct Requiring Administrative Intervention - Level II consists of offenses that are more serious in nature or persistent Level I infractions.
- Level III Suspension and/or Removal to a Disciplinary Alternative Education Program - Level III consists of offenses that significantly disrupt the educational process, school environment, and/or school-related activities, or are persistent Level I or II infractions.
- Level IV Expulsion and/or Removal to a Disciplinary Alternative Education Program - Level IV consists of serious offenses which include willfully or malicious acts that have the effect of materially and substantially disrupting the educational environment in the school or at school activities; or Level I, II, or III infractions depending on the severity or persistence of the act.

Response to Intervention (RTI)

RTI is a problem-solving approach that uses a three-tier model of intervention based on an integrated system of assessment and data collection that informs instructional decisions and/or behavioral support at each tier. In an effort to maximize individual student success, the Lee County School District has a Response to Intervention (RTI) Committee housed at each local school. The mission of the RTI Committee is to integrate assessment and intervention within a schoolwide, multi level prevention system to maximize student achievement.

Provide students with academic, behavioral, and social support needed to succeed in school by implementing various strategies and interventions within the school setting. The Committee is composed of administrators, teachers, and other school personnel who are involved with the student's learning.

Alternative Learning Environment (ALE) SCREENING COMMITTEE

Exemplary practice 7.1 from the national alternative education association states, —the alternative education

The program has a screening committee to ensure that the alternative placement is most appropriate for the student's specific academic, behavioral, life skill, service coordination, transitional and vocational needs (individual student, individual placement decision).

All schools should create a screening committee at the beginning of each school year. The responsibility of the screening committee shall be as follows:

- To determine eligibility of students for ALE
- Ensure that interventions are implemented before submitting students to ALE
- Consider the appropriateness of interventions
- Provide option for students unsuccessful in a traditional school setting
- Ensure that behavior contract follows student to ALE
- Meet with student and inform student of consideration for ALE
- Ensure that due process is followed
- Ensure parents are aware of possible placement

The Screening Committee shall include: Teacher, Parent, Counselor, and Administrator. This committee can be used when developing a behavior contract with students. * It may be convenient for schools to operate or integrate this committee through established RTI committees located within the school.

Behavior Management Plan (BMP)

A plan developed by the staff at the respective campus and reflects the agreed-upon positive interventions used in Positive Behavior Intervention and Supports (PBIS). A BMP committee should involve the teacher, a parent and an administrator.

Positive Behavioral Interventions and Supports (PBIS)

A proactive approach to establish the behavioral supports and social culture needed for all students to achieve social, emotional, and academic success. It uses preventative strategies to define, teach and support appropriate student behavior in order to create a positive learning environment. Attention is focused on developing and maintaining school-wide, classroom, and individual systems of support to meet the social and emotional needs of all students and thereby improve academic and social outcomes.

The purpose of PBIS is to establish a climate in which appropriate behavior is the norm. The framework establishes a process to develop and apply function-based interventions for students that display repeated behavioral patterns of concern. It also engages staff in routine reflection and data-based decision making to guide school-wide and intervention planning decisions.

Schools that establish and implement PBIS are more likely to have teaching and learning environments that are more engaging, responsive, preventative, and productive which leads to maximized engagement and achievement for all students.

Level I INTERVENTIONS	LEVEL II INTERVENTIONS	LEVEL III INTERVENTIONS
<i>Offenses that do not threaten safety or significantly disrupt the operation of the classroom or another school activity.</i> (Level I infractions can be handled by any school personnel) When these interventions are used successfully in the classroom, additional disciplinary action is not required Continued Level I infractions may be sent to Administration to apply Level I consequence	<i>Offenses that threaten safety or significantly disrupt the operation of the classroom or another school activity but does not qualify as a Level 3 infraction.</i> (Level II infractions will be handled by the teacher and support staff which includes: dean of students, counselors, department heads, other support staff, administrators) These interventions are used with the assistance of the school support staff and may include administrative support	<i>Offenses that constitute a substantial threat to physical safety or that are serious crimes (e.g. possession of firearms or other weapons or burglary).</i> (Level III infractions are handled by administrators) These are addressed solely by administration at the school

• Phone call and/or letter to parent/guardian • Teacher conference with the student • Breaks (errand/activity) • Reflection of the incident (verbal or written) • Seat change • Warning (verbal or written) • Redirection • Review of appropriate behavior • Card flip • Stand while working • Teacher conference with parent/guardian • Parent, student, and teacher contract • Counseling referral • Mediation/reflection sheet • Conflict resolution • Peer mediation/assign buddy • Alternative seating in own space • Assign classroom job • Alternative assignment • Mentoring • Review of Individual Career and Academic Plan • Stress ball/fidget • Praise/positive note home	• Alternatives To Suspension • Behavior Contract • Behavior Intervention Plan (BIP) • Breaks • Check In Check Out (CICO) • Classroom Management Support • Counselor Referral • Daily Behavior Form • Functional Behavior Assessment (FBA) • Individual & Visual Schedules • Mentoring • Non-Verbal Cues & Signals • Organizational Tools • Peer Tutoring • Response To Intervention (RTI) • Reward System • Self-Monitoring • Sensory Tools • Social Stories • Teach Conflict Resolution Skills • Teach Coping Skills • Teach Relationship Skills • Teach Relaxation Techniques • Teach Social Skills • Require the student to complete a community service task • Behavioral progress report • Class or schedule change • Counseling • <i>Any Level I interventions or other interventions not noted</i>	• Simple BIP Plans • Alternatives To Suspension • Behavior Contract • Behavior Intervention Plan (BIP) • Behavior Meetings • Breaks • Collaboration With Student's Physician and/or Mental Health Provider • Counselor Referral (internal or External) • Daily Behavior Form • Functional Behavior Assessment (FBA) • Individual & Visual Schedules • Mentoring • Non-Verbal Cues & Signals • Organizational Tools • Peer Tutoring • Response To Intervention (RTI) • Reward System • Self –Monitoring • Sensory Tools • Social Stories • Teach Conflict Resolution Skills • Teach Coping Skills • Teach Relaxation Techniques • Teach Social Skills • Time Out (Structured Time Out) • <i>Any Level 1 or 2 interventions</i>
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B. LEVEL I

LEVEL I CONSISTS OF MINOR INFRACTIONS THAT OCCUR THAT CAN BE CORRECTED BY ANY SCHOOL PERSONNEL. LEVEL I OFFENSES CAN BE REPORTED TO CAMPUS ADMINISTRATION AFTER THE INSTRUCTIONAL PERIOD **SCHOOL ADMINISTRATORS WILL APPLY LEVEL I CONSEQUENCES AFTER FAILED INTERVENTION ATTEMPTS**

Rule 101. Refusal to Follow School and/or Classroom Rules
Rule 102. Academic Dishonesty
Rule 103. Profanity and Obscene Gestures
Rule 104. Public Display of Affection
Rule 105. Harassment
Rule 106. Repeated School and/or Class Tardiness
Rule 107. Student Dress and Grooming

RULE 101. Refusal to Follow School and/or Classroom Rules

Students shall comply with reasonable instructions from administrators, teachers, instructional assistants, school bus drivers, or any other authorized school District employee. After school personnel have followed the Behavior Management Plan (BMP), and the student still does not comply with any school personnel, then Level I consequences will be followed. Each BMP is developed by the staff at the respective campus and reflects the agreed-upon positive interventions to address violations of rule 101 in the classroom. No student should be found to be in violation of rule 101 unless the teacher provides campus administration with the completed BMP for the student and supporting documentation. Each student's BMP is reset at the semester.

RULE 102. Academic Dishonesty

A student will not cheat on tests or assignments, nor will a student aid other students in cheating. Students caught cheating may receive a zero. Plagiarism is considered academic dishonesty. Any student committing plagiarism may receive a zero.

RULE 103. Profanity and Obscene Gestures

A student will not use in verbal or written form profane, violent, vulgar, abusive, insulting, sexual, or disrespectful language at any time. A student will not use physical gestures that convey a connotation of obscene or disrespectful acts, infringe upon the rights of others, or cause or begin an overt and immediate disruption of the educational process. (5-71-207, disorderly conduct; 5-71-208; 6-17-106, insult/abuse of teachers) When a student directs profane, violent, vulgar, abusive, or insulting language toward any public school employee this becomes a Level III infraction (Rule 319). (A.C.A. 6-17-106 Insult/Abuse of teachers)

RULE 104. Public Display of Affection

A public display of affection is inappropriate school behavior. Refusal to comply with reasonable expectations of school staff will lead to disciplinary action.

RULE 105. Harassment

An incident or a series of actions, statements or behaviors directed at a specific individual or group with the intent of annoying, ridiculing, demeaning, tormenting, intimidating, or otherwise causing fear in another person. (Arkansas Law 5-71-208) Continued harassment will be considered bullying. (See Rule 306 for bullying)

RULE 106. Repeated School and/or Class Tardiness

Students shall not be tardy. A student is tardy if he is not in his classroom or other assigned location by the time the tardy bell stops ringing. (Arkansas Law 6-18-217, 6-18-222)

RULE 107. Student Dress and Grooming

A student will not practice a mode of dress that disrupts the educational process, calls attention to the individual, violates federal, state, or local law, or affects the welfare and safety of students and teachers. Furthermore, students are prohibited from obscene, lewd, or vulgar comments or designs and wearing clothing directed toward or intended to threaten, intimidate or demean an individual or group of individuals as well as items advertising alcohol, tobacco, or illegal drugs.

Exemptions: Parents may apply to the building principal for full or partial exemptions or waivers for students due to handicapping conditions or religious observation. New students to District schools will be given two weeks to comply with the Uniform Dress Code. Denied exemption requests may be appealed to the Assistant Superintendent for Curriculum and Instruction. All secondary students are required to wear District issued ID badges that are visible during school and on the bus.

LEVEL I CONSEQUENCES

ELEMENTARY CONSEQUENCES

- | |
|---|
| <ul style="list-style-type: none">a. Parent/Administrator Conferenceb. Parent/Administrator Conferencec. In-School Consequences |
|---|

- d. In-School Consequences
- e. In-School Intervention – 1 day (RTI Referral)
- f. In-School Intervention – 2 days Intervention – 2 days (RTI Plan)

SECONDARY CONSEQUENCES

- a. Parent/Administrator Conference
- b. In-School Consequences
- c. In-School Consequences
- d. Suspension – 1 day
- e. Suspension – 2 days (RTI Referral)
- f. Suspension – 4 days (RTI Plan)
- g. Recommendation for Expulsion

In- School Consequences include: one (1) period of ISS, 1/2 day of In-school intervention, full day of In-school intervention, school/bus community service, etc. (see Definitions).

FAILURE TO COMPLY WITH ANY OF THESE RULES MAY RESULT IN MORE SEVERE DISCIPLINARY CONSEQUENCES

C. LEVEL II

LEVEL II CONSISTS OF OFFENSES THAT ARE MORE SERIOUS IN NATURE, AND SHOULD BE REPORTED TO CAMPUS ADMINISTRATION.

- Rule 200. Repeated Level I offenses
- Rule 201. Gambling
- Rule 202. Forgery or Falsification of Information or Failure to Provide Identification
- Rule 203. Tobacco and Tobacco Products
- Rule 204. Disruptive Behavior
- Rule 205. Misdemeanor Theft
- Rule 206. Vandalism — Relatively Minor Damage (ex. Markings on walls or property etc.)
- Rule 207. Possession of Fireworks
- Rule 208. Insubordination
- Rule 209. Violation of Medication Policy
- Rule 210. Sexually Explicit Materials
- Rule 211. Leaving Campus or Designated Area

RULE 200. Repeated Level I offenses

Students who continue to violate infractions in Level I may be given consequences from Level II.

RULE 201. Gambling

Students shall not gamble while on school property, school buses, or at school-sponsored events. (A.C.A. 5-66-101, et seq; 5- 66-112, 5-66-113)

RULE 202. Forgery or Falsification of Information or Failure to Provide Identification

No student shall falsify signatures or information on official school records, refuse to give identification or give false

identification when a staff member requests identity.

RULE 203. Tobacco and Tobacco Products

A student may not smoke, have possession or control of any tobacco products, tobacco-related substances, smoking paraphernalia (matches, lighters, e-cigarettes, etc.) on school property, including school buses, at any time. (Arkansas Law 6-21-609)

RULE 204. Disruptive Behavior

Behavior that creates a serious disruption to all or portions of the campus activities, school-sponsored events, or school bus transportation. Students shall not engage in behavior that is a disruption or interference with the proper conduct of instruction, classroom, or school activities.

RULE 205. Misdemeanor Theft

Students shall not take or possess property that does not belong to them. (A.C.A. 5-36-103; 5-36-106) (Less than \$500). Parents must make restitution.

RULE 206. Vandalism — Relatively Minor Damage

No student shall destroy or damage any property of another or that belonging to the school District. The parent/guardian shall be responsible for all damages to property caused by his/her child. This includes offenses in which the amount of actual damage is one hundred dollars (\$100) or less. (A.C.A. 5-38- 203; 5-38-204; 5-71-206; 6-21-604; 6-21-605)

RULE 207. Possession of Fireworks

No student shall possess, use, or threaten to use any fireworks on school grounds, school bus, or bus stop.

RULE 208. Insubordination

Persistent and willful refusal to follow the reasonable and respectful directives of any authorized School District Employee.

RULE 209. Violation of Medication Policy

No student shall possess or take any medication unless doing so in full compliance with the LCSD Health Services Guidelines.

RULE 210. Sexually Explicit Materials

A student may not have in their possession or control any sexually explicit materials, including but not limited to magazines, books, photos, tapes, CD's, DVD's, drawings, and computer software on school property, including school buses.

RULE 211. Leaving Campus or Designated Area without Permission After arrival on the school campus, a student will not leave designated area without permission from school authorities. Students found in violation of this rule the 2nd time will not be allowed to make-up major classroom test.

LEVEL II CONSEQUENCES

ELEMENTARY CONSEQUENCES

- a. Parent/Administrator Conference
- b. In-School Intervention – 2 days or Saturday School 1 Day (RTI Referral)
- c. In-School Intervention – 4 days (RTI Plan)
- d. Suspension – 2 days
- e. Suspension – 4 days and probation
- f. ALE Screening Committee

SECONDARY CONSEQUENCES

- a. In-School Suspension – 2 days

- b. Suspension – 2 days (RTI Referral)
- c. Suspension – 4 days and probation (RTI Plan)
- d. ALE Screening Committee
- e. Recommendation for Expulsion

FAILURE TO COMPLY WITH ANY OF THESE RULES MAY RESULT IN MORE SEVERE DISCIPLINARY CONSEQUENCES.

D. LEVEL III

LEVEL III CONSISTS OF OFFENSES THAT SIGNIFICANTLY DISRUPT THE EDUCATIONAL PROCESS, SCHOOL ENVIRONMENT, AND/OR SCHOOL-RELATED ACTIVITIES. LEVEL III OFFENSES SHOULD BE REPORTED TO CAMPUS ADMINISTRATION IMMEDIATELY.

- Rule 300. Repeated Level II offenses
- Rule 301. Loitering by Suspended or Expelled Student
- Rule 302. Possessing or Using Drug Paraphernalia
- Rule 303. False Emergency Alarm/Tampering with Safety Devices
- Rule 304. Reckless Behavior
- Rule 305. Threat of Harm
- Rule 306. Bullying
- Rule 307. Disorderly Conduct
- Rule 308. Battery
- Rule 309. Sexual Contact
- Rule 310. Sexual Harassment
- Rule 311. Indecent Exposure
- Rule 312. Extortion/Bribery
- Rule 313. Gang or Gang Activity
- Rule 314. Computer/Network Violation
- Rule 315. Possession / Use of Inappropriate Item
- Rule 316. Theft — Student Property
- Rule 317. Theft — School Property
- Rule 318. Vandalism - Major Damage
- Rule 319. Profanity and Obscene Gestures Toward Public School Employee
- Rule 320. Video Voyeurism
- Rule 321. Fighting
- Rule 322. Possessing, Purchasing, Using or Being Under the Influence of Alcohol or Illegal Drugs

RULE 300. Repeated Level II offenses
Students who continue to violate infractions in Level II may be given consequences from Level III.

RULE 301. Loitering by Suspended or Expelled Student
No suspended or expelled student shall linger on school grounds or within 100 feet of the school without permission of the school administrator, nor shall they go on school District property for any purpose while serving suspension/expulsion. No student from another campus is allowed on another school's campus during school hours without permission of school officials. (A.C.A. 6-21-606; 6-21-607)

RULE 302. Possessing or Using Drug Paraphernalia

Students may not possess, use or transmit any objects that could reasonably be considered drug paraphernalia (pipes, clips, papers).

RULE 303. False Emergency Alarm/Tampering with Safety Devices

A student shall not circulate a story of a fire, bombing, bomb threat, or other catastrophe when that student knows the story to be untrue. Students will not tamper with safety devices on any school property. If injury results to any person as a result of the false alarm or tampering with safety devices, the student will be reported to law enforcement agencies. (Rule 402— Bomb/ False Bomb, Fire Alarm/Threat) — (A.C.A. 5-71-210)

RULE 304. Reckless Behavior

A student shall not recklessly engage in conduct that creates a substantial risk of physical injury to another student. (A.C.A. 5-13-206, assault 2nd)

RULE 305. Threat of Harm

A student shall not threaten to cause physical harm to another student. (A.C.A. 5-13-301; 6-17-113)

RULE 306. Bullying

Bullying means the intentional harassment, intimidation, humiliation, ridicule, defamation, or threat or incitement of violence by a student against another student or a school employee. Bullying may occur through written, verbal, electronic, or physical acts that causes or creates a clear and present danger of physical harm or damage to school or student property. (A.C.A. 6-18-514, 5-71-217 cyberbullying) Bullying, which consists of repetitive, malicious teasing, or threatening, either directly or indirectly will not be tolerated.

RULE 307. Disorderly Conduct

Behavior that poses a significant threat to the learning environment, health, safety, or welfare of others. No student shall disrupt the lawful assembly of persons by engaging in inappropriate behavior that substantially interferes with, or is likely to interfere with, any school function, activity, or school program. (A.C.A. 5-71-207, Disorderly Conduct — —CIII Misdemeanor)

RULE 308. Battery

A student will not attempt to cause injury or physical harm to another student, nor will a student strike or beat another student. (A.C.A. 5-13-203; 5-1-102(14); 5-13-206; 5-13-207)

RULE 309. Sexual Contact

Students shall not touch other students in a sexual manner. (A.C.A. 5-14-101; 5-14-111)

RULE 310. Sexual Harassment

Sexual harassment is unwanted verbal, written, or physical behavior of a sexual nature. Typical examples of sexual harassment include sexually oriented gestures, jokes, or remarks that are unwelcome; repeated and unwanted sexual advances; touching or other unwelcome bodily contact; physical intimidation and mockery or scorn based on perceived sexual orientation.

RULE 311. Indecent Exposure

Students shall not expose their sex organs in a public place or in public view or under any circumstances. (A.C.A. 5-14-112)

RULE 312. Extortion/Bribery

No student will coerce or attempt to coerce another person either by physical force, by threat, or by bribery.

RULE 313. Gang or Gang Activity

The Board is authorized to suspend or expel any student of the District who joins or promises to join or who solicits other persons to join a gang or participate in gang activity or association or to wear or display any insignia of such while in and attending District schools. Gangs which initiate, advocate, or promote activities which threaten the safety or well-being of persons or property on school grounds or school-sponsored activity or which disrupt the school environment and/or school activity are harmful to the education process. The use of hand signals, graffiti, or the presence of any apparel, jewelry, accessory or manner of grooming which, by virtue of its color, arrangement, trademark, symbol or any other attribute, which

indicates or implies membership or affiliation with such a group, presents a clear and present danger. This is contrary to the school environment and educational objectives and creates an atmosphere where unlawful acts or violations of school regulations may occur. (Arkansas Law 6-15-1005, 5-74-201)

RULE 314. Computer/Network Violation

A student shall not modify, erase software without authorization, introduce any viral agent, access another individual's electronic documents, access, create, reproduce or distribute documents/sites containing vulgar language, obscene materials or participate in any unauthorized use of technology. Students will fully comply with the Appropriate Use of Computers and Network Policy and all computer/network usage directives from LCSD staff. A student may lose use of network resources.

RULE 315. Possession/Use of Inappropriate Item

No student shall possess an item that may be used to inflict physical injury on any school property or at school-related events. (A.C.A. 5-60-122)

RULE 316. Theft — Student Property

Students shall not take the property of another person or be in possession of property belonging to another without that person's permission. If a student steals or is in possession of property belonging to another person worth \$500 or more without permission. Parent/Guardian will make restitution. (A.C.A. 5-36-103; 5-36-106)

RULE 317. Theft — School Property

A student shall not take possession of property that belongs to the school without permission. If a student takes or is in possession of school property worth \$500 or more without permission. The parent/Guardian will make restitution. (A.C.A. 5-36-103; 5-36-106)

RULE 318. Vandalism — Major Damage

No student shall purposely and without legal justification destroy or damage any property of another or that belonging to the school District. This includes offenses in which the amount of actual damage is greater than one hundred dollars (\$100). The parent/guardian will be responsible for all damages to property caused by the student. (Ark. Law 6-21-604) (A.C.A. 5-38-203; 9-27-330; 9-27-331)

RULE 319. Profanity and Obscene Gestures toward Public School Employee

A student will not use any verbal or written form of profane, violent, vulgar, abusive, insulting, sexual, or disrespectful language at any time toward public school employees. A student will not use physical gestures that convey a connotation of obscene or disrespectful acts, infringe upon the rights of others, or cause or begin an overt and immediate disruption of the educational process. (A.C.A. 5-60-113 school bus drivers; 5-17-207, disorderly conduct; 6-17-106, insult/abuse of teachers)

RULE 321. Fighting

RULE 320. Video Voyeurism

The use of a camera, videotape, photo-optical, photoelectric or any image recording device used for the purpose of secretly observing, viewing, photographing, filming, or videotaping on any LCSD property or school function without the consent of any person(s) who has reasonable expectations of privacy is prohibited. A person shall be guilty of this offense if they voluntarily participate in placing the photographic image(s) obtained in any public viewing area, i.e. internet, cell phone, camera, etc.

LEVEL III CONSEQUENCES

ELEMENTARY CONSEQUENCES

- | |
|---|
| <ul style="list-style-type: none">a. In-School Intervention – 2 days (RTI Referral)b. In-School Intervention – 4 days (RTI Plan)c. Suspension – 2 daysd. Suspension – 4 days and probation |
|---|

e. ALE Screening Committee

SECONDARY CONSEQUENCES

- a. Suspension – 2 days (RTI Referral)
- b. Suspension – 4 days (RTI Plan) and probation
- c. ALE Screening Committee
- d. Recommendation for Expulsion

RULE 321. Fighting

Physical blows or contact exchanged between students is considered fighting. If a student is found to have not initiated the fight, he may or may not be suspended. Alternate punishment may be applied with regard to actual involvement. (Arkansas Law 5-71-207)

RULE 322. Possessing, Purchasing, Using, or Being Under the Influence of Alcohol or Illegal Drugs
Students shall not possess, purchase, use, or be under the influence of alcohol or illegal drugs at school or school-related activities. Students breaking this rule for the first time will be suspended for up to ten

(10) days and placed on probation. The student/family must show proof that they are enrolled with a counseling agency recognized by the district. Failure to comply will result in a recommendation for expulsion.

RULE 321 and RULE 322 CONSEQUENCES

- a. Parent/Administrator conference and suspension - 10 days and probation with documentation of counseling
- b. Recommendation for Expulsion

If the student breaks the rule a second time, he will immediately be recommended for expulsion. The student will be reported to legal authorities.

Illegal Drugs - any controlled, prescribed, or over the counter drug/medication not for the personal use of a prescribed person or any controlled or uncontrolled substance.

FAILURE TO COMPLY WITH ANY OF THESE RULES MAY RESULT IN MORE SEVERE DISCIPLINARY CONSEQUENCES.

E. LEVEL IV

LEVEL IV CONSEQUENCES

Students will be suspended immediately and may be recommended for expulsion. Each incident will be looked at on a case-by-case basis. Appropriate alternative consequences may be used to ensure safety of all students and staff of the Lee County School District.

LEVEL IV CONSISTS OF SERIOUS OFFENSES WHICH INCLUDE WILLFUL OR MALICIOUS ACTS THAT HAVE THE EFFECT OF MATERIALLY AND SUBSTANTIALLY DISRUPTING THE EDUCATIONAL ENVIRONMENT IN THE SCHOOL, ON THE SCHOOL BUS OR AT SCHOOL ACTIVITIES. LEVEL IV OFFENSES SHOULD BE REPORTED TO CAMPUS ADMINISTRATION IMMEDIATELY.

Rule 400. Repeated Level III offenses

Rule 401. Terroristic Threatening—Threats of Serious Physical Injury or Property Damage/Threats to Teachers/Staff

Rule 402. Bomb/False Bomb, Fire Alarm/Threat

Rule 403. Assault/Battery with Substantial Risk of Death or Serious Physical Injury (First Degree)

Rule 404. Assault/Battery on Staff

Rule 405. Sexual Abuse or Rape

Rule 406. Robbery (taken by force)

Rule 407. Selling, Attempting to Sell/Distribute Drugs/Alcohol

Rule 408. Arson

Rule 409. Possession or Use of Firearm, Weapon, or Facsimile Weapon

Rule 410. Behavior Not Covered

RULE 401. Terroristic Threatening — Threats of Serious Physical Injury or Property Damage/Threats to Teachers/Staff Students shall not, with the purpose of terrorizing another person, threaten to cause death or serious physical injury or substantial property damage to another person or threaten physical injury to teachers or school employees. (A.C.A. 6-17-113, duty to report all threats and acts of violence)

RULE 402. Bomb/False Bomb, Fire Alarm/Threat

A student shall not threaten a fire or bombing. A student shall not activate a bomb, fire alarm, or cause an evacuation.

RULE 403. Assault/Battery with Substantial Risk of Death or Serious Physical Injury (First Degree)

A student commits assault in the first degree if he or she recklessly engages in conduct that creates a substantial risk of death or serious physical injury to another student. (A.C.A. 5-13- 201, Batt. I; 5-13- 202, Batt. II; 5-13-204, Agg. assault; 5-13-205, 1st Deg. Assault; 5-1-102(19))

RULE 404. Assault/Battery on Staff

No student shall strike or attempt to strike a teacher or other school personnel. (A.C.A. 5-13- 201, Batt I; 5-13-202 — —serious physical injury,|| Batt. II, which also includes intentionally causing —physical injury to teacher or employee.)

RULE 405. Sexual Abuse or Rape

Students shall not engage in sexual contact with another person by forcible compulsion or engage in sexual contact with another person who is incapable of consent because he/she is physically/mentally helpless; nor shall students engage in sexual intercourse or deviate sexual activity with another person by forcible compulsion or with another person who is incapable of consent because he is physically/mentally helpless. (A.C.A. 5-14-103 Rape–Y felony)

RULE 406. Robbery

Students shall not take property belonging to another person or the school by force, threat of force, or with the use of a deadly weapon. (A.C.A. 5-12-102; 5-12-103)

RULE 407. Selling, Attempting to Sell/Distribute Drugs/Alcohol

A student who sells, attempts to sell, distribute drugs (or any substance he claims to be a controlled substance), or alcohol, shall be reported to legal authorities. (A.C.A. 5-64-401) 18 Sentences for sale of controlled substances within 1,000 feet of public or private schools shall be enhanced by two (2) years and a fine of no less than \$1,000. (A.C.A. 5-64-401) Prohibited substances shall include any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, or other controlled substance as defined in Act 590 of 1971 of the state of Arkansas, as amended, or beverage containing alcohol or intoxicant of any kind.

RULE 408. Arson

No student shall deliberately burn or attempt to burn school property. (A.C.A. 5-38-301)

RULE 409. Possession or Use of Weapon, Firearm, or Facsimile Weapon

No student shall possess, use, threaten to use, or otherwise be involved with any firearm/handgun, weapon, facsimile

weapon, or any other instrument that is capable of inflicting physical injury or death. Weapons prohibited by law upon any school property, in or upon any school bus, at designated bus stops, or at any school-related event include, but are not limited to: any firearm/handgun (whether loaded or unloaded), knife, razor, ice pick, dirk, brass or metal knuckle, martial arts implement, box cutter, BB gun, pellet gun, pump gun, blackjack, sword, spear in a cane, billie club, sap, rifle, shotgun, machine gun, bomb, grenade, booby trap, explosive device, or any other implement designed, made, or adapted for the purpose of inflicting physical injury or death. (Gun-Free Schools Act of 1994: Act 567 of 1995; A.C.A. 5-73- 102; 5-73-104; 5-73-108; 5-73-119; 5-73-120; 5-73-122; 6-17-113; 6-21-608) Student will be suspended immediately, reported to legal authorities, and recommended for expulsion for a period of no less than one (1) year.

RULE 410. Behavior Not Covered

Lee County School District reserves the right to pursue disciplinary or legal action for behavior that is subversive to good order and discipline in the schools even though such behavior is not specified in written rules. (Inappropriate infraction will be specified.)

FAILURE TO COMPLY WITH ANY OF THESE RULES MAY RESULT IN MORE SEVERE DISCIPLINARY CONSEQUENCES.

II. SCHOOL BUS TRANSPORTATION

School buses are operated by the Lee County School District as an accommodation to students and parents. Riding a bus is a privilege that must not be abused by daily bus riders or those only riding a bus for a field trip. The same appropriate behavior as expected at school is expected on the school bus. A student's failure to conform to acceptable standards of behavior and courtesy will result in his/her being subject to disciplinary action. For violations of the general Standards of Conduct that occur on the bus, normal progressive discipline will be followed. Remember: Parents will be held financially responsible for damage to the inside/outside of the school bus.

Students and parents have the responsibility for knowing and agreeing to abide by bus riding regulations. Bus drivers have the responsibility for obeying all traffic laws and safety procedures, for supervising the behavior of students assigned to them, and for reporting to the school principal those acts of student conduct which are contrary to law, school regulations, or jeopardize the health and safety of persons riding the bus. Also, transportation will provide video to school administration within two business days of the incident being reported. Principals have the responsibility for acting promptly when a bus driver reports acts of misconduct and for proper notification to the student, parent, and driver of his disposition of the case. Parents have the responsibility for providing student transportation to and from school when suspension of bus privileges becomes necessary.

Transportation to Locations for Childcare Due to fiscal and liability concerns, Lee County School District will not provide transportation services to a location for the purpose of providing care to students prior to or immediately following the instructional day. This policy has no impact on transportation services specified in a student's IEP or 504 plans. This does not include boys and girls clubs or recreational centers.

A. Procedures for Students Riding School Buses

Students may only use the bus stop nearest their residence unless written permission is obtained from the Transportation Department.

- Students who miss their bus are not permitted to hitchhike a ride or walk to or from school.
- Parents of students who received specialized transportation are to notify the driver when the student will not be riding. Specialized transportation i.e. Special Needs.
- Students on buses are under the supervision of the driver and are to follow his directions at all times. Failure to follow his directions may result in loss of bus privileges.
- Unauthorized passengers are not allowed on the bus at any time.

- Students who have special needs transportation may be picked up at locations other than the home bus stop upon the approval of the Transportation Department.
- LCSD students attending state schools or other agencies will not be transported by the Transportation Department when drivers are not under contract. (i.e. Schools for Deaf & Blind, Centers, etc.)
- Students requiring constant care and supervision will not be left unattended when delivered to their homes in the afternoon. Parents/guardians will be responsible for providing the necessary supervision.
- Musical instruments will not be permitted to be stored behind the driver's seat or in the front of the bus.
- If a student does not ride the bus for five consecutive days the parent must contact LCSD transportation on the sixth day to reinstate bus service.
- Parents must pick up confiscated possessions such as, but not limited to radios, tape/CD players, pagers, cell phones, or other electronic communication devices by the end 30 days.
- In order for the bus to remain on schedule, students are to be at the bus stop ten (10) minutes before and after the bus is scheduled to arrive. The driver is not permitted to wait for the student. Students who are not on time will likely miss the school bus and be tardy to school.

B. Level I Transportation Rules

Rule 501. Students will stand back ten (10) feet from the bus stop and wait until the door is opened before moving closer to the bus. While waiting, students are not to play on the highway/road or engage in dangerous conduct, which could cause bodily harm to themselves or others; or damage to private property. Action by local police may be taken.

Rule 502. If arriving at the bus stop just as the bus approaches, students will wait until the bus comes to a complete stop and the driver signals for crossing unless the driver has instructed his riders in a different procedure.

Rule 503. When entering or leaving the bus, students should proceed quickly and in an orderly manner.

Rule 504. Students are not permitted to carry animals (living or dead) on the bus.

Rule 505. Students are not permitted to clutter the bus with paper or other objects.

Rule 506. Food and drink are not allowed on the bus for consumption while riding the bus. No eating or drinking allowed at any time, unless otherwise authorized by school administration with medical documentation.

Rule 507. Students will not be permitted to board or leave the bus at any place other than their regular stop, unless authorized by school administration, with parental permission, for school-related activities only.

Rule 508. Students who are to cross the road after leaving the bus are to go to a point on the shoulder of the road ten (10) feet in front of the bus. The driver will then signal for students to cross.

Rule 509. Athletic playing equipment must be in a bag to be brought on the bus.

Rule 510. Students are not permitted to carry any objects too large to be held when seated. (i.e., presentation board, science projects, etc.)

Rule 511. Musical instruments may be transported by students on the bus with the following stipulations:

- a. The following instruments must be held in the student's lap during transport: violin, viola, piccolo, bells,

trumpet/cornet/oboe, clarinet (b-flat), alto clarinet, and flute. They cannot be placed on or under the seat and must not interfere with other students sharing their seat.

b. The following musical instruments must be placed on the floor between the student's feet: bassoon, bass clarinet, alto saxophone, tenor saxophone, and trombone. They cannot be held in the lap of the students or placed on the seat.

c. The following musical instruments are not permitted on the bus during the regular morning and afternoon runs: tuba, all types of drums, baritone horn, string bass, cello, and French horn.

Rule 512. Students who commit a Level I violation of the Standards of Conduct (see Section I. Standards of Conduct) will be disciplined according to the Transportation Level I Consequences below.

TRANSPORTATION LEVEL I CONSEQUENCES

- a. Student/Parent/Administrator Conference
- b. Bus Suspension – 1 day
- c. Bus Suspension – 2 days
- d. Bus Suspension – 4 days
- e. Bus Suspension – 10 days and probation
- f. Recommendation for Expulsion of bus riding privileges for remainder of school year

C. Level II Transportation Rules

Rule 513. Students will refrain from distracting the driver, stay reasonably quiet, face the front of the bus, and leave other students alone, which includes inappropriate use of cell phones/electronic devices.

Rule 514. Students will sit and remain seated in assigned seats from the time they board the bus until they reach their destination. The bus driver will assign seats for all scholars on the bus.

Rule 515. Students cannot be standing while the bus is in motion.

Rule 516. Students are not permitted to ride another bus when they are suspended from their assigned route bus. If a student is caught violating this rule, additional punishment will follow

Rule 517. Students are not permitted to extend their hand, arms, heads, or any body parts out of the bus windows at any time.

Rule 518. Students are not permitted to sit on the front of rear-engine cowling or the dashboard.

Rule 519. Students will not tamper with any of the safety devices on the bus.

Rule 520. Students are not permitted to throw items of any kind inside the bus or out of the bus windows. Any student caught throwing items out of a window and damaging a vehicle will be responsible for the cost of repairs.

Rule 521. Students who refuse to properly identify themselves to the driver or an administrator from the Transportation Department upon request shall be suspended from riding the bus.

Rule 522. Students who commit a Level II violation of the Standards of Conduct (see Section I. Standards of Conduct) will be disciplined according to the Transportation Level II Consequences below.

TRANSPORTATION LEVEL II CONSEQUENCES

- a. Parent/Administrator Conference
- b. Bus Suspension – 2 days
- c. Bus Suspension – 4 days
- d. Bus Suspension – 10 days and probation
- e. Recommendation for Expulsion of bus riding privileges for remainder of school year

D. Level II Transportation Rules

Rule 523. A student shall not engage in conduct that creates a substantial risk of physical injury to self or others. Prohibited behaviors include but are not limited to; directly interfering with the driver's ability to operate the school bus, interfering with the ability of other drivers to safely operate their vehicles, unauthorized departure from the school bus, etc.

TRANSPORTATION LEVEL III CONSEQUENCES

- a.. Bus Suspension 10 days and probation
- b. Recommendation for Expulsion of bus riding privileges for remainder of school year

In addition to the Transportation Rules, students must follow the rules in Section I. Standards of Conduct and all other sections of the handbook and board policy. The following guidelines will be used for violations of the general Standards of Conduct that occur on the bus or at a bus stop;

- When a student violates a Standard of Conduct Level I offense on the bus or at a bus stop, it will be considered a Level I Transportation offense, and the Transportation Level I Consequences will be followed.
- When a student violates a Standard of Conduct Level II offense on the bus or at a bus stop, it will be considered a Level II Transportation offense, and the Transportation Level II Consequences will be followed.
- When a student violates a Standard of Conduct Level III offense on the bus or at a bus stop, it will be considered a Standard of Conduct Level III violation and the Standard of Conduct Level III Consequences will be followed. Additionally, the student will be suspended from the bus for the duration of any other consequences.
- When a student violates a Standard of Conduct Level IV offense on the bus or at a bus stop, it will be considered a Standard of Conduct Level IV violation and the Standard of Conduct Level IV Consequences will be followed. Additionally, the student will be suspended from the bus for the duration of any other consequences.

DISCIPLINING INDIVIDUALS WITH DISABILITIES EDUCATION (IDEA)

The Individuals with Disabilities Education Act (IDEA) of 2004 gives students with disabilities special due process rights relative to long-term suspensions or exclusion (expulsion) from school. Students with disabilities are not immune from disciplinary procedures, but neither are those procedures identical with those for students without disabilities. Due process will be extended to parents of and/or students with IDEA disabilities prior to any change in the students' education placement or program. After meeting all procedural safeguards, "exclusion from school-based activities" with the provision of an alternative educational setting, rather than expulsion, may be recommended as a disciplinary action for students with disabilities.

DISORDERLY ACTIVITIES

Disorderly activities (ex. Marches, protest, walk-outs, hazing, gang initiations, etc.) on the part of any student or group of students at any time on school grounds shall not be tolerated. Participation in any such activities, no matter how well-intentioned, may bring about immediate suspension and possible expulsion from school. Disorderly activities on school grounds during school hours shall, if circumstances justify, be promptly

handled by civil authorities.

DISTRIBUTION OF LITERATURE (BOARD POLICY- 4.14)

Student Media

All student media that are supported financially by the school or by use of school facilities, or are produced in conjunction with a class shall be considered school-sponsored media. School-sponsored media does not provide a forum for public expression. Student media, as well as the content of student expression in school-sponsored activities, shall be subject to the editorial review of the District's administration, whose actions shall be reasonably related to legitimate pedagogical concerns and adhere to the following limitations:

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

Student Media on School Web Pages

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

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 1;
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 literature, publications, or materials (hereinafter "non-school 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 materials¹ shall have school authorities review their non-school materials at least three (3) school days in advance of their desired time of dissemination. School authorities shall review the non-school materials, prior to their distribution and will bar from distribution those non-school 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 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 materials;
- 3. Allow no interference with classes or school activities;
- 4. Specify times, places, and manner where distribution may and may not occur; and
- 5. Not inhibit a person's right to accept or reject any literature distributed in accordance with the regulations.
- 6. Students shall be responsible for the removal of excess literature that is left at the distribution point for more than 2 days.

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

DRUG DOG

Students and parents of the Lee County School District should be aware that School District Officials have access to a registered drug sniffing dog. The dog, while gentle, has been specially trained to locate marijuana and other illegal drugs. Use of a drug sniffing dog is a proactive approach to prevent illegal drugs from being brought to school campuses.

Periodic, unannounced visits to any District school or school-sponsored event will be made by the dog and its handler. Lockers, automobiles, and other areas of the building and grounds could potentially be searched.

Students will be held responsible for any prohibited items found in their lockers, automobiles, or other belongings at school. Should prohibited items be found during a school check, the violators will be disciplined according to District policy and may face prosecution under local, state, and federal laws.

DRUGS AND ALCOHOL (BOARD POLICY- 4.24)

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

Prohibited substances shall include, but are not limited to: alcohol, or any alcoholic beverage; inhalants or any ingestible matter that alter a student's ability to act, think, or respond; LSD, or any other hallucinogen; marijuana, cocaine, heroin, or any other narcotic drug; PCP; amphetamines; steroids; "designer drugs"; look-alike drugs; or any controlled substance. The sale, distribution, or attempted sale or distribution of over-the-counter (OTC) medications, dietary supplement or other perceived health remedy not regulated by the US Food and Drug Administration, or prescription drugs is prohibited. The possession or use of OTC medications, dietary supplement or other

perceived health remedy not regulated by the US Food and Drug Administration, or prescription drugs is prohibited except as permitted under Policy 4.35—STUDENT MEDICATIONS

The Lee County School District recognizes that student use of alcohol and other drugs is illegal, harmful, and can seriously impair capacity to learn and to function effectively in our schools. Therefore, the Lee County School District prohibits the possession, use, distribution, or sale of such substances. Any student who is believed to be under the influence of a controlled substance will be sent for testing the same day. Students who fail to be tested the same day, may be disciplined according to drug use policy. The results of the test will be the governing results unless a parent/guardian requests additional testing. The parent/guardian will be responsible for the cost of additional testing. Further, the Lee County School District supports a comprehensive program approach, which includes prevention, early identification/referral, intervention, and support/after-care to prevent or disrupt the use of alcohol and other drugs. The services of a certified drug/alcohol counselor are available at no cost to District students and parents.

It shall be a violation of policy for any student:

1. To sell, supply, give, trade, or attempt to sell, supply, give, or trade to any person any of the substances listed in this

policy or what the student represents or believes to be any substance listed in this policy. Sell includes the following: Having more than one ounce or any amount packaged in separate bags/containers of any substance listed in this policy or what the student represents or believes to be any substance listed in this policy. Possession of three or more pills whether loose or packaged separately or individually.

2. To possess, procure, buy, or trade, to attempt to possess, procure, buy, or trade, to be under the influence of (legal intoxication not required), or to use or consume or attempt to use or consume, the substances listed in this policy or what is represented to the student to be any of the substances listed in this policy or what the student believes to be any of the substances listed in this policy. Prohibited substances shall include, but not be limited to: alcohol or any alcoholic beverage; marijuana; and narcotic drug; any hallucinogen; any stimulant; any depressant; any other controlled (illegal) substance; any substance, legal or illegal, that alters the student's ability to act, think, or respond; any other substance that the student represents or believes to be any substance prohibited by this policy; or any substance manufactured to look like a substance prohibited by this policy.

Any student engaging in any of the activities with any of the prohibited substances listed above shall be subject to the following penalties:

- A. Use or possession of any substance prohibited by this policy or what the student represents or believes to be any substance prohibited by this policy. The purchase of any substance prohibited by this policy or what the student represents or believes to be substance prohibited by this policy.
 1. **First violation:** The student shall be suspended for a minimum of ten (10) school days. The police may be called. Proof of professional help is required when the student returns to school, and a parental conference is required prior to readmission.
 2. **Second violation:** The student shall be expelled for the remainder of the current semester and credit will be lost.
 3. **Third violation:** The student will be expelled for the current and following semesters, and credit will be lost.
- B. Selling or trading on school property any substance prohibited by this policy or what the student represents or believes to be any substance prohibited by this policy.
 1. The police will be called.
 2. The student will be expelled for the current and following semester, and credit will be lost for both semesters.

Any student suspended or expelled in accordance with this policy as stated above shall be required to seek professional counseling prior to readmission to school. The student may receive the counseling through the District's drug program at no cost to the student, or from an approved professional counseling service at his/her own expense.

EMERGENCY REMOVAL

Non-punitive 48-hour removal from school to investigate an incident.

EXPULSION (BOARD POLICY- 4.31)

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

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

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

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

The Superintendent or his/her designee shall give written notice to the parents, legal guardians, persons having lawful

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

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

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

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

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

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

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

GRADUATION CEREMONY BEHAVIOR

Disruptive behavior that interferes with an orderly graduation (Gang insignias, clothing, "throwing signs" or other gestures associated with gangs are prohibited) will not be tolerated. Students who misbehave during the graduation ceremony may not receive a diploma and may be removed from the ceremony.

IDENTIFICATION BADGES (secondary schools)

- Students must wear ID badges around their necks while on campus and to each class period during the school day.
- Names badges must be the current ID badge (issued during the current school year).
- Badges may be taken off during physical activity classes, but must be put back on if leaving class for any reason.
- Students must wear ID badges to be eligible to sit in the student section at extracurricular activities.

Students **must** wear the badges visibly when riding daily route school buses and scheduled home delivery buses after school activities. Coaches, sponsors and/or chaperones will determine if ID badges are required to be worn on field trips or extracurricular activity buses.

Students must be able to produce badges to the driver at all times. Badges may be marked, coded or encrypted to identify the student and his/her assigned bus route. Admission to a school bus may be denied for not showing a proper ID badge and/or attempting to use a badge marked, coded or encrypted for another bus.

INSULT OR ABUSE OF A TEACHER/SCHOOL EMPLOYEE

Any person who shall abuse or insult a public school teacher/school employee while that teacher is performing normal and regular or assigned school responsibilities may be prosecuted by the teacher/school employee. The district will remove any student from the teacher's classroom for no less than three days or until a parent conference is held.

This removal shall not preclude the assignment or other disciplinary measures at the discretion of the principal. The district shall assist any school employee in his/her efforts to prosecute. (*Act 1565 of 2001*)

LASER POINTERS

Students shall not possess any hand held laser pointer while in school; on or about school property, before or after school; in attendance at school or any school-sponsored activity; en route to or from school or any school-sponsored activity; off the school grounds at any school bus 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.

NETWORK APPROPRIATE USE REGULATIONS

Purpose

To establish regulations for the appropriate use of the District's wide-area network by employees and students.

Definitions

E-mail: The process by which messages are sent electronically across computer networks.

Flaming: Sending an e-mail message that is abusive or offensive.

Internet: A worldwide network of computers that communicate with each other. **Spamming:** Sending an annoying or unnecessary message to a large number of people. **Users:** All employees and students

Virus: A computer program that uses various techniques to duplicate itself and travel between computers.

Viruses can cause serious damage to computers and computer networks.

Regulations General

1. Computer systems and networks are provided for conducting school business and for the educational benefit of students. They are not intended for student personal use.
2. Employee's personal use is limited to non-contract hours.
3. Users of the network are responsible for following local, state, federal and international laws. This includes copyright laws. Copying licensed software from district or network equipment is theft and may result in criminal charges being filed.
4. Users are responsible for their own accounts, including security, proper use, and correct login and logout procedures. At no time should a user share login and password information with another user.
5. Users are responsible for respecting the policies of other networks, which they access, and adhering to those policies.
6. Users may not deliberately damage or disrupt a network or computer system. System components such as hardware, software, property or facilities shall not be destroyed, modified, or abused.
7. Examples of activities that are prohibited are altering security codes or passwords and introducing computer viruses.

8. No network or computer system will be used to intimidate or harass.
9. Users will not use the network for financial or commercial gain or to advertise, promote or endorse products or personal services.
10. The District will not be responsible for financial obligations or legal infractions arising from unauthorized use of the system.
11. Network resources, information and electronic mail are not guaranteed to be private.
12. State, district, and school monitoring of the system will be conducted to determine if a violation of a law or regulation has occurred. If there is reasonable suspicion that a law or regulation has been violated, an investigation will be conducted.
13. **Hardware**
14. Only authorized individuals will install, service or maintain District-owned hardware.
15. **Software**
16. Only software, which is authorized by the District, may be installed on computer hardware.
17. Only authorized individuals will install software on District-owned hardware.
18. **User Files**
19. Any media (disks, CD-ROM, tape, etc) brought from home must be scanned for viruses and may be used with the permission of the supervising teacher or the network administrator.
20. Users are responsible for backing up their files.
21. **Internet**
22. The primary purpose of providing Internet access to employees is for conducting school business. The purpose of providing Internet access to students is for enhancing classroom instruction.
23. Before a student is allowed to access the Computer Network/Internet, the Statement of
24. Responsibility must be signed by both student and parent. Before an employee is allowed to access the Internet, the employee must sign an Employee Account Agreement.
25. E-mail accounts will be issued to District employees. Students will be issued e-mail accounts as needed for educational purposes.
26. For personal safety, users will not post personal contact information about themselves or other people.
27. All users should observe network etiquette. Users are expected to be polite and use appropriate language. Using vulgar or profane language is not appropriate. Engaging in flaming or spamming is not appropriate.
28. Users are to report any inappropriate material they access to the system administrator. Use of the system to access, store, or distribute obscene, pornographic or inappropriately suggestive material is prohibited. Users are not to share inappropriate materials or their sources with other users.
29. Coordination of the District's wide-area network is under the supervision of the Superintendent or designee.
30. The principal will establish a system that ensures that all school-level employees and students receive instruction in District policies that address computer systems and networks. The principal or designee will also establish a process for the supervision of students using the system and will maintain user agreements.
31. **Penalties for Non-Permitted Activities**
32. Any user who violates this policy and accompanying regulations is subject to loss of network privilege as well as other District disciplinary actions.

RULE 601

4.47– POSSESSION AND USE OF CELL PHONES AND OTHER ELECTRONIC DEVICES

Purpose:

The Lee County Board of Education recognizes that electronic devices, including cell/smartphones, are an integral part of our everyday world, and through instant communication may add to the wellbeing of students. While in general, the Lee County Board of Education acknowledges that electronic devices have value, the Board also recognizes the possibility that

these devices may distract or disrupt an educational environment. Therefore, limited use of student and employee electronic devices will be permitted but must strictly follow the prescribed guidelines.

Statement:

The LCSD offers access to the District's electronic communication system for educational purposes. Our goal is to promote educational excellence in the Lee County School District by providing effective and meaningful classroom instruction and administrative needs while ensuring a safe, ethical, and productive learning environment. With this educational opportunity comes responsibility. It will be the user's responsibility to follow the rules for appropriate use of personal electronic devices.

Definition:

An electronic device is (A) a cell/smartphone, smart watches, a computer, and any other device that is capable of transmitting, receiving, or recording messages, images, sounds, data, or other information by electronic means or that, in appearance, purpose to be a cell phone, computer, or such other device; and (B) a camera, regardless of whether it operates electronically, mechanically, or otherwise and regardless of whether images are recorded by using digital technology, film, light-sensitive plates, or other means. The school is not responsible for loss, damage, or theft of any electronic device, including cell phones brought to school and/or onto district property.

Procedures:

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. Headphones, (corded, blue-tooth, wireless, etc.) cannot be visible during instructional time. As used in this policy, "electronic devices" means anything that can be used to transmit or capture images, sound, or data, including (but not limited to): cell phones, listening devices (headphones, earbuds, blue-tooth headphones, speakers) smart watches, and tablets.

Elementary:

Students are not permitted to possess a cell phone for any reason during the school day. If students bring a phone for after school activities, they are required to immediately turn it in to their classroom teacher or the office (check with your school). They may retrieve their phone at the end of each day. Any student caught violating this policy will have their cell phone confiscated. The school is not responsible for loss, damage, or theft of any electronic device including cell phones brought to school and/or onto district property.

Secondary:

In order to preserve the teaching and learning environment with cell phones and other electronic devices, the following apply:

- Cell phones and other electronic devices may be used for non-educational purposes in the morning before the tardy bell, during lunch, and after school.
- No student cell phones or ear buds, air pods or blue-tooth headphones will be allowed to be in use in classrooms during the school day for any reason.
- Earphones that are wired and plug into a laptop may be used if needed for coursework.
- During class, students may NOT use their phones for calculators, to check the time, music, reading a book, checking their grades or for any other reason. If there is a medical reason to use a cell phone that will be allowed per a 504 IEP, or health plan.
- Cell phones must be turned off at the sound of the tardy bell for each class.
- Cell phones and other electronic devices must be stored in a location that is not visible by staff, and/or other students (For example: purse, backpack, pocket, etc.).
- Students are not allowed to engage in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, or wrongfully obtaining test copies or scores.
- If the cell phone or other electronic device rings, vibrates, and is visible during instruction time, *a staff member has the right to confiscate and turn the device into the main office.*
- The use of a cell phone or other electronic device to photograph or video other students or employees is forbidden on campus and SHALL result in a consequence up to and including expulsion.

- If assigned to In-School Suspension (ISS), the ISS teacher will hold cell phones and electronic devices during the school day.
- The school is not responsible for loss, damage, or theft of any electronic device including cell phones brought to school and/or onto district property.

Student Misuse of a Personal Electronic Device:

Any violation may result in a referral

Any of the above violations can result in consequences ranging from a student conference to Out-of-School Suspension.

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

1. Using the device to take photographs in locker rooms, classrooms or bathrooms;
2. Creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction of oneself or another person.
3. Initiating, recording, and/or promoting violence during school or at school-sponsored events and activities.

Use of an electronic device is permitted to the extent it is approved in a student's individualized education program (IEP) or 504 plan.

RULE 601 CONSEQUENCES

ELEMENTARY CONSEQUENCES

- Conference with Parent and Student (may be phone or in person)
- The cell phone will be confiscated and given back only when the parent comes by to pick it up.
- Multiple forfeiture of the cell phone until the end of the last day of the quarter.

SECONDARY CONSEQUENCES

- **1st offense:** Phone/devices will be confiscated and turned into the front office. The scholar's phone will be returned at the end of the day.
- **2nd offense:** Phone/devices will be confiscated and parents will be contacted to pick up the phone. The phone must remain at home for five (5) days.
- **3rd offense:** Phone/devices will be confiscated and returned to a parent. The phone must remain at home for thirty (30) school days. This does not include weekends or holiday breaks.
- **4th offense:** Phone/devices will be confiscated and returned to a parent. The phone must remain at home for the remainder of the school year.
- **Students who choose not to comply with expectations may be suspended for insubordination.**

Students bringing cellular telephones or electronic devices do so at their own risk. The Lee County District will not assume any liability for any lost, stolen, or damaged cellular telephone **and/or any other electronic devices** in school or in their possession.

PROHIBITED CONDUCT (BOARD POLICY 4.18)

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. Below is a list of prohibited behaviors. This list shall not be all inclusive.

- Disrespect for school employees and failure to comply with their reasonable directions or otherwise demonstrating insubordination
- Assaulting or threatening to assault or physically abusing any student or school employee
- Fighting or threatening to fight any student or school employee

- Possession of any weapon that can reasonably be considered capable of causing bodily harm to another individual
- Possession or use of tobacco in any form on any property owned or leased by any public school
- Intentionally damaging or destroying, school property
- Possession, selling, distributing, or being under the influence of an alcoholic beverage, any illegal drug, or the inappropriate use or sharing of prescription or over the counter drugs, or other intoxicants, or anything represented to be a drug
- Sharing, diverting, transferring, applying to others (such as needles or lancets), or in any way misusing medication or any medical supplies in their possession
- Inappropriate public displays of affection
- Cheating, copying, or claiming another person's work to be his/her own
- Attendance policy violation
- Skipping class
- Excessive tardiness
- Gangs or gang-related activities, including belonging to secret societies of any kind, Gang insignias, clothing, "throwing signs" or other gestures associated with gangs
- Bullying
- Cyber Bullying/Electronic Acts
- Disruptive to the school environment
- Disregard (1) or disrespect (2) for directions of teachers or administrators
- Disregard (1) or disrespect (2) for directions of bus driver, lunch aides, or other authorized school personnel
- Disruption and/or interference with the normal and orderly conduct of school and school-sponsored activities
- Behavior that involves indecent and/or immoral acts. Wagering or any form of gambling
- Stealing or the attempt to steal school property or the property belonging to another individual
- Use of profanity, vulgar language or obscene gestures
- Committing extortion, coercion, blackmail or forcing another person to act through the use of force or threat of force
- Engaging in insults, verbal abuses such as name-calling, ethnic or racial slurs, or using derogatory statements to other students, school personnel, or other individual
- Hazing or aiding in the hazing of another student including subjecting students to indignity, humiliation, intimidation, social or other ostracism, shame, or disgrace
- Sexual harassment
- Use of laser pointers
- Failure to abide by District dress code and/or uniform policy
- Engaging in (1) terroristic threatening or bomb threats
- Threatening to fight another student or any other individual.
- 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.
- Violation of District Computer policy/procedures.
- Testing Violation.

The School District reserves the right to establish rules in addition to those listed above and to punish those who are guilty of their violation.

Punishment may include detention study hall, suspension, expulsion, or referral to the police. Any of these disciplinary actions may occur on the first offense or any subsequent offense depending upon the nature of the situation and the age of the student involved in the situation. *Act 888 of 1995* requires principals to report to the police crimes committed by students on school campuses or while under school supervision.

PUBLIC DISPLAY OF AFFECTION

Being overly affectionate in school is not in good taste and will not be allowed. The Lee County School District recognizes that genuine feelings of affection may exist between students. However, students should refrain from inappropriate, intimate behaviors on campus or at school related events & activities. Students are expected to show good taste and conduct themselves as ladies and gentlemen at all times. The limit for affection shown on the Lee County School District campuses is that of holding hands.

Lewd and/or inappropriate Public Displays of Affection such as kissing, touching, etc. will not be tolerated and will result in a parent meeting and possible suspension if inappropriate behavior continues after being warned. The expression of feelings of affection toward others is a personal concern between two individuals and not of others surrounding them. Therefore, good taste and respect for others is the guideline for appropriate behavior.

Exemptions

Students that are new to the district after Labor Day will be allowed a grace period to comply. Parents or legal guardians who object to the policy based on religious grounds must present to the building principal a signed letter detailing the reason for the objection. The parents or legal guardians and the building principal will meet to discuss.

SEARCH, SEIZURE AND INTERROGATION (BOARD POLICY- 4.32)

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

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

The Superintendent, principals, and their designees may request the assistance of law enforcement officials to help conduct searches. Such searches may include the use of specially trained dogs. A school official of the same sex shall conduct personal searches with an adult witness of the same sex present.

State Law requires that Department of Human Services employees, local law enforcement, or agents of the Crimes Against Children Division of the 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. Other questioning of students by non-school personnel shall be granted only with a court order directing such questioning, with permission of the parents of a student (or the student if above eighteen [18] years of age), or in response to a subpoena or arrest warrant.

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

In instances other than those related to cases of suspected child abuse, principals must release a student to either a police officer who presents a subpoena for the student, or a warrant for arrest, or to an agent of state social services or an agent of a court with jurisdiction over a child with a court order signed by a judge. Upon release of the student, the principal or designee shall give the student's parent, legal guardian, or other person having lawful control by court order, or person acting in loco parentis notice that the student has been taken into custody by law enforcement personnel or a state's social services agency.

If the principal or designee is unable to reach the parent, he or she shall make a reasonable, good faith effort to get a message to the parent to call the principal or designee, and leave both a day and an after- hours telephone number. Board Policy was amended to include scanning procedures (October 21, 2021).

STUDENT SEXUAL HARASSMENT (BOARD POLICY 4.27)

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

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

"Sexual harassment" means conduct that is:

Of a sexual nature, including, but not limited to:

- Sexual advances;
- Requests for sexual favors;
- Sexual violence; or
- Other personally offensive verbal, visual, or physical conduct of a sexual nature;
- Unwelcome; and denies or limits a student's ability to participate in or benefit from any of the District's educational programs or activities through any or all of the following methods: Submission to the conduct is made, either explicitly or implicitly, a term or condition of an individual's education; Submission to, or rejection of, such conduct by an individual is used as the basis for academic decisions affecting that individual; and/or such conduct has the purpose or effect of substantially interfering with an individual's academic performance or creates an intimidating, hostile, or offensive academic environment.

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

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

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

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

- Discussions of sexual experiences;
- Rating other students as to sexual activity or performance;
- Circulating or showing 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 student self-identifies as homosexual or transgender.

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

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

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

Following the completion of an investigation of a complaint, the District will inform the parents/legal guardian/other responsible adult of the student, or the student if over the age of eighteen (18), who filed the complaint: The final determination of the investigation; Remedies the District will make available to the student; and the sanctions, if any, imposed on the alleged harasser relevant to the student.

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

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

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

STUDENT BEHAVIOR

The main purpose of school is for student learning. This can best be accomplished in a setting free from distractions, conflicts, and intimidation. When students display unacceptable behavior, teachers, administrators, and other school personnel have the responsibility to correct student misbehavior. Student cooperation in knowing and in following school policies and procedures is essential in establishing an atmosphere where learning can take place. While it is hoped students will understand the need for school rules, students are expected to accept responsibility for their actions and to recognize actions have consequences.

STUDENT DRESS AND GROOMING

One area we need to continually highlight is dress code. Please help us to teach students about appropriate workplace attire. School is a student's workplace, and as such, there are expectations for appearance. We

hope to teach students the value of dressing appropriately for time and location, which is a valuable post-secondary skill. Highlights of the district-approved guidelines for student attire include:

Students may wear personal clothing following the guidelines listed below.

- Open-toed shoes, sandals, and slides are prohibited. Crocs or UGGs may be worn with back straps. Socks are required.
- Pajamas and blankets are prohibited.
- Clothing must be worn so it covers underwear, as well as the back, midriff, chest and buttocks.
- All tops must have sleeves and the top should cover the chest, back and stomach.
- Half shirts, undershirts, see through or mesh shirts, tube tops, or any tops without a back will not be allowed.
- Skirts and shorts must be of appropriate length (no shorter than mid-thigh all the way around the leg; dollar width) while standing, sitting, and walking. This length also applies to tears/rips in pants.
- Yoga pants, leggings, jeggings and any spandex or skin tight garment shall be covered by a garment that provides a minimum coverage past the hips-both front and back.
- Sunglasses, along with hats, du-rags, hoods, curlers, picks, bandanas, and combs worn are prohibited.
- Clothing that promotes alcohol, drugs, weapons, tobacco, sexuality, or profanity is prohibited, as well as clothing that promotes a discriminatory or derogatory message.
- Any clothing, signs, attire, or paraphernalia which are identified by site administration as being “**gang related**” or which cause rival gangs to be openly hostile to each other or create an atmosphere of intimidation on campus are prohibited. Examples are:
 - bandannas, jewelry, accessory, or manner of grooming which, by virtue of its color, arrangement, trademark, symbol, or any other attribute which indicates or implies membership or affiliation with such a group.
- The school principal will determine the dress code for special events such as graduation, prom, dances, etc.
- All virtual students must be dressed appropriately following the district dress code policy.
- The school principal will have final determination of what is deemed inappropriate.

NOTE: All people who appear on the class video stream must be fully dressed (including family members).

If in the judgment of the administration, a student’s attire is a health hazard or a distraction to the educational atmosphere of the school, the student may be sent home to make proper adjustments before returning to school. Disciplinary action, unexcused, or unexcused tardy may occur when in violation of the established dress code.

STUDENT VEHICLES

Students who have presented a valid driver’s license and proof of insurance to the appropriate office personnel may drive their vehicles to school. Students will be charged for a parking permit. Additional cost shall be added in the event of parking citations. Vehicles driven to school shall be parked in the area designated for student parking. Parking on school property is a privilege which may be denied to a student for any disciplinary violation, at the discretion of the student’s building principal. Students are not permitted to loiter in parking areas and are not to return to their vehicles during the school day for any reason unless given permission to do so by school personnel.

It is understood that there is no expectation of privacy in vehicles in parking areas. Drivers of vehicles parked on a school campus will be held accountable for illegal substances or any other item prohibited by District policy found in their vehicle. The act of a student parking a vehicle on campus is a grant of permission for school or law enforcement authorities to search that vehicle.

Students ages 14 and older are permitted to ride motorcycles to school. The school cannot be responsible for stolen property or damage to vehicles.

SUSPENSION FROM SCHOOL (BOARD POLICY- 4.30)

Students who are not present at school cannot benefit from the educational opportunities the school environment affords. Administrators, therefore, shall strive to find ways to keep students in school as participants in the educational process.

There are instances, however, when the needs of the other students or the interests of the orderly learning environment require the removal of a student from school. The Board authorizes school principals or their designees to suspend students for disciplinary reasons for a period of time not to exceed ten (10) school days, including the day upon which the suspension is imposed. The suspension may be in school or out of school. Students are responsible for their conduct that occurs:

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

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

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

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

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

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

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

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

TESTING OFFENSE

Possession of an electronic device during state required test administration is a serious testing violation. Any incident that occurs during state test administration will be treated with the most severe of disciplinary actions, and is at the discretion of the LCSD administration.

TOBACCO AND TOBACCO PRODUCTS (BOARD POLICY- 4.23)

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

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

WEAPONS AND DANGEROUS INSTRUMENTS (BOARD POLICY- 4.22)

"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;
- Nun-chucks;
- Pepper spray, mace, or other noxious spray;
- Explosive;
- Taser or other instrument that uses electrical current to cause neuromuscular incapacitation; or
- Any other instrument or substance capable of causing bodily harm.

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

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

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

grounds for disciplinary action against the student as otherwise provided for in this policy.

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

Parents or legal guardians of students expelled under this policy shall be given a copy of the current laws regarding the possibility of parental responsibility for allowing a child to possess a firearm on school property.²

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

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

This requirement applies even in the instances where the district exercised its option to modify the expulsion requirement on a case-by-case basis. The DOE Guidance on the Gun Free Schools Act prohibits the use of the case-by-case option to avoid “over-all compliance with the one-year expulsion requirement. In order to modify the expulsion recommendation, the superintendent must provide a written explanation behind the modification under the Federal law.

The statute that specifies the parents’ penalties is A.C.A. § 5-27-210, but it is also helpful to have A.C.A. § 5-4-201 and A.C.A. § 5-4-401 available which spell out the fines and possible imprisonment for a class B misdemeanor offense.

TRANSPORTATION

BUS CONDUCT

Because of safety considerations on school buses and at bus stops, students shall be required to conduct themselves in a manner consistent with established standards for behavior. Video cameras may be used to record student behavior on the buses.

When a student does not conduct himself/herself properly on a school bus or at a bus stop, such instances shall be brought to the attention of the building principal by the bus driver.

The building principal shall inform the parents immediately of the misconduct and seek their cooperation in controlling the student’s behavior. The principal shall discipline guilty students as deemed appropriate. In an emergency situation, the Director or Supervisor of Transportation may suspend a student from riding the bus the next morning after a student’s misbehavior.

A student who becomes a serious disciplinary problem on the school bus may have transportation privileges suspended or terminated. In such cases, the parents of the students involved shall become responsible for seeing that their children get to and from school. A bus suspension or termination prohibits him/her from riding another Lee County School District bus.

STUDENT TRANSPORTATION REGULATIONS

The purpose of the Student Transportation Regulations for the Lee County School District is to provide the safest, most efficient transportation possible for students. Student Transportation is the responsibility of the entire community and requires the cooperation of all students, parents, school personnel, and citizens who drive on the streets in the presence of the school buses. Students and parents are asked to read these regulations

carefully. They must be followed if we are to provide safe, efficient transportation for the students of this District.

Disciplinary Actions

Violation of the below regulations may result in the following disciplinary actions:

- 1st offense ☐ written warning
- 2nd offense ☐ conference with parent (Failure of the parent to attend the conference may or may not result in bus suspension.)
- 3rd offense ☐ bus suspension for three (3) to five (5) days
- 4th offense ☐ bus suspension for six (6) to ten (10) days

Fighting on the bus or at the bus stop may result in a bus suspension for the remainder of the school year.

If you break any safety regulation, you may be automatically suspended from the bus.

Meeting the Bus

- Be at the bus stop ten (10) minutes before the bus is scheduled to arrive. Do not arrive earlier than ten (10) minutes beforehand.
- If you must cross the road or highway to enter the bus, try always to be on the right side of the road waiting for the bus.
- If you should arrive at the stop just as the bus approaches the stop, wait until the bus has come to a complete stop and the driver has signaled for you to cross in front of the bus (unless the driver directs you differently).
- Respect the property rights of others while waiting for the bus.
- Do not litter or make unnecessary noise.
- Do not gather under carports, on porches, or on lawns without permission.
- Stand back at least ten (10) feet from the bus stop and do not approach the bus until it has come to a complete stop and the door is opened.
- If you miss the bus, do not walk or ride another bus to school. Once the bus leaves the bus stop, it will not load or unload students until the next designated stop. Do not try to stop the bus after it leaves the bus stop; you will be endangering the other students, the driver, and
- people in cars. The driver will report this to the principal and the supervisor of transportation. They will decide the appropriate disciplinary action, which may include suspension from the bus for the school year. You may have to walk to school or find some other way to get to school every day.

Entering and Leaving the Bus

Unauthorized entry of a school bus is a violation of Arkansas State Law, Act 247 of 2005.

- Students will board and depart the bus only at their assigned stops, enter and leave the bus in an orderly manner.
- Do not enter or leave the school bus by the back door except in the case of an emergency or unless directed to do so by the driver.
- If you must cross the road after leaving the bus, go to a point on the shoulder of the road ten (10) feet in front of the bus. Cross the road only after the driver or the crossing guard has signaled you to do so.
- If you drop any object (book, paper, pencil) while leaving the bus, do not attempt to retrieve the object until the bus has left the scene and the street is clear of other vehicles.
- The LCSD is not required to provide transportation to daycare centers, non-district programs, after school programs, Community Centers, Boy's and Girl's Clubs, or other sites
- arranged by the parents of students who do not have an IEP. The Director of Transportation may establish courtesy stops near these areas to assist parents and

students, but the bus driver does not have any responsibility to see that the child actually enters the center and/or is received by an employee or care-giver at the center. On the days that these programs are closed, the bus will make the designated stop as there may be students utilizing that stop, or parents may have made arrangements to meet the bus there. However, parents are responsible for knowing the schedule and making alternative arrangements for their children on those days.

Riding the Bus

- Ride only the bus to which you are assigned. **You are not allowed to ride a different bus except in an emergency.** Permission must be secured in advance from the school principal and/or the director of transportation.
- Visitors are not allowed to ride the bus except in an emergency. Permission must be secured from the school principal and/or supervisor of transportation. Permission will only be granted by the principal and/or supervisor of transportation to adults that are registered volunteers with Lee County School District.
- Do not take anything on the bus that could be used as a weapon such as a knife, firearm, sharp object, or a club.
- The use of electronic devices such as cell phones, beepers, cameras, ipods, etc. are not allowed to be used on school buses when the bus is engaged in the daily transporting of students to and from school and home. When the bus is engaged in transporting students for
- extra-curricular events, or on home delivery buses following practices or extra-curricular events, these items may be used if approved by the sponsor/coach riding on the bus or the bus driver. Violation of this rule will be reported by the bus driver to the building administrator on appropriate disciplinary referral forms and be dealt with like any other bus offense.
- Pets or other animals are never allowed on a school bus.
- Sit down before the bus starts moving. Stay in your seat while the bus is moving. Sit in your assigned seat. (*Act 1744 of 2001*) As many as three (3) students may be assigned to each seat. You will probably have to share your seat with others.
- Follow the directions of the driver. Students are under his/her supervision. The driver will submit a written report of all violations to the school principal.
- Do not tamper with any of the safety devices on the bus ☐ door latches, fire extinguishers, warning triangles, etc.
- Keep your arms, legs, feet, books, lunches, coats, and other personal belongings within the seating area. Items should not be out the windows or in the aisle.
- Do not write on the bus or damage the seats.
- Do not throw paper, food, or other objects on the floor of the bus.
- Do not eat or smoke on the bus.
- Do not ask the driver to let you off the bus at any place except your regular bus stop.
- Do not distract the attention of the driver.
- Do not disturb the other riders, keep your hands to yourself, leave other students alone, and be reasonably quiet to ensure the safety of everyone.
- **Emergency Evacuation Procedures**
- In an emergency, students should remain calm and quiet and listen for instructions from the bus driver as follows. If the driver is unable to conduct emergency measures, the students should follow the procedures below in leaving the bus:
 - If the exit is through the front door, students sitting in the front seat to the left of the aisle will move out first, followed by those in the right front seat proceeding in this manner until all seats are emptied.
 - If the exit is through the rear emergency door, those students sitting next to the aisle shall leave first, beginning with those students in the rear of the

bus.

- If a rapid exit is necessary, and it is possible to exit from both doors, students in the rear half of the bus should move out the back door, and those in the front half should move out the front door.
- In the event of an accident resulting in injury, persons injured should, if possible, be moved only under competent medical supervision.
- If the bus should be overturned, students should evacuate through windows or through either door.
- Upon leaving the bus, in an emergency exit, students are to move immediately off the roadway to a safe distance from traffic. They should not cross the road unless instructed by the driver.
- In the event of a tornado or other natural disaster, students should follow the instructions of the bus driver regarding emergency procedures.
- Students **SHALL** be assigned seats.
- Use common sense to protect the safety of everyone at all times.
- These regulations are not intended to cover all of the situations that might arise while riding the bus. The principal or the driver may find it necessary to interpret these regulations in regard to his or her own bus needs.

OTHER

DELIVERIES

No deliveries to students are accepted on any campus. This causes disruption of school and will not be allowed, example: balloons, gifts or food.

DISTRICT WEBSITE

The Lee County 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 web site by establishing guidelines for their construction and operation.

The Lee County School District web site 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 web site shall not use "cookies" to collect or retain identifying information about visitors to its web site 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. All pages on the District's web site may contain advertising and links only to educational sources.

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. Photos along with the student's name shall only be posted on web pages after receiving written permission from the student or their parents if the student is under the age of 18.

The District's web server shall host the Lee County Rock School District's website. No web page on the District web site may contain public message boards or chat rooms. All web pages on the District web site shall be constructed to download in a reasonable length of time.

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.

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 Lee County School District.

- 1) Included on the District's web site shall be:
 - 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
 - h. pay amounts;
 - i. Current contract information (not including social security numbers, telephone numbers,
 - j. personal addresses or signatures) for all district employees;
 - k. The district's annual budget;
 - l. The annual statistical report of the district;
 - m. The district's personnel policies.

The information and data required in 9) above shall be the actual data for the previous two school years and the projected data for the current school-year.

EMERGENCY DRILLS

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

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

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

LOST AND FOUND

Students are encouraged to label all belongings. Lost and found items will be kept in a designated area. Unclaimed items will be discarded periodically.

PARTIES & GIFT DELIVERIES

All school parties are scheduled by the school. There are only a few occasions that schools hold parties during the school day. These days and criteria to follow shall be shared by the school. At no time is it acceptable to deliver or have delivered balloons or gifts to the school for students.

PRIVACY OF STUDENTS RECORDS/ DIRECTORY INFORMATION

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

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

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

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

For the purposes of this policy a school official has a legitimate educational interest if the official needs to review an education record 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 Lee County 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 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:

Family Policy Compliance Office

U.S. Department of Education 400 Maryland Avenue, SW
Washington, DC 20202

RELIGION IN SCHOOLS

It is the 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 discussions shall be so that they are objective and academically informational and do not advocate any particular form of religious practice.

Instructional activities in the schools 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 so that the educational process is not disrupted.

WORK PERMITS

ACT 675 of 2003 requires students in grades 9-12 to attend a full school day. Enrollment and attendance to vocational-educational training courses, college courses, and school work programs may be used to satisfy the requirement for attending a full school day. Leaving school early with a work permit is no longer allowed.

ASBESTOS HAZARD RESPONSE ACT

The Lee County School District adheres to the requirements of the Asbestos Hazard Response Act of 1987. Copies of information concerning asbestos in Lee County School District buildings can be found in records at the District administrative offices located at 2700

N. Poplar Street, or in the principal's office at any school in the District. The information includes the location, removal plan and the management of asbestos found in buildings in the Lee County School District.

ARKANSAS SCHOOL LAW GOVERNING SCHOOL ATTENDANCE

The public schools of any school district in this state shall be open and free through completion of the secondary program to all persons in this state between the ages of five (5) and twenty-one (21) years whose parents, legal guardians, or other persons having lawful control of the person under an order of a court reside within the school district and to all persons between those ages who have been legally transferred to the district for education purposes.

6-18-207. Minimum age for enrollment in public school.

(a) (1) (A) For the 2009-2010 school year, students may enter kindergarten in the public schools of this state if they will attain the age of five (5) years on or before September 1, 2009.

For the 2010-2011 school year, students may enter kindergarten in the public schools of this state if they will attain the age of five (5) years on or before August 15, 2010.

For the 2011-2012 school year and afterwards, students may enter kindergarten in the public schools of this state if they will attain the age of five (5) years 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, who will become five (5) years old during the year in which he or she is enrolled in kindergarten, and who

meets the basic residency requirement for school attendance may be enrolled in kindergarten upon written request to the school district.

(3)(A) Notwithstanding the age requirements in subdivision (a)(1) of this section, a public school or public school district shall allow a child to enroll in kindergarten if the child:

Was enrolled in a state-approved prekindergarten program during the 2008-2009 school year;

Attended a state-approved prekindergarten program for at least one hundred (100) days during the 2008-2009 school year and each subsequent year in which he or she has been enrolled in a state-approved prekindergarten program; and

Will be at least five (5) years of age no later than September 15 during the year in which he or she enrolls in kindergarten.

(B) As used in this subdivision (a)(3), "state-approved prekindergarten program" means a prekindergarten program that is accredited and quality-approved by the Department of Human Services Division of Child Care and Early Childhood Education.

(1) Any child may enter the first grade in the public schools of this state 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 this state.

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 enrolled pursuant to § 6-18-201(f).

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 six (6) years of age during the school year in which the child is enrolled in grade one (1), and who meets the basic residency requirement for school attendance may be enrolled in the first grade.

ARKANSAS LAW (Act 567 of 2001)

AN ACT MAKING THE ACT OF COMMUNICATING A FALSE ALARM TO AN EDUCATIONAL INSTITUTION A CLASS D FELONY

Section 1, Arkansas Code 5-71-210 is amended to read as follows:

5-71-210. Communicating a false alarm.

A person commits the offense of communicating a false alarm if the person purposely initiates or circulates a report of a present, past, or impending bombing, fire, offense, catastrophe, or other emergency knowing that the report is false or baseless and knowing that it is likely: to cause action of any sort by an official or volunteer agency organized to deal with emergencies; or to place any person in fear of physical injury to himself or herself or another person or of damage to his or her property or that of another person; or to cause total or partial evacuation of any occupiable structure, vehicle, or vital public facility.

(b)(1) Communicating a false alarm is a Class D felony if: physical injury to a person results; or the false alarm communicates a present or impending bombing and is made to or about a public or private educational institution.

(B)(2) Otherwise, communicating a false alarm is a Class A misdemeanor.

ARKANSAS LAW ESTABLISHING THE OFFENSE OF COMMUNICATING A DEATH THREAT CONCERNING A SCHOOL EMPLOYEE OR STUDENT (Act 1046 OF 2001)

Section 1. (a) A person commits the offense of communicating a death threat concerning a school employee or student if: the person communicates to any other person a threat to cause the death of a school employee or student; the threat involves the use of a firearm or other deadly weapon; a reasonable person would believe the person making the threat intends to carry out the threat; the person making the threat purposely engaged in conduct that constitutes a substantial step in a course of conduct intended to culminate in the commission of the threatened act; there is a close temporal relationship between the threatened act and the substantial step conduct is not substantial step under this section unless it is strongly

corroborative of the person's criminal purpose. Communicating a death threat concerning a school employee or student is a Class D felony.

Section 2. For purpose of this act, "school" means any:
Elementary, junior high, or high school;
Technical institute or post-secondary vocational-technical school; or
Two (2) or (4) year college or university.

PROGRAMS FOR STUDENTS WITH DISABILITIES UNDER SECTION 504 OF THE REHABILITATION ACT OF 1973

Section 504 of the Rehabilitation Act of 1973 prohibits discrimination against persons with a disability in any program receiving federal financial assistance. *Section 504* defines a person with a disability as anyone who has a mental or physical impairment which substantially limits one or more major life activities such as caring for oneself, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning and working; has a record of such impairment; or is regarded as having such an impairment.

The Lee County School District acknowledges its responsibility under *Section 504* to avoid discrimination in policies and practices regarding its personnel and students. No discrimination against any person with a disability shall knowingly be permitted in any program or practice in the school district.

Under *Section 504*, the school district has the responsibility to identify, evaluate, and if the student is determined to be eligible under *Section 504*, to afford access to appropriate educational services.

Students may be eligible for services under the provisions of *Section 504* even though they do not require services pursuant to the *Individuals with Disabilities Education Act (IDEA) Amendments of 1997, P.L. 105-17*. Students who are identified as individuals with disabilities according to IDEA criteria are not addressed under this policy.

If the parent/guardian disagrees with the determination made by the professional staff for the school district, he/she has a right to a hearing with an impartial hearing officer.

POLICIES

Location and Notification (Child Find)

The district will undertake to identify and locate every qualified disabled person residing in this district's jurisdiction who is not receiving a public education and will take disabled students and their parents off the district's obligation for child find. Free Appropriate Public Education

The district recognizes its responsibilities to provide a free appropriate education to its students who meet eligibility qualifications under *Section 504*. FAPE is defined as the provision of regular or special education that is modified or specially designed to meet individual education needs of disabled students as adequately as the needs of non-disabled students are met.

The district ensures that the provision of educational and related services is without cost to the disabled student or his/her parents/guardian, except those reasonable fees imposed on non-disabled students or their parents/guardian. This includes the cost of services or programs used to provide FAPE.

The district ensures that adequate transportation to and from a program it places a disabled student in or refers to is provided at no greater cost than would be incurred by the student or his/her parents/guardians if placed in a program operated by the district.

The district ensures that placement in a public or private residential program in order to provide free appropriate education because of his/her disability will be provided at no cost to the students or his/her parents/guardians.

If a disabled student is unilaterally placed in a private school program by his/her parents/guardians, the district is not required to pay any costs of the private school placement if the district has made a free appropriate education available to the student.

The district ensures the availability of due process for resolving disagreements regarding its proposed program availability and financial responsibility. The district assures full compliance with *Section 504* regulations.

Educational Setting

Academic- The district enabled student is:

educated with persons who are non-disabled to the maximum extent appropriate to his/her needs;
placed in the regular educational environment, unless with the use of supplementary aids and services his/her education cannot be achieved satisfactorily; and
placed in consideration of the proximity of the student's home when placement is necessary in an alternate setting other than the regular educational environment.

Nonacademic the district ensures that disabled students participate with nondisabled students in nonacademic and extracurricular services and activities to the maximum extent appropriate to the needs of the disabled student.

Comparable Facilities- The district ensures that facilities it operates that serve disabled students and the activities and services provided therein are comparable to facilities provided for nondisabled students.

Evaluation and Placement

Pre-placement Evaluation. The district ensures that upon referral an appropriate evaluation will be conducted. Evaluation data will support the need for regular class modifications, be required prior to considering initial placement in special education, and/or provide a basis for any subsequent significant change in placement.

Evaluation Procedures- The district ensures use of established standards and procedures for the evaluation and placement of disabled students who need or are believed to need special education or related services.

Such standards and procedures shall insure that:

Tests and other evaluation materials have been validated for the specific purpose for which they are used and are administered by trained personnel in conformance with the instructions provided by their producer;

Tests and other evaluation materials include those tailored to assess specific areas of educational need and not merely those which are designed to provide a single general intelligence quotient; and ensure that placement decisions are individually determined and conform with educational settings in regular programs to the maximum extent appropriate.

Reevaluation- The district ensures that its evaluation procedures include appropriate reevaluation, at least every three years, of students who have been provided special education and related services.

Procedural Safeguards

The district ensures the establishment and implementation of a system of procedural safeguards to eligible disabled students who need special instruction or related services prior to action regarding their identification, evaluation or educational placement. Such a system of procedural safeguards shall include: notice, opportunity for parents or guardians of the student to examine relevant records, impartial hearing with opportunity for participation by the students, parents/guardian and representation by counsel, and a review procedure.

Non Academic Services

The district ensures that disabled students are afforded an equal opportunity for participation in nonacademic and extracurricular services and activities it provides for nondisabled students.

(Nonacademic and extracurricular activities may include counseling services, recreational activities, transportation, health services, referrals to support agencies, vocational services, support, or referrals, etc.)

Counseling Services.

The district ensures that personal, academic, or vocational counseling, guidance, or placement services provided to its students shall be provided without discrimination on the basis of disability and are not more restrictive in nature for disabled students than those provided nondisabled students.

Physical Education and Athletics. The district ensures that qualified disabled students have an equal opportunity for participation in physical education, athletics, and similar programs and activities. The district ensures that when separate or different physical education and athletic activities are offered to disabled students they will be comparable to those offered to

nondisabled students.

The district further ensures that qualified disabled students will not be denied the opportunity to compete for teams or to participate in courses that are not separate or different.

Discipline of Handicapped Students

After removing a student for more than 10 school days in a school year, the District will convene a meeting of the student's 504 committee to address behavior.

SECTION 504 GRIEVANCE PROCEDURES

General

If any person believes that the Lee County School District or any of the District's staff has inadequately applied the principles and/or regulations of *Section 504 of the Rehabilitation Act of 1973*, he/she may bring forward a complaint, which shall be referred to as a

grievance. The complainant may file a complaint with the Office for Civil Rights (OCR) at any time before, during or after the local grievance procedure. The following steps outline the grievance procedures:

Step 1: The person who believes he/she has a valid basis for grievance shall discuss the grievance informally and on a verbal basis with the local administration/504 Coordinator, who shall in turn investigate and answer the complaint within ten working days. The local administration shall maintain a signed, dated, written record of the complaint and resolution.

Step 2: If the complainant wishes to appeal the local decision, he/she may request a statement of appeal to the office of the district 504 Coordinator. The local administration shall give the complainant a "504 Grievance Filing Form" upon request or upon disagreement with the local decision. The appeal to the district 504 Coordinator must be written and must clearly address the specifics of the complaint. The complaint should be filed within fifteen days of the final ruling of the local administration.

Step 3: The district 504 Coordinator, or designee, shall contact the grievant within ten days of receipt of written complaint to schedule a meeting. The 504 Coordinator/Designee shall meet with all parties involved, formulate a conclusion, and give a written response within ten working days of the meeting. The written decision will be filed and a copy sent to the parent, local administrator, and the Superintendent.

Step 4: If the complaint remains unsatisfied, he/she has the following options available:

1. Submit in written request for an impartial due process hearing. (A short, signed, dated statement will be a sufficient request.)
2. Contact or file a grievance with: The
Office for Civil Rights
Dallas Regional Office

1999 Bryan, Suite 2600
Dallas, Texas 75201
Telephone: (214) 661-9600
Fax: (214) 661-9587
TDD: (877) 521-2172
Email: OCR.Dallas@ed.gov

- A. Take legal action through the appropriate level of federal court.

4.13 PRIVACY OF STUDENTS RECORDS/ DIRECTORY INFORMATION

Except when a court order regarding a student has been presented to the district to the contrary, all students' education

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

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

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

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

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

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

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

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

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

For purposes of this policy, the Lee County 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,⁵ 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.⁶

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.

4.48—VIDEO SURVEILLANCE AND OTHER STUDENT MONITORING

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

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

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

The district shall retain copies of video recordings until they are erased which may be accomplished by either deletion or copying over with a new recording. Other than video recordings being retained under the provisions of this policy's following paragraph, the district's video recordings may be erased any time greater than 15 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;² 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.

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5.19A INTERSCHOLASTIC ATHLETICS

The Board of Education believes that individual students shall have opportunities to grow physically and intellectually through their experiences in self-discipline and their contribution to team effort made possible through competitive interscholastic athletics.

Interscholastic athletic competition for secondary school students will be provided in a variety of sports. Decisions regarding specific sports will be determined in consideration of the rules of the Arkansas Activities Association, availability of team sports in other AAAAA schools in the region, student interest and available resources. Students will be allowed to participate in individual sports on the basis of their physical condition and desire. Qualified staff will be provided for coaching and for the supervision of all athletic events.

The purpose of interscholastic athletic participation is both educational and recreational. The athletic program should encourage participation by as many male and female students as possible and should be conducted with the best interest of the participants as the primary consideration.

In addition to the numerous benefits for the personal development provided for participants, a well-organized and implemented interscholastic athletic program can serve as a positive influence on the morale of all students in the school, as well as for the entire community.

The interscholastic athletic programs of the District will be organized in consideration of the following general guidelines:

1. The athletic program is an integral part of the high school or middle school

- curriculum and comes under the authority of the building principals to the same degree as all other school programs;
2. The Director of Athletics shall be responsible for coordinating athletic programs in cooperation with the principal;
 3. All high school and middle schools shall be members of the Arkansas Activities Association. Interscholastic athletic competition shall be conducted in accordance with
 4. the rules and regulations promulgated by the Arkansas Activities Association, consistent with the philosophy of that Association and the National Federation of State High School
 5. Associations. Eligibility, transfers rules and other AAA guidelines shall be used to ensure fairness and equity;
 6. No student may practice or compete with any interscholastic athletic team until he or she has been examined and cleared for participation by a physician and written consent has been obtained from the parent/guardian on forms provided for that purpose;
 7. Secondary insurance against accident or injury will be provided for students participating in interscholastic athletics.
 8. Additional catastrophic coverage shall be provided by membership in the Arkansas Activities
 9. Association;
 10. Practice and competition for interscholastic athletics shall be scheduled so as to minimize interference with the academic program of each school. Each principal shall monitor athletic activities in order to avoid excessive encroachment upon other school activities;
 11. Academic eligibility for participation in interscholastic athletics shall be governed by rules of the Arkansas Activities Association, the Arkansas Department of Education and any other applicable rules adopted by the local Board of Education;
 12. Standards of conduct for interscholastic athletic participants shall be the responsibility of each coach or sponsor under the direct supervision of the Director of Athletics and school principal. No student shall compete while under suspension from classes; and
 13. Each principal or coach shall emphasize high standards of sportsmanship in order to maximize the teaching opportunities which athletics provide.

5.19 EXTRACURRICULAR ACTIVITIES / FIELD TRIPS

The Board of Education believes that student activities sponsored by the Lee County School District are a vital part of the total educational program and should be used as a means of developing wholesome attitudes and good human relations, as well as knowledge and skills. The Board further recognizes that not all of the District's goals and objectives can be met in a formal classroom study; therefore, the District's extracurricular programs will provide opportunities for student participation in activities designed to meet their leisure, recreational, social, and emotional interests and needs. These activities will provide for

individual, small group, and/or student body participation. 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. Field trips are defined as a school-sponsored activity, involving individual students or groups of students, who are traveling off school grounds during school hours, for purposes of curriculum-related events, celebratory and/or cultural exposure activities. Examples include, but are not limited to, interscholastic athletics, cheerleading, band, choral, math, or science competitions, intramural sports, spirit groups, field trips and club activities.

The following are examples of activities governed by this policy:

- Student government and its related activities and organizations
- Musical festivals or contest, speech contest, debates or drama activities
- Organized activities which are part of intramural or interscholastic athletics
- All types of interscholastic competition
- Special interest clubs or service organizations
- Field trips during regular classes

A student's participation in, and the District's operation of, extracurricular activities shall be subject to the following criteria: any K-12 student is eligible for, or may participate in, extracurricular activities, including field trips, unless excluded for disciplinary or attendance reasons or for failure to meet designated activity qualifications. The Board further believes that any program of student activities should be governed by the following guidelines:

1. Although student participation is on a voluntary basis, all students should be encouraged to participate in one or more student activities in order to realize the benefits of involvement and participation;
2. Student participation will be based upon interest and qualifications without regard to race, sex, religion, disability or national origin;
3. Financial support for student activities will be provided utilizing the resources which may include fund raising, parent organization, gate receipts, or to other available resources; and
4. Participation in student activity programs is designed to develop a sense of involvement, pride, responsibility and teamwork consistent with the mission of the Lee County School District.
5. Interruptions of instructional time in the classroom are to be minimal; thus, student activities will be scheduled so as to minimize interference with the academic program of each school. Each
6. The principal will monitor student activities in order to avoid excessive encroachment upon instructional time.
7. Written notice will be sent out to each student's home at the beginning of each semester outlining these guidelines and the availability of financial support.

Responsibility for oversight of student activities will rest with the superintendent of schools and other administrative and teaching personnel who are assigned to coordinate the various programs. The director of athletics will provide District-level coordination in cooperation with building principals with regard to allocation of resources, scheduling and administrative policy application.

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 certification in the course, and has a course content guide which has been approved by the Arkansas Department of Education.

Any of the courses for which concurrent high school credit is earned may be from an institution of higher education recognized by the Arkansas Department of Education. 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.

Supplemental Improvement Program is an additional instructional opportunity for identified students outside of their regular classroom and meets the criteria outlined in the current Arkansas Activities Association Handbook.

ACADEMIC REQUIREMENTS: Middle School

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, three (3) of which shall be in the core curriculum areas specified by the Arkansas Department of Education's Standards of Accreditation of Arkansas Public Schools.

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, three (3) of which shall be in the core curriculum areas specified by the Arkansas Department of Education's Standards of Accreditation of Arkansas Public Schools.

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 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 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 a supplemental instruction program to maintain their competitive interscholastic extracurricular eligibility.

STUDENTS WITH AN INDIVIDUAL EDUCATION PROGRAM

In order to be considered eligible to participate in competitive interscholastic activities, students with disabilities must pass at least four (4) courses per semester as required by their individual education program (IEP).

ARKANSAS ACTIVITIES ASSOCIATION

In addition to the foregoing rules, the district shall abide by the rules and regulations of the Arkansas Activities Association (AAA) governing interscholastic activities.

** State Board of Education Standards for Accreditation 10.05 require a policy that "shall limit and control interruptions of instructional time in the classroom and the number of absences for such activities." You could replace one per week per extracurricular activity with a specific number of days per semester that could also allow the student to "bank" or accumulate days in anticipation of a major event.*

NOTE: *The standards as outlined above are minimum standards and can be raised locally if desired. If your district does not offer a Supplemental Instruction Program (SIP), delete the references to it in your policy. The State Board has given the Arkansas Activities Association the responsibility and authority to administer the SIP. Their standards allow a student to participate in an SIP for a maximum of two consecutive semesters and require the student to improve his/her GPA by at least 10% by the end of the first semester to remain eligible for the second semester.*

By the end of the second semester, the student must have attained a 2.0 GPA to be eligible for competitive interscholastic activities. Following one or more semesters where the student has attained a 2.0 GPA, this cycle may be repeated.

FUNDRAISING

All fundraising activities held in the District or in the name of the District must be pre-approved in writing by the Superintendent and the appropriate 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.

Secondary Schools

Officially sanctioned student clubs, spirit groups, school PTAs, or parent booster clubs may only do fundraising in the secondary schools. Student clubs and spirit groups must receive written approval from their sponsor and the school principal before submitting the fund raising 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. Concession rights for the stadiums are reserved for high school band parents' clubs. Profits derived from concession operations will be allocated to the high school band programs.

Elementary Schools (K-6)

Fund raising in the elementary schools shall be conducted by the Parent-Teacher Association (PTA). Door to door fundraising activities are generally discouraged, but there shall be no more than one such activity per school per school year.

Elementary schools must provide parents or legal guardians of students participating in fundraising programs written notification of the following:

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.

Parent Signature Pages

It shall be the policy of the Lee County 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 ADE 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.

ATTENTION PARENTS

It is very important that these forms are read and the signature page is completed, signed, and returned to the homeroom teacher within one (1) week after the student receives the handbook.

- Parent and Student Statement of Responsibility
- Emergency Procedure Information
- State Mandated Testing Agreement
- Internet Use Consent Form
- Smart Core Waiver Form
- Smart Core Informed Consent Form
- Volunteer Survey
- Photo/Video Release
- 4.13F Objection to Publication of Directory Information
- Vision and Hearing Screening
- Free and Reduced Lunch Application

Lee County School District
Parent and Student
Statement of Responsibility

Printed Student Name

Arkansas Code Annotated 6-18-502 requires school districts to provide parents and students with the following:

- the rules and regulations by which the school is governed
- the behaviors that will call for disciplinary actions
- the types of corrective actions that may be imposed

Additionally, schools are required by state law to obtain documentation of student and parent receipt of student discipline policies. The statement must be signed and turned in to the homeroom teacher.

We have received the Lee County Parent-Student Handbook. We understand the District's discipline policies and realize that the student must adhere to these and to the other policies, rules, and procedures contained in the Handbook. In the event that we are not entirely certain of some aspect of school policy, we will contact the principal for clarification.

I hereby release the District, its Board of Directors, staff, employees, and any institutions with which it is affiliated, from any and all claims and damages arising from my child's use of, or inability to use, the District's wide-area network. This includes but is not limited to claims that may arise from the unauthorized use of the system to purchase products or services. I understand that any user who violates this policy and accompanying regulations is subject to loss of network privilege as well as other District disciplinary actions.

We acknowledge that we have read and understand *Act 1149 of 1999* listed in the Appendix of this handbook regarding our parental responsibility for allowing a child to possess a weapon on school property.

Act 574 of 1995 requires parents to inform school officials if their child has been expelled from school in any other school district or is a party to an expulsion proceeding. We hereby verify that the student we have enrolled in the Lee County School District has not been expelled from any other school district nor is a party to an expulsion proceeding at this time.

Please check the following acknowledgements below. By checking below and signing this sheet, you are signing for all forms indicated below.

() I understand and will follow all of the testing rules and procedures listed on the **State Assessment** signature page.

() I understand and will follow the **District's student internet/email usage agreement.**

() I acknowledge the **Smart Core** Informed Consent Form.

() I understand the **photo/video release**.

____ YES, I DO give permission for my child to be photographed by LCSD or district- authorized media personnel.

____ NO, I DO NOT give permission for my child to be photographed by LCSD or district- authorized media personnel.

() I give permission for my child's personally identifiable information/student education records to be disclosed to a Third Party Billing Agent for the purpose of billing Medicaid and/ or private insurance for **Vision and Hearing Screening**.

Parents there are additional forms that you may want to complete depending on your interest. The following forms are:

- Emergency Procedure Information (This information should be given directly to the school office).
- Smart Core Waiver Form
- Volunteer Survey (This form is to be completed if you would like to volunteer in the schools.)
- Objection to publication of directory information (This form is not to be filed if the parent has no objection.) Only filed if there are objections.

Address (Please Print)

Phone Number

Child's School

Today's Date

Student Signature

Parent/Guardian Signature

Emergency Procedure Information

Date: _____ Student's Name: _____ Date of

Birth: _____ Social Security Number: _____

Address: _____ Home Phone: _____

Father's Cell Phone: _____ Mother's Cell Phone: _____ E-mail address:

_____ E-mail address: _____

In case of emergency, illness or accident to the student named above, the school is authorized to proceed as indicated. Number below in order of desired action.

Contact Parent at number listed above.

Contact father at: _____
Business Name Phone

Contact mother at: _____
Business Name Phone

Contact other: _____
Name Phone

Physician's Name: _____ Phone: _____ Hospital

Preference: _____

Signature of Parents or Guardians:

Mother's Signature

Father's Signature

Student's Signature

It is very important that this be returned to the school office as soon as possible.

Student Name (Print)

Students in the Lee County School District will participate in a variety of state assessments throughout the school year administered by the Arkansas Department of Education. Students participating in any state mandated assessment must understand and follow all of the testing rules and procedures listed below:

1. Student responses to test items must represent the student's own independent and unaided thinking.
2. During each testing session, students must use the same test booklet and answer document given to them at the beginning of testing for each subsequent testing sessions.
3. Detaching or copying the Mathematics Reference Sheet compromises the integrity of the test and is a breach of security.
4. During testing sessions, no food or drink is allowed in the testing area.
5. Students are not allowed to use scratch paper. The use of scratch paper is considered a breach of security.
6. Students cannot have any materials except testing materials during the testing sessions.
7. Use a No. 2 pencil only. Mechanical pencils, highlighters, pens, etc. may not be used.
8. Do not make any stray marks or notes in your answer document. Mark only one answer for each question.
9. No electronic devices with photographic capability shall be accessible at any time during test administration.
10. Electronic equipment that allows for communication among students shall not be accessible at any time during test administration (e.g., cell phone, iPod, MP3 player).
11. Calculators may only be used when instructed. Students may not share calculators during testing sessions and may have only one calculator during testing.
12. The section ID on the student answer document must be visible at all times during testing.
13. The student may not look at or mark answers in the test booklet/answer document other than the section being administered. Under no circumstance is the student to go back to another section in the test booklet/answer document after the session has ended. Under no circumstance may students be allowed to work ahead.

Failure to comply with any and all testing guidelines is a serious testing violation. Any incident that occurs during test administration will be treated with the most severe of disciplinary actions, and is at the discretion of the administration. Testing infractions may result in immediate school suspension depending on the nature and outcome of the incident (e.g., in possession of a cell phone).

Signature

Date

4.29 FORM**STUDENT INTERNET USE AGREEMENT/GMAIL USAGE**

Student's Name (Please Print)_____Grade Level_____

School_____Date_____

The Lee County School District agrees to allow the student identified above to use the District's technology to access the Internet under the following terms and conditions which apply whether the access is through a District or student owned technology device:

1. Conditional Privilege: The student's use of the District's access to the Internet is a privilege conditioned on the student's abiding to this agreement. No student may use the District's access to the Internet whether through a District or student owned technology device unless the student and his/her parent or guardian have read and signed this agreement.
2. Acceptable Use: The student agrees that he/she will use the District's Internet access for educational purposes only. In using the Internet, the student agrees to obey all federal and state laws and regulations. The student also agrees to abide by any Internet use rules instituted at the student's school or class, whether those rules are written or oral.
3. Penalties for Improper Use: If the student violates this agreement and misuses the Internet, he/she shall be subject to disciplinary action.
4. "Misuse of the District's access to the Internet" includes, but is not limited to, the following:
 - Using the Internet for other than educational purposes;
 - Gaining intentional access or maintaining access to materials which are "harmful to minors" as defined by Arkansas law;
 - Using the Internet for any illegal activity, including computer hacking and copyright or intellectual property law violations;
 - Making unauthorized copies of computer software;
 - Accessing "chat lines" unless authorized by the instructor for a class activity directly supervised by a staff member;
 - Using abusive or profane language in private messages on the system, or using the system to harass, insult or verbally attack others;
 - Posting anonymous messages on the system;
 - Using encryption software;
 - Wasting the limited resources provided by the school, including paper;
 - Causing congestion of the network through lengthy downloads of files;
 - Vandalizing data of another user;
 - Obtaining or sending information which could be used to make destructive devices such as guns, weapons, bombs, explosives or fireworks;
 - Gaining or attempting to gain unauthorized access to resources or files;
 - Identifying oneself with another person's name or password or using an account or password of another user without proper authorization;
 - Invading the privacy of individuals;
 - Divulging personally identifying information about himself/herself or anyone else either on the Internet or in an e-mail. Personally identifying information includes full names, address, and phone number;
 - Using the network for financial or commercial gain without District permission;
 - Stealing or vandalizing of data, equipment, or intellectual property;

- Attempting to gain access or gaining access to student records, grades, or files;
 - Introducing a virus to, or otherwise improperly tampering with the system;
 - Degrading or disrupting equipment or system performance;

 - Creating a web page or associating a web page with the school or District without proper authorization;
 - Providing access to the District's Internet Access to unauthorized individuals;
 - Failing to obey school or classroom Internet use rules;
 - Taking part in any activity related to Internet use which creates a clear and present danger of the substantial disruption of the orderly operation of the District or any of its schools; or
 - Installing or downloading software on district computers without prior approval of technology director or his/her designee.
5. Liability for debts: Students and their cosigners shall be liable for any and all costs (debts) incurred through the student's use of the computers or access to the Internet including penalties for copyright violations.
6. No Expectation of Privacy: The student and parent/guardian signing below agree that if the student uses the Internet through the District's access, that the he/she waives any right to privacy the student may have for such use. The student and the parent/guardian agree that the District may monitor the student's use of the District's Internet Access and may also examine all system activities the student participates in, including but not limited to email, voice, and video transmissions, to ensure proper use of the system. The District may share such transmissions with the student's parents/guardians.
7. No Guarantees: The District will make good faith efforts to protect children from improper or harmful matters which may be on the Internet. At the same time, in signing this agreement, the parent and student recognize that the District makes no guarantees about preventing improper access to such materials on the part of the student.
8. Students in grades 5th- 12th may be assigned a gmail account for academic use.
9. Signatures: We, the persons who have signed below, have read this agreement and agree to be bound by the terms and conditions of this agreement.

Student's Signature: _____ Date _____

Parent/Legal Guardian Signature: _____ Date _____

CONSENT TO MEDIA PUBLICATION

The Lee County School District may reproduce images of students in print and electronic media in order to promote the district as an academic destination for all students. LCSD may publish information about its students and may invite media to events, where they may bring still or video photography equipment to capture images at school or school-related events. Images could appear on newscasts and in publications, on the district's website, social media channels and publications, or other authorized video production representatives.

If you agree, the district may use your child's name, voice, and likeness in any and all promotional material that benefits the district. Your child **will not** receive a publicity fee for publication of his or her photograph or use of video.

Please check one of the following:

_____ **YES, I DO** give permission for my child to be photographed by the Lee County School District or district-authorized media and/or press as outlined above.

_____ **NO, I DO NOT** give permission for my child to be photographed by the Lee County School District or district-authorized media and/or press as outlined above.

Student's Name: _____

Parent/Guardian's Name: _____

Parent/Guardian's Signature: _____

Address: _____

Phone: _____

Child's School: _____

Date: _____

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

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

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

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

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

disclosure to military recruiters _____

Deny disclosure to Institutions of postsecondary education _____

Deny disclosure to Potential employers _____

Deny disclosure to all public and school sources _____

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

Deny disclosure to all public sources _____

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

Name of student (Printed)

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

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

Lee County School District Vision and Hearing Screenings

The Lee County School District provides free yearly Vision and Hearing Screenings to students in grades PK, K, 1st, 2nd, 4th, 6th, and 8th grades . Please SIGN BELOW to consent to release education records related to vision and hearing screenings.

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

I, _____, give permission

for _____'s

(Parent/Guardian Name)

(First and Last Name)

personally identifiable information/student education records to be disclosed to a Third Party Billing Agent for the purpose of billing Medicaid and/or private insurance for vision and hearing screening.

Printed Name of Parent/Guardian

Parent/Guardian Signature

Date Signed

Lee County School District



HOME OF THE TROJANS

Vision Statement

A community of stakeholders working together to prepare students for worldwide successes in a global society.

Mission Statement

To authentically EMPOWER students, teachers and families in creating paths that honor the aspirations, talents, and needs of each student.