

BISMARCK ELEMENTARY SCHOOL STUDENT HANDBOOK

Grades K-4

2015-2016

**11636 HWY 84
Bismarck Arkansas, 71929
(501) 865-3616 Elementary Office
(501)865-4888 District Office**

**www.bismarcklions.net
Lana Hughes, Elementary School Principal**

**Susan Stewart, Superintendent
Ellen Coleman, District Curriculum Coordinator**

**APPROVED BY THE BOARD OF DIRECTORS
June 15, 2015**

WELCOME TO BISMARCK ELEMENTARY



We are a
Bucket Filling School

Bucket Filler's Pledge

*I promise to do my best to be a bucket filler every day at
school, at home, and everywhere I go.*

BISMARCK SCHOOL DISTRICT

2015-2016 Calendar

1ST SEMESTER

August 11.....	Open House (5pm-7pm)
August 17.....	First Day of 15-16 Term
September 7.....	Labor Day Holiday
October 14.....	End of 1st Quarter (42 days)
October 26.....	P/T Conferences (2:30-7:00)
October 30.....	Fall Break Holiday
November 23-27.....	Thanksgiving Holiday
December 18.....	End of 2 nd Quarter(41days)
December 21, 2015 - January 1, 2016.....	Christmas Holiday

2ND SEMESTER

January 4.....	School Resumes
January 18.....	Martin Luther King Holiday(No School)
February 11.....	P/T Conferences (2:30-7:00)
February 12.....	Winter Holiday Break
February 16.....	President's Day (No School)
March 11.....	End of 3rd Quarter (47 days)
March 21-March 25.....	Spring Break
May 25.....	Last day of school (48 days for 4th Quarter)

**Inclement weather days will be 1/18/2016; 2/15/2016; 5/26/2016; 5/27/2106; &
5/31/2016**

toward fulfilling the necessary units to graduate.

Health and Safety: one-half (1/2) unit

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

Fine Arts: one-half (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.

All students in grades 9-12 must be trained in the psychomotor skills needed for CPR/AED before graduating from high school.

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Health and Safety: one-half (1/2) unit

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

Fine Arts: one-half (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.

CORE: Sixteen (16) units

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

Oral Communications: one-half (1/2) unit

Mathematics: four (4) units

- Algebra or its equivalent* - 1 unit
- Geometry or its equivalent* - 1 unit
- All math units must build on the base of algebra and geometry knowledge and skills.
- (Comparable concurrent credit college courses may be substituted where applicable)
- one unit of computer science chosen from ADE Essentials of Computer Programming, ADE Computer Science and Mathematics, AP Computer Science, IB Computer Science, or other options approved by ADE may be substituted for a math credit beyond Algebra I and Geometry

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

Science: three (3) units

- at least one (1) unit of biology or its equivalent; and
 - one (1) unit of a physical science

Two units chosen from the following three categories:

- Physical Science;
- Chemistry;
- Physics; or
- One unit from the three categories above and one unit of computer science chosen from ADE Essentials of Computer Programming, ADE Computer Science and Mathematics, AP Computer Science, IB Computer Science, or other options approved by ADE.

Social Studies: three (3) units

- Civics one-half (1/2) unit
- World history, one (1) unit
- American History, one (1) unit

Physical Education: one-half (1/2) unit

Note: While one-half (1/2) unit is required for graduation, no more than one (1) unit may be applied

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.

SMART CORE: Sixteen (16) units

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

Oral Communications: one-half (1/2) unit

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

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

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

- 3. Algebra II; and
- The fourth unit may be either:
- A math unit beyond Algebra II: this can include Pre-Calculus, Calculus, AP Statistics, Algebra III, Advanced Topic and Modeling in Mathematics, Transitional Math Ready, Mathematical Applications and Algorithms, Linear Systems and Statistics, or any of several IB or Advanced Placement math courses (Comparable concurrent credit college courses may be substituted where applicable); or
- one unit of computer science chosen from ADE Essentials of Computer Programming, ADE Computer Science and Mathematics, AP Computer Science, IB Computer Science, or other options approved by ADE.

Natural Science: a total of three (3) units with lab experience chosen from

One unit of Biology; and either:

Two units chosen from the following three categories (there are acceptable options listed by the ADE for each):

- Physical Science;
- Chemistry;
- Physics or Principles of Technology I & II or PIC Physics; or

One unit from the three categories above and one unit of computer science chosen from ADE Essentials of Computer Programming, ADE Computer Science and Mathematics, AP Computer Science, IB Computer Science, or other options approved by ADE.

Social Studies: three (3) units

- Civics one-half (½) unit
- World History - one unit
- American History - one unit

Physical Education: one-half (1/2) unit

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

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GENERAL INFORMATION/PHILOSOPHY OF EDUCATION

ELEMENTARY DIRECTORY: Elem Phone (501) 865-3616

Elem Fax (501) 865-3947

Lana Hughes	Elementary Principal
Phyllis Mayo	Elementary Counselor
Kimberly Turner	Elementary Parent Facilitator
Jamie Ruffin	Elementary Nurse
Leah Wright	Elementary Media Specialist
Jamie Stiles	Elementary Administrative Assistant

A MESSAGE FROM THE PRINCIPAL

Dear Parents and Families,

The faculty of Bismarck Elementary welcomes you and your child to the 2015-2016 school year! We are looking forward to a successful year. At Bismarck, we promote high standards and a positive school climate. Our faculty and staff are here for one reason and that is to educate your child. We ask for your participation and support. Our goal is to provide your child, our students, with a positive learning environment,

Sincerely,

Lana Hughes (Ms. H.)

Lana.hughes@bsd-lions.net

Principal

ANTI-BULLYING POLICY (refer to 4.43 under Prohibited Conduct)

The faculty and Principal of Bismarck Elementary believe every student should enjoy our school equally, feeling safe, secure and accepted regardless of color, race, gender, popularity, athletic ability, intelligence, religion and nationality. Bullying can be pushing, shoving, hitting, and spitting, as well as name calling, picking on, making fun of, laughing at and excluding someone. Bullying causes pain and stress to victims and is never justified or excusable as “kids being kids”, “just teasing”, or any other rationalization. The victim is never responsible for being a target of bullying. This school will not tolerate any behavior that is classified as bullying and will take steps to eliminate such behavior.

A PHILOSOPHY OF EDUCATION FOR BISMARCK SCHOOLS

The Mission of Bismarck Public Schools is to provide learning experiences to enable the student to become a technologically competent, productive, caring, and contributing citizen. We believe an effective school should promote a strong positive relationship among the school, the home, and the community. Bismarck School District works together with the community and parents to provide a safe, nurturing environment to allow students to grow and reach their highest educational potential that will promote life-long learning.

MISSION STATEMENT OF BISMARCK ELEMENTARY

Bismarck Elementary strives to educate the whole child to ensure mental, physical, emotional, social, and academic development. We work alongside our families and community to provide a safe and nurturing environment that respects all children and gives them the opportunity to develop character, morals, values, and a life-long desire to learn.

All students in grades 9-12 must be trained in the psychomotor skills needed for CPR/AED before graduating from high school.

4.45.1—SMART CORE CURRICULUM AND GRADUATION REQUIREMENTS FOR THE CLASS OF 2018 AND THEREAFTER

All students are required to participate in the Smart Core curriculum unless their parents or guardians, or the students if they are 18 years of age or older, sign a *Smart Core Waiver Form* to not participate. While Smart Core is the default option, both a *Smart Core Informed Consent Form* and a *Smart Core Waiver Form* will be sent home with students prior to their enrolling in seventh grade, or when a 7-12 grade student enrolls in the district for the first time and there is not a signed form in the student’s permanent record. Parents must sign one of the forms and return it to the school so it can be placed in the students’ permanent records. This policy is to be included in student handbooks for grades 6-12 and both students and parents must sign an acknowledgement they have received the policy. Those students not participating in the Smart Core curriculum will be required to fulfill the Core curriculum or the requirements of their IEP (when applicable) to be eligible for graduation. Counseling by trained personnel shall be available to students and their parents or legal guardians prior to the time they are required to sign the consent forms.

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

This policy, the Smart Core curriculum, and the courses necessary for graduation shall be reviewed by staff, students, and parents at least one time per year, generally, at the CAPS scheduling conferences that are held in the spring semester to determine if changes need to be made to better serve the needs of the district’s students.

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

- Inclusion in the student handbook of the Smart Core curriculum and graduation requirements;
- Discussion of the Smart Core curriculum and graduation requirements at the school’s annual public meeting, Open House – Parent meeting.
 - Discussions held by the school’s counselors with students and their parents; and/or
 - Distribution of a newsletter(s) to parents or guardians of the district’s students.

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

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 22 units is required for graduation for a student participating in either the Smart Core or Core curriculum. In addition to the 22 units required for graduation by the Arkansas

Department of Education, the district requires additional 2 units to graduate for a total of 24 units. The additional required units may be taken from any electives offered by the district. There are some distinctions made between Smart Core units and Graduation units. Not all units earned toward graduation necessarily apply to Smart Core requirements.

concentrations where appropriate.

CORE: Sixteen (16) units

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

Oral Communications: one-half (1/2) unit

Mathematics: four (4) units

- Algebra or its equivalent* - 1 unit
- Geometry or its equivalent* - 1 unit

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- Civics one-half (1/2) unit
- World history, one (1) unit
- American History, one (1) unit

Physical Education: one-half (1/2) unit

Note: While one-half (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 (1/2) unit

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

Fine Arts: one-half (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.

GOALS AND OBJECTIVES

The staff and faculty of the district will ensure that all students enrolled in the schools have the opportunity to grow to their fullest potential in all areas. Each student will be encouraged:

1. to achieve a feeling of self-worth,
2. to accept the worth and dignity of all people,
3. to be creative in the student's selected fields of endeavor,
4. to develop a positive attitude toward the rights and privileges of participating citizenship and an understanding of the responsibilities involved.
5. to grow as a responsible member of the family and to recognize the family as the basic social unit,
6. to attain and preserve good physical and mental health,
7. to plan for and appreciate the wise use of leisure time,
8. to develop and maintain a positive attitude toward the learning process,
9. to develop skills and abilities to communicate ideas and feelings,
10. to acquire habits of analytical thinking and problem solving,
11. to achieve the fullest potential in the basic academic areas,
12. to develop skills necessary to utilize all available educational resources,
13. to understand the American economic system and its relationship to a productive life, and
14. to realize the role of vocations in society and to understand the changing opportunities open to the student.

CHAIN OF COMMAND

Bismarck Elementary is committed to parent communication. We believe open lines of communication are essential to the educational process. The person that will best understand and be able to assist with a question or concern regarding your child will be his/her teacher. Most issues can be resolved with this one step of contacting the teacher in charge.

If a situation is not resolved after a contact with the teacher in charge, the following is the Chain of Command protocol:

- 1) Classroom Teacher
- 2) Principal
- 3) Superintendent

EQUAL EDUCATION OPPORTUNITIES (4.11)

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

The District does not have open forum at school board meetings. Anyone wishing to

address the school board must request to be put on the school board agenda in advance. Inquiries on non-discrimination may be directed to Teresa Hughes, who may be reached at 501-865-4888, ext.4

The District Coordinator for Title VI, Title IX, and Section 504 is
Ellen Coleman
11636 Highway 84
Bismarck, AR 71929
501-865-4888 (4)

The Elementary School Coordinator for Title VI, Title IX, and Section 504 is Lana Hughes,
Elementary School Principal
11636 Highway 84
Bismarck, AR 71929
501-865-3616

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

STUDENT HANDBOOK (4.42)

It shall be the policy of the Bismarck 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.

CONTACT US

We strive to have constant, open, two-way communication with the parents and patrons of our school. Please feel free to contact the appropriate person(s) if you have questions, concerns, or information that is important to your child's education.

Mailing address: 11636 Hwy 84; Bismarck AR 71929
Bismarck Public Schools: (501) 865-4888
Bismarck Elementary School: (501) 865-3616
District Website: www.BismarckLions.net
Elementary School Website: <http://www.bismarcklions.net/elementary>

You may send an email message to any district employee by clicking on the link through the website's employee directory, or directly by typing his/her name followed by the school address (as follows):

first.last@bsd-lions.net

Oral Communications: one-half (1/2) unit

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

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- 3. Algebra II; and

4. The fourth unit may be either:

- A math unit beyond Algebra II: this can include Pre-Calculus, Calculus, AP Statistics, Algebra III, Advanced Topic, Transitional Math Ready, and Modeling in Mathematics, Mathematical Applications and Algorithms, Linear Systems and Statistics, or any of several IB or Advanced Placement math courses (Comparable concurrent credit college courses may be substituted where applicable); or
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- Civics one-half (½) unit
- World History - one unit
- American History - one unit

Physical Education: one-half (1/2) unit

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

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

Fine Arts: one-half (1/2) unit

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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

4.45—SMART CORE CURRICULUM AND GRADUATION REQUIREMENTS FOR THE CLASSES OF 2016, AND 2017

All students are required to participate in the Smart Core curriculum unless their parents or guardians, or the students if they are 18 years of age or older, sign a *Smart Core Waiver Form* to not participate. While Smart Core is the default option, both a *Smart Core Informed Consent Form* and a *Smart Core Waiver Form* will be sent home with students prior to their enrolling in seventh grade, or when a 7-12 grade student enrolls in the district for the first time and there is not a signed form in the student's permanent record. Parents must sign one of the forms and return it to the school so it can be placed in the students' permanent records. This policy is to be included in student handbooks for grades 6-12 and both students and parents must sign an acknowledgement they have received the policy. Those students not participating in the Smart Core curriculum will be required to fulfill the Core curriculum or the requirements of their IEP (when applicable) to be eligible for graduation. Counseling by trained personnel shall be available to students and their parents or legal guardians prior to the time they are required to sign the consent forms.

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

This policy, the Smart Core curriculum, and the courses necessary for graduation shall be reviewed by staff, students, and parents at least one time per year, generally, at the CAPS scheduling conferences that are held in the spring semester to determine if changes need to be made to better serve the needs of the district's students.

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

- Inclusion in the student handbook of the Smart Core curriculum and graduation requirements;
- Discussion of the Smart Core curriculum and graduation requirements at the school's annual public meeting, Open House – Parent meeting, or CAPS scheduling conferences.
- Discussions held by the school's counselors with students and their parents; and/or
- Distribution of a newsletter(s) to parents or guardians of the district's students.

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

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 22 units is required for graduation for a student participating in either the Smart Core or Core curriculum. In addition to the 22 units required for graduation by the Arkansas Department of Education, the district requires an additional 2 units to graduate for a total of 24 units. The additional required units may be taken from any electives offered by the district. There are some distinctions made between Smart Core units and Graduation units. Not all units earned toward graduation necessarily apply to Smart Core requirements.

SMART CORE: Sixteen (16) units

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

PLEDGE OF ALLEGIANCE (4.46)

The Pledge of Allegiance shall be recited during the first class period of each school day. Those students choosing to participate shall do so by facing the flag with their right hands over their hearts, or in an appropriate salute if in uniform, while reciting the Pledge. Students choosing not to participate shall be quiet while either standing or sitting at their desks.

Students shall not be compelled to recite the Pledge, but students who choose not to recite the Pledge shall not disrupt those students choosing to recite the Pledge.

Students choosing not to recite the Pledge shall not be subject to any comments, retaliation, or disciplinary action.

In accordance with Act 576

A public school in this state shall observe a one (1) minute period of silence at the beginning of school each school day. During the period of silence a student may, without interfering with or distracting another student:

- (1) Reflect;
- (2) Pray; or
- (3) Engage in a silent activity.

The teacher or school employee in charge of each a public school classroom shall ensure that all students remain silent and do not interfere with or distract another student during the period of silence.

SCHOOL DAYS

Office hours are 7:35 A.M. to 4:00 P.M. on student attendance days. The first bell rings at 7:50 and the tardy bell rings at 7:55. Students are required to be in their classrooms at 7:55. The Declared School Day for elementary students begins at **7:55 A.M.** and ends at 3:15 P.M. Students should not arrive before 7:35 A.M. and should leave the school grounds as soon as school is dismissed. Students are to be dropped off and picked up in front of "A" Building. For safety concerns and well as organizational reasons, students may not be dropped off or picked up in any other area other than this designated area.

If a student is to change their normal routine and/or destination when school is out, the office must be notified in writing or by phone on any day a change is necessary before 2:00. Parents who come for their children during the school day must come to the school office and sign an early dismissal list. Teachers do not have the authority to release pupils early.

If a student is to go home a different way or with a friend, a note must be sent to the teacher or the student will go home the usual way.

Parents must notify the office of all persons who have permission to remove their child from campus during the school day.

Parents must notify the office of all persons who have permission to eat lunch with their child. Enrollment forms have space for this information.

INCLEMENT WEATHER NOTIFICATION

Students will assemble outside the buildings before school and at lunch/recess unless weather conditions (rain, temperature, wind chill, heat index, etc.) are such that the principal determines the need for students to be inside the buildings.

When in doubt as to whether school will be dismissed because of weather conditions, please listen to KARK Channel 4, KATV Channel 7, KTHV Channel 11, Channel 16 or KQUS-US 97FM radio station.

Media will be informed the minute a decision has been made by the administration. A phone notification will be sent as well. Please do not call any administrator or teacher for this information at their home

Closing of School under Emergency Circumstances

If your child is to go home a different way on these occasions, please complete and provide your child's teacher a *Closing of School Under Emergency Circumstance Form*. **Please note due to high call volume during these times by administrators notifying radio stations and bus drivers that any plan using the school phones will be ignored and the child will be sent the normal route.** A pre-arranged early dismissal plan need only be provided if your child should use an alternate way home in emergencies.

CONTACT WITH STUDENTS WHILE AT SCHOOL (4.15)

CONTACT BY PARENTS

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

CONTACT BY NON-CUSTODIAL PARENTS

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

Unless prior arrangements have been made with the school's principal, Arkansas law provides that 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.

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

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

information will take into account and be appropriate to the age of the students. It shall be a violation of this policy for any student to be subjected to, or to subject another person to, sexual harassment as defined in this policy. Any student found, after an investigation, to have engaged in sexual harassment will be subject to disciplinary action up to, and including, expulsion.

Sexual harassment refers to unwelcome sexual advances, requests for sexual favors, or other personally offensive verbal, visual, or physical conduct of a sexual nature made by someone under any of the following conditions: 1. Submission to the conduct is made, either explicitly or implicitly, a term or condition of an individual's education;

2. Submission to, or rejection, of such conduct by an individual is used as the basis for academic decisions affecting that individual; 3. 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 which 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 education program or activity.

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. Depending upon such circumstances, examples of sexual harassment include, but are not limited to: unwelcome touching; crude jokes or pictures; discussions of sexual experiences; pressure for sexual activity; intimidation by words, actions, insults, or name calling; teasing related to sexual characteristics; spreading rumors related to a person's alleged sexual activities.

Students who believe they have been subjected to sexual harassment, or parents of a student who believe their child has been subjected to sexual harassment, are encouraged to file a complaint by contacting a counselor, teacher, or administrator who will assist them in 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.

To the extent possible, complaints will be treated in a confidential manner. Limited disclosure may be necessary in order to complete a thorough investigation. Students who file a complaint of sexual harassment will not be subject to retaliation or reprisal in any form. 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.

IN COMPLIANCE WITH ACT 1243 OF 1997

a. Whenever the principal or other person in charge of a public school has direct knowledge or has received information leading to a reasonable belief that a student enrolled in the public school has committed a felony on school property or while under school supervision or has committed any other crime involving an act of violence against a teacher, school employee, or student, the principal or the person in charge shall immediately report the incident to the superintendent of the school district. The superintendent, or his designee, shall report the incident to the appropriate local law enforcement agency for investigation.

b. Whenever a law enforcement officer receives a report of an incident pursuant to subsection (a) of this section, that officer shall immediately report the incident to the office of the prosecuting attorney.

c. The prosecuting attorney shall immediately initiate an investigation of the incident.

d. The investigation shall be conducted with all reasonable haste and, upon completion, the prosecuting attorney shall implement the appropriate course of action.

e. In the event that it becomes necessary to notify state or local law enforcement personnel regarding student misconduct or criminal acts, students are advised that they have the legal right to decline to be questioned by a law enforcement officer until their parent or parents can be present. Administration will make every effort to notify parents at the parents' daytime telephone number as reflected in district records that their child has been reported by the school district to law enforcement.

positive, orderly classroom environment does not respect the rights of others and is expressly forbidden. To protect the security of state originated tests that are administered as part of the Arkansas Comprehensive, Testing Assessment and Accountability Program (ACTAAP), no electronic device as defined in this policy shall be accessible by a student at any time during test administration unless specifically permitted by a student's IEP or individual health plan. This means that when a student is taking an ACTAAP assessment, the student shall not have his/her electronic device in his/her possession. Any student violating this provision shall be subject to this policy's disciplinary provisions.

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

(4.47L) Specific consequences for cell phone violation include phone confiscation and:

First offense – 1 day ISS

Second offense – 3 days ISS, cell phone rights revoked 89 days

Third offense – 5 days ISS, cell phone rights revoked 178 days

Beyond the third offense in a school year is considered insubordinate behavior, and will result in Out-of-school suspension up to expulsion.

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

1. Using electronic devices during class time in any manner other than specifically permitted by the classroom instructor;
2. Permitting any audible sound to come from the device when not being used for reason #1 above;
3. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, or wrongfully obtaining test copies or scores;
4. Using the device to take photographs in locker rooms or bathrooms;
5. Creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction of oneself or another person.

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

Before (7:35) and after (3:15) normal school hours, possession of electronic devices is permitted on the school campus. The use of such devices at school sponsored functions outside the regular school day is permitted to the extent and within the limitations allowed by the event or activity the student is attending. The student and/or the student's parents or guardians expressly assume any risk associated with students owning or possessing electronic devices. Students misusing electronic devices shall have them confiscated. Confiscated devices may be picked up at the school's administration office by the student's parents or guardians. Students have no right of privacy as to the content contained on any electronic devices that have been confiscated.

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

STUDENT SEXUAL HARASSMENT (4.27)

The Bismarck School District is committed to having an academic environment in which all students are treated 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.

Believing that prevention is the best policy, the District will periodically inform students and employees about the nature of sexual harassment, the procedures for registering a complaint, and the possible redress that is available. The information will stress that the district does not tolerate sexual harassment and that students can report inappropriate behavior of a sexual nature without fear of adverse consequences. The

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.

VISITORS (4.16)

Students are not to bring nor arrange for visitors to campus. Any visitation to the classroom shall be allowed only with the permission of the school principal. All visitors to campus must report directly to the principal's office to sign in and state the nature of his/her business. Authorized visitors must wear/display visitor's badge at all times while they are on campus. Unauthorized visitors must leave campus immediately. No visitors (including parents) are allowed to participate in recess or other general assemblies/gatherings of the student body, or interact with children other than their own, unless specifically permitted by the principal.

Parents must notify the office of all persons who have permission to remove their child from campus during the school day.

Parents must notify the office of all persons who have permission to eat lunch with their child.

Enrollment forms have space for this information.

VISITORS TO THE SCHOOLS (6.5)

Parents, grandparents, legal guardians, business, and community members are welcome and encouraged to visit District schools. To minimize the potential for disruption of the learning environment, visitors, for a purpose other than to attend an activity open to the general public, are required to first report to the school's main office. No one shall be exempt from this requirement. Visitors who are Level 3 or Level 4 sex offenders may only enter a school campus under the provisions listed in Policy 6.10.

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

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

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

6.4—VOLUNTEERS

Enlisting the support of volunteers is a way in which the District can expand the scope of resources and knowledge available to enrich the students' educational experiences, while strengthening the relationship between the school and the community. Volunteers can also perform non-instructional tasks that allow licensed personnel more time to devote to instruction.

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

BACKGROUND CHECKS FOR VOLUNTEERS

For the purposes of this policy, “clear background check” shall mean that a background check was performed, as authorized by A.C.A. §§ 12-12-1601 et seq., and that a potential school volunteer has not committed any of the crimes or offenses contained in A.C.A. §§ 6-17-410, 6-17-411 or 6-17-414, as amended, with regard to both the Arkansas and national background check, and whose name is not found on the Child Abuse Central Registry.

A person wishing to volunteer in a capacity that requires a background check may not perform volunteer services requiring a background check until a clear background check is received by the District. Once received, a clear background check is good for 3 years; a background check renewal must be applied for and a clear background check received prior to the time of renewal or an interruption of permitted volunteer service could occur. A clear background check will be accepted of any individual wishing to volunteer provided it was conducted within the timeframe provided for in this policy.

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

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

The board shall not have the authority to waive the application of this policy to any potential volunteer who is a Registered Sex Offender.

Clear background checks for school volunteers are only required for those individuals who are required to be or who seek to become Registered Volunteers, as defined in A.C.A. § 6-22-102 et seq. No information relating to the application for or receipt of a criminal background check, including that a background check has or has not been applied for, shall be subject to disclosure under the Arkansas Freedom of Information Act, as provided by A.C.A. §§ 12-12-1601 et seq. Requests for background checks and reports on background checks obtained under this policy shall be retained by the district for a minimum of three years.

SCHOOL PHONES

Students will not be called from classes to answer the telephone EXCEPT in case of emergency. Parents and friends are asked to cooperate with the school by not calling students during school hours except in EMERGENCIES. Students must have permission from the principal or his designee before using any telephone on campus.

ENGLISH LANGUAGE LEARNERS (ELL)

The district shall utilize the special needs funding it receives for identified English Language Learners on activities, and materials listed in the ADE Rules Governing the Distribution of Student Special Needs Funding and the Determination of Allowable Expenditure of These Funds.

The expenditures of ELL supplemental funding shall be evaluated at least annually to determine their overall effectiveness.

STUDENT ACCELERATION (4.54)

The Board believes that acceleration is an effective and research-based intervention for the academic growth of students who are ready for an advanced or faster-paced curriculum. It can allow a student to

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

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 principal. Parents or legal guardians may submit written reports of incidents they feel constitute bullying, or if allowed to continue would constitute bullying, to the principal. The principal shall be responsible for investigating the incident(s) to determine if disciplinary action is warranted.

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

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.

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

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

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.

Cyberbullying of School Employees is expressly prohibited and 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; making repeated, continuing, or sustained electronic communications, including electronic mail or transmission, to a school employee;
- e. 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;
- f. Signing up a school employee for a pornographic Internet site; or
- g. Without authorization of the school employee, signing up a school employee for electronic mailing lists or to receive junk electronic messages and instant messages.

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

move through the traditional educational setting more rapidly, based on assessed readiness, capability and motivation. At the same time, the Board understands that acceleration is not a replacement for gifted education services or programs.

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

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

The District's Gifted and Talented Program Coordinator will create a written format to govern the referral and determination process which shall be made available to any parent or staff member upon request. The parents/guardians of any student whose request for acceleration has been denied may appeal the decision, in writing, to the District's GT Coordinator. The District's GT Coordinator¹ and the Acceleration Placement Committee will again thoroughly review the case study that was completed on the student. Upon completion of the review, the Committee will either request additional new testing be conducted to help the Committee make its determination or it will uphold the initial decision. The Committee's decision may not be further appealed.

FOOD SERVICE PREPAYMENT (4.51)

The district does not offer credit for food items purchased in the school cafeteria; payment for such items is due at the time the food items are received. Parents or students choosing to do so may pay weekly or monthly in advance for students' meals.

STUDENTS' PERSONAL FOOD AND DRINKS

Students may not bring or have any open drink container on campus, except at lunchtime, or in the classroom, which has been approved by the principal.

The only type of beverage container students may bring on campus must be in a factory sealed container, which will not be opened until the student is in the lunchroom, or in a teacher's presence in the classroom. The only exception will be thermos bottles brought with a lunch from home.

Any food or drink not consumed during lunch must be put away prior to entering the building. Unopened food or drink may be taken to a classroom party if the student has written permission from the teacher in whose class the party will occur.

Rules Governing Nutrition Standards in Arkansas Public Schools:

In compliance with Rules Governing Nutrition Standards in Arkansas Public Schools:

8.01.1 Elementary Students may not have access to vended food or beverages anytime or anywhere on school premises during the school day.

8.01.2 During the declared school day, an elementary school site may not serve, provide access to, through direct or indirect sales, or use as a reward, any FMNV or competitive food.

8.01.3 In elementary schools, the Child Nutrition Program may only sell food items in the cafeteria, during meal periods that are already offered as a component of a reimbursable meal during the school year, including extra mild, fresh fruits, vegetables, and/or an extra meal meeting the same

requirements of the reimbursable meal.

8.02.1 Parents Rights – This policy does not restrict what parents may provide for their own child’s lunch or snacks. Parents may provide FMNV or candy items for their own child’s consumption, but they may not provide restricted items to other children at school.

PARTIES, TREATS, OR SNACKS NOT PERMITTED

Bismarck Elementary will not allow Birthday parties for grades K-4. *Parents may not bring “goodies” to school for any celebration other than those approved by the principal.* Parents may **not** bring snacks, goodie bags, gifts, trinkets, or any item of this nature to school for any celebration.

Classroom celebrations may be held for special occasions and as rewards earned for exemplary behavior and academic performance. Students may not dress up in costumes or make-up unless given prior permission by the principal. Other non-school sponsored parties/celebrations during school hours are not permitted. Students will be expected to conduct themselves at school parties and activities the same as they would during regular school hours. Violations of this code of conduct will be punished the same as it would during the regular school day. No school parties will be scheduled on a lake or river at any time.

FLOWERS/BALLOONS

The practice of sending flowers, balloons, and other such remembrances to friends and family at school is allowed at Bismarck Elementary. Due to health related allergy issues ‘LATEX’ balloons will not be allowed. In the event that such remembrances are delivered at school, they will be held in the office until the end of the school day. Students may claim their delivery at the close of school. Glass containers and balloons will not be permitted on school buses.

LIBRARY-MEDIA CENTER

Because it is our desire for all those connected with the school to receive maximum benefits from the library, teachers and students are asked to consider carefully and abide by the regulations governing the library. Keeping books clean and attractive is the responsibility of library users. Though the Librarian will take the lead in the systematic instruction that the students will receive in library skills, all teachers will give the students exercises that will require the locating and use of book and non-book materials. The parent of a student affected by a media selection, or a district employee may formally challenge the appropriateness of a media center selection by following the procedure outlined in this policy. The challenged material shall remain available throughout the challenge process.

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

ELEMENTARY PARENT AND COMMUNITY INFORMATION

Bismarck School Title One Parent Compact

Bismarck School and the parents of the students, services, and programs funded by Title I, Part A of the Elementary and Secondary Education Act (ESEA) agree that this compact outlines how the parents, the entire school staff, and students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership that will help children achieve the State’s high standards.

attendance at school or any school sponsored activity; has left the school campus for any reason and returns to the campus; is en route to or from school or any school sponsored activity. Prohibited substances shall include, but are not limited to, alcohol, or any alcoholic beverage, inhalants or any ingestible matter that alter a student’s ability to act, think, or respond, LSD, or any other hallucinogen, marijuana, cocaine, heroin, or any other narcotic drug, PCP, amphetamines, steroids, “designer drugs,” look-alike drugs, or any controlled substance. Selling, distributing, or attempting to sell or distribute, or using over-the-counter or prescription drugs not in accordance with the recommended dosage is prohibited.

Bullying (4.43)

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.

A school principal or his or her designee who receives a credible report or complaint of bullying shall promptly investigate the complaint or report and make a record of the investigation and any action taken as a result of the investigation.

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;

Electronic act means without limitation a communication or image transmitted by means of an electronic device, including without limitation a telephone, wireless phone or other wireless communications device, computer, or pager that results in the substantial disruption of the orderly operation of the school or educational environment.

Electronic acts of bullying are prohibited whether or not the electronic act originated on school property or with school equipment, if the electronic act is directed specifically at students or

Possession of Firearms (4.22)

No student shall possess a weapon, display what appears to be a weapon, or threaten to use a weapon while in school, on or about school property, before or after school, in attendance at school or any school sponsored activity, en route to or from school or any school sponsored activity, off the school grounds at any school bus stop, or at any school sponsored activity or event. Military personnel, such as ROTC cadets, acting in the course of their official duties are exempted.

A weapon is defined as any firearm, knife, razor, ice pick, dirk, box cutter, numchucks, 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. For the purposes of this policy, "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, as defined in this policy, on the student's body or in an area under his/her control. 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 not less than one year. The superintendent shall have the discretion to modify such expulsion recommendation for a student on a case-by-case basis. Parents or legal guardians of students expelled under this policy shall be given a copy of the current laws regarding the possibility of parental responsibility for allowing a child to possess a firearm on school property. Parents or legal guardians shall sign a statement acknowledging that they have read and understand said laws prior to readmitting the student. Parents or legal guardians of a student enrolling from another school after the expiration of an expulsion period for a firearm policy violation shall also be given a copy of the current laws regarding the possibility of parental responsibility for allowing a child to possess a firearm on school property. The parents or legal guardians shall sign a statement acknowledging that they have read and understand said laws prior to the student being enrolled in school.

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

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

DRUGS AND ALCOHOL (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 Bismarck 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

Bismarck School Responsibilities

Bismarck School will:

1. Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet Arkansas' student academic achievement standards. Instruction and activities will be based on the Common Core State Standards and measured using state required testing procedures.
2. Hold parent-teacher conferences on twice yearly during which this compact will be discussed as it related to the individual child's achievement.
3. Provide parents with frequent reports on their children's progress. Parents will receive a progress reports and a nine weeks summative report on student progress.
4. Provide parents reasonable access to the teaching staff during daily conference periods.
5. Provide parents opportunities to volunteer and participate in their child's class, and to observe classroom activities as agreed by the teacher and parent in collaboration during conference.

Parent Responsibilities

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

- Monitoring attendance.
- Making sure that homework is complete.
- Monitoring the amount of television their children watch
- Volunteering in my child's classroom.
- Participating, as appropriate, in decisions relating to my children's education.
- Promoting positive use of my child's extracurricular time.
- Staying informed about my child's education and communicating with the school by promptly reading all notices from the school or the school district either received by my child or by mail and responding, as appropriate.

Student Responsibilities

1. Do my schoolwork every day and ask for help when I need it.
2. Read outside of school time.
3. Give to my parents or the adult who is responsible for my welfare all notices and information received by me from school.
4. Work to my full potential on all school related assignments.

Bismarck Elementary School Parent Involvement Plan

Parent Involvement Coordinator – Kimberly Turner Kimberly.turner@bsd-lions.net

Bismarck Elementary will list various communication strategies used in your school to provide additional information to parents and to increase parental involvement in supporting classroom instruction.

Each teacher will send home a folder containing student papers and work samples each week. Parents will be asked to sign the folder and send it back to school

Teachers will routinely contact parents on an individual basis to communicate about their child's progress

Bismarck Elementary will distribute a monthly newsletter to parents that is developed with participation of the parent-school organization, principal, staff and parent volunteers. It includes school news, a calendar of school activities, and parenting tips related to school achievement such as homework tips, organizational skills, and study skills.

Bismarck Elementary will send Standards Based Report Cards every nine weeks regarding their child's progress. At three weeks students that are struggling or below grade will receive a progress report and at six weeks all students will receive a progress report.

Bismarck Elementary will give parents their child's test results and standardized test

scores at the first parent-teacher conference and send parents a parent-friendly letter in the first report card that explains their child's test results and standardized test scores. The school will use the student handbook, school web site, signage at the school entrance, and parent orientation meetings about the Schoolwide Title I Plan and how to get a copy upon request.

Information regarding parent meetings, conferences, and activities throughout the year which are meant to increase parental involvement and build staff and parent capacity are as follows:

Bismarck Elementary meetings will be held at various times during the day or evening to better accommodate parents. The school will encourage parents in the following types of roles and activities to increase their involvement and support for student learning:

- o Library assistant
- o Reading buddy
- o Mentor
- o Teacher assistant
- o Tutor
- o Special parent lunches
- o Book fair helpers
- o Grandparent's Day
- o Awards day presentation
- o Field day volunteers
- o Red Ribbon Week
- o Dental Week
- o Family reading night
- o Parent education workshops
- o Orientation presentations
- o Open House
- o Parent-school organization
- o Red Ribbon week
- o Choir concerts
- o Various committees

Teachers will hold conferences individually with parents of children in their classrooms twice yearly. Parents will be given a summary of the student's test scores and an explanation of the interventions teachers are using to assist the child in reaching achievement goals. Parents will be asked to engage in discussion of how they can support these efforts. Parents will also be given suggestions for coordinating school-parent efforts and explanations of homework and grading procedures.

Bismarck Elementary will provide information regarding volunteer opportunities to parents.

Bismarck elementary school will provide a list of volunteer opportunities and solicit ideas for other types of volunteer efforts during orientation of parents. Teachers will explain the requirements to parents and encourage them to become involved in the school. Brief training sessions by staff will provide parents and community members with the information they need to participate as school volunteers in order to put them at ease and make the experience pleasant and successful.

Provide instruction to a parent on how to incorporate developmentally appropriate learning activities in the home environment, including without limitation: role play and demonstration by trained volunteer, the use of and access to the

Arson

Students will not willfully and deliberately burn or attempt to burn school property.

STUDENT ASSAULT OR BATTERY (4.21)

A student shall not threaten, physically abuse, or attempt to physically abuse, or behave in such a way as to be perceived to threaten bodily harm to any other person (student, school employee, or school visitor). Any gestures, vulgar, abusive or insulting language, taunting, threatening, harassing, or intimidating remarks by a student toward another person that threatens their well-being is strictly forbidden. This includes, but is not limited to, fighting, racial, ethnic, religious, or sexual slurs. Furthermore, it is unlawful, during regular school hours, and in a place where a public school employee is required to be in the course of his or her duties, for any person to address a public school employee using language which, in its common understanding, is calculated to:

- a) cause a breach of the peace;
 - b) materially and substantially interfere with the operation of the school;
 - c) arouse the person to whom it is addressed to anger, to the extent likely to cause imminent retaliation.
- Students guilty of such an offense may be subject to legal proceedings in addition to student disciplinary measures.

Use of Weapon Students will not use any weapon, explosive, or other device capable of inflicting bodily harm to cause injury or to threaten injury to another person.

Inciting to Riot Students will not engage in any act or conduct which results in a riot or which urges others to commit acts of force, violence, or participation in a gang fight or similar disturbance.

Membership in Prohibited Gangs, Fraternities, Sororities, Secret Societies, or Similar Organizations (4.26)

Students will not participate in secret societies or organizations of any kind while on school property, at school sponsored activities or while on the way to or from school. The following actions are prohibited by students:

- 1. Wearing or possessing any clothing, bandanas, jewelry, symbol, or other sign associated with membership in, or representative of, any gang;
 - 2. Engaging in any verbal or nonverbal act such as throwing signs, gestures, or handshakes representative of membership in any gang;
 - 3. Recruiting, soliciting, or encouraging any person through duress or intimidation to become or remain a member of any gang;
 - 4. Extorting payment from any individual in return for protection from harm from any gang;
- Students found to be in violation of this policy shall be subject to disciplinary action up to and including expulsion. Gangs or similar groups, whether organized in the community or in other settings, are prohibited on school grounds or at any school sponsored activity. Students arrested for gang related activities occurring off school grounds shall be subject to the same disciplinary actions as if they had occurred on school grounds.

Battery in the Second Degree

In compliance with Act 207 of 1997, Ark. Code 5-13-202, any person who, with the purpose of causing physical injury to another person,

- a. causes serious physical injury to any person
- b. causes physical injury to any person by means of a deadly weapon other than a firearm
- c. recklessly causes serious physical injury to another person
- d. intentionally or knowingly causes physical injury to one he/she knows to be a law enforcement officer, fire fighter acting in the line of duty, a teacher or other school employee acting in the course of employment, an individual 60 years of age or older or 12 years of age or younger, an officer or employee of the state while acting in the performance of his lawful duty, any licensed or certified health care professional, while performing emergency medical services, or an individual who is incompetent has committed Battery in the Second Degree, which is a class D felony.

Battery

Students will not beat or strike any person either directly or with an object producing bodily harm/injury.

Disorderly Conduct

Students will not engage in inappropriate behavior that substantially disrupts or interferes with or is likely to disrupt or interfere with any school function, activity, or school program. Inappropriate behavior includes, but is not limited to: the use of violent, abusive, obscene, or profane language or gestures directed at another person or to the public in general; blocking the doorway or corridor; preventing students from attending class or school activity; blocking normal pedestrian or vehicular traffic; using violence, force, noise, coercion, threats, intimidation, harassment, fear, passive resistance or any other conduct intentionally to cause a disruption; encouraging other students to violate any school regulation.

Harassing Communications

Students will not use a telephone, mail, email, or any other form of written or verbal communication to annoy, cause alarm, or threaten to harm another person, or knowingly allow another person to use a telephone or other electronic device under their control for this purpose.

Possession of Weapons and Dangerous Instruments (non-fire arms) (4.22) No student shall possess a weapon, display what appears to be a weapon, or threaten to use a weapon while in school, on or about school property, before or after school, in attendance at school or any school sponsored activity, en route to or from school or any school sponsored activity, off the school grounds at any school bus stop, or at any school sponsored activity or event. A weapon is defined as any knife, gun, pistol, revolver, shotgun, BB gun, rifle, pellet gun, razor, ice pick, dirk, box cutter, numchucks, pepper spray or other noxious spray, explosive, or any other instrument or substance capable of causing bodily harm.

Possession means having a weapon, as defined in this policy, on the student's body or in any area under his/her control. If, prior to any questioning or search by any school personnel, a student discovers that he/she has accidentally brought a weapon to school including a weapon that is in a vehicle on school grounds, and the student informs the principal or staff person immediately, the student will not be considered to be in possession of a weapon. 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.

Possession of Fireworks

Students will not possess, handle, or transmit firecrackers, smoke bombs, cherry bombs, or any kind of fireworks that could be a danger to themselves or to others, that could cause damage to school property, or that could be disruptive of the learning environment.

CATEGORY 5:

For Category 5 infractions, the following consequences may be applied: recommendation for expulsion and notification of Law Enforcement Officials.

Robbery

Students will not use force or threats to violently take any goods, money, or other valuable items from another person.

Sexual Misconduct

Students will not deliberately show the sex organs in a public place or engage in or attempt to engage in a sexual act with another person on school district property or at a school related activity.

False Alarm

Students will not turn in a fire, bomb threat, or other emergency alarm without a lawful purpose.

Department of Education website tools for parents, assistance with nutritional meal planning and preparation and other strategies or curricula developed or acquired by the school district for at-home parental instruction approved by the Department of Education.

The State Board of Education's Standards for Accreditation of Arkansas Public Schools and School Districts shall require no fewer than two (2) hours of professional development for teachers designed to enhance the understand of effective parental involvement strategies. No fewer than three (3) hours of professional development for administrators designed to enhance understanding of effective parent involvement strategies and the importance of administrative leadership in setting expectations and creating a climate conducive to parental participation.

Bismarck Elementary work with parents to create a School-Parent-Compact

School staff, parents, and students will develop a school-parent-student compact. This compact will outline how parents, school staff, and students share the responsibility for improving student academic achievement and the means by which the school and parents will build and develop a partnership to help children achieve the state's high academic standards.

Bismarck Elementary will provide opportunities for parents to be involved in the development, implementation and evaluation of the school wide school improvement plan, and the Annual Title I Meeting to engage them in the decision-making processes regarding the school's Title I, Part A Program

Bismarck Elementary will take advantage of community resources and recruit alumni from the school to participate on our ACSIP teams, curriculum teams, and participate in our peer review meeting. This process will provide advice and guidance for school improvement.

Bismarck Elementary shall enable the formation of a Parent Teacher Organization that will foster parental and community involvement within the school.

Bismarck Elementary will provide resources for parents as follows:

Parents may check out materials from the Parent Center, use the computer to check grades, and visit educational Web sites. Parents will be encouraged to view the Title I Plan located in the parent resource center or media center. A suggestion sheet will also be available for parental input.

Bismarck Elementary will distributed Informational packets each year that includes a copy of the school's parental involvement plan, survey for volunteer interests, recommended roles for parents/ teachers/students and school, suggestions of ways parents can become involved in their child's education, parental involvement activities planned for the current school year and information about the system that will be used to allow parents and teachers to communicate (notes, phone calls, e-mail...).

Bismarck Elementary will promote and support responsible parenting; the school shall, as funds are available: Purchase parenting books, magazines, and other informative materials regarding responsible parenting through the school library, advertise the current selection, and give parents the opportunity to borrow the materials for review.

Bismarck Elementary will provide a parent center.

Bismarck Elementary will include in the school's policy handbook the school's process for resolving parental concerns, including how to define a problem, whom to approach first, and how to develop solutions.

The principal of Bismarck Elementary will designate (1) certified staff member,

Kimberly Turner, as a parent facilitator.

Bismarck Elementary will engage parents in the evaluation of our parental involvement efforts by:

The school will engage parents in the annual evaluation of the Title I, Part A Program's parental involvement efforts through an annual evaluation using a comprehensive needs assessment filled out by teachers, parents and school staff. The Title I committee, made up of teachers, parents and school staff, will determine the effectiveness of the parental involvement plan and make changes if warranted. While collecting evidence about satisfaction with the program and the school's efforts to increase parental involvement will be a part of the evaluation, the survey will also collect specific information on the (1) growth in number of parents participating in workshops and meetings; (2) specific needs of parents; (3) effectiveness of specific strategies; and (4) engagement of parents in activities to support student academic growth.

How will your school use the parent interest surveys to select, plan and implement parental involvement activities that will be offered throughout the year?

The school will ask parents to fill out a parent interest survey at registration or at the beginning of each school year to get information from parents concerning the activities they feel will be most beneficial in the efforts to support their child academically.

The school will use the results of the parent interest survey will be used to plan the parental involvement activities for the year.

The school will evaluate the activities that were suggested by the parents at the end of the year as part of the annual parental involvement plan evaluation.

Bismarck Elementary will conduct an Annual Title I Meeting:

The school will hold their annual Title I meeting separate from any other meetings or activities to ensure that they have ample time to provide a description/explanation of school curriculum, information on forms of academic assessments used to measure student progress and information on proficiency level students are expected to meet.

Parent Involvement District Plan

The Mission of Bismarck Public Schools is to provide learning experiences to enable the student to become a technologically competent, productive, caring, and contributing citizen. We believe an effective school should promote a strong positive relationship among the school, the home, and the community. Bismarck School District works together with the community and parents to provide a safe, nurturing environment to allow students to grow and reach their highest educational potential that will promote life-long learning.

The Bismarck School District strives to engage students and parents in an educational comprehensive parental involvement plan that benefits students and families both at home and school. A common vision of family engagement will increase the level of participation and involvement of the home and community components. Parent participation and involvement is important to student achievement academically and emotionally and leads to success in all areas of learning. Partnering with parents to support student success is actively supported. Bismarck School District realizes that it is essential to engage all parents in our effort to improve student achievement.

Bismarck School District will foster effective parental involvement strategies and support

Gambling

Students will not participate in any activity which may be termed gambling or wagering where the stakes are money or any other object of value.

Theft

Students will not steal school property or property belonging to another person. Full restitution for stolen property will be required. Failure to make restitution may result in recommendation for expulsion. All thefts will be reported to proper authorities.

CATEGORY 3:

For Category 3 infractions, the following consequences may be applied:

First Offense - Up to 3 day Saturday School/Corporal Punishment

Second Offense- Up to 2 day out of school Suspension

Third Offense - Up to 5 days out-of-school suspension

Fourth Offense – Up to 10 days out-of-school suspension

Beyond Fourth Offense - Expulsion recommendation

Truancy (off campus)

Students will not leave the school campus after arrival without being signed out by parent or person authorized by the parent, or without permission of a school administrator. Failure to attend school (without parent's/guardian's knowledge) is truancy.

Throwing objects

Throwing any objects inside or outside the classroom is very dangerous and can result in injury.

Closed Campus (4.10)

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

Loitering

Students will not linger on the school campus or within 100 feet of the school campus without permission from a school administrator. Suspended and/or expelled students are not allowed on the school campus or at any school related activity during the period of the suspension or expulsion.

Vandalism

Students will not intentionally destroy, cut, deface, or otherwise damage property belonging to another person or the school district. Full restitution for damages will be required. Failure to make restitution may result in recommendation for expulsion.

Fighting

Students will not engage in mutual combat in which participants inflict intentional bodily injury to any person. All participants in a fight will be disciplined according to the degree of involvement by the participants. Physically hitting/grabbing another student in anger or retaliation for actions/statements falls into this category.

CATEGORY 4:

For Category 4 infractions, the following consequences may be applied:

First Offense Up to 2 days out-of-school suspension

Second Offense Up to 5 days out-of-school suspension

Third Offense Up to 10 days out-of-school suspension

Fourth Offense 10 days out of school suspension with Expulsion recommendation

Written, Verbal or Physical Threats

Students will not threaten to harm another person physically or make any attempt to do so, as with unsuccessful "blows". Students will not commit any attack with words, profanities, etc., in an attempt to promote or incite physical violence. This includes but is not limited to "dislike", "hate" or "kill", or verbally distasteful list that students create.

Disruptive Behaviors

Students will not engage in behaviors/activities deemed disruptive to the health, safety, and/or learning environment.

Hitting/Rough Housing:

Escalation of "just playing around" is the most common cause of fights among students. Students will not "horseplay" by making physical contact (grabbing, hitting etc...) with other students.

Misuse of Internet (See Internet use agreement)**Throwing objects**

Throwing any objects inside or outside the classroom is very dangerous and can result in injury.

Disrespectful Behaviors

Disrespect for school employees and failing to comply with their reasonable directions or otherwise demonstrating insubordination.

Students will not use profanity or inappropriate language

Using Verbally Abusive Language, Obscene Gestures, "Fighting Words" Students will not use obscene gestures, or inflammatory or verbally abusive language. This also applies to the use of words that mimic inappropriate words or language.

Truancy (on campus)

Failure to report to or remain in regularly assigned areas is on campus truancy. Students walking to another campus (Middle or High School) without permission of an Elementary School staff member will be considered truant. All Elementary School students must load/unload the buses on the Elementary School campus. Car riders must be picked up/dropped off at the Elementary School car rider line in front of "A" building.

Tobacco Products or Related Accessories (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.

Forgery or Falsification of Information

Students will not verbally mislead (lie), falsify signatures or information on official school records, including notes and memos to/from parents and school personnel.

partnerships among school, parents, and the community to improve student achievement

- Bismarck School District will work with community and parents to develop a district involvement plan. This plan will be placed on the district website and made available at school locations and parent centers. ADE submission will be October 1.
- Parents will be invited to participate in Parental Involvement committees in the spring of each year to review district and school plans. Committees will discuss and update the Title I, Part A and ACSIP Parental Involvement Priority through these committee meetings. The topics of discussion will include explanation of purpose of each title funding program; amounts received for each program and how they are allocated, parent involvement requirements and activities held. Parents and stakeholders will review and assist with planning and improving the Title I program for the upcoming year. Documents provided will include parental involvement activities list, funding allocations, and the Title I current year plan. All stakeholders will be invited to provide input into the planning and development of the Title I plan for the upcoming school year.
- Parents will be invited to participate in Parental Involvement committees in the spring of each year to review district and school plans. Committees will discuss and update the Title I, Part A and ACSIP Parental Involvement Priority through these committee meetings. The topics of discussion will include explanation of purpose of each title funding program; amounts received for each program and how they are allocated, parent involvement requirements and activities held. Parents and stakeholders will review and assist with planning and improving the Title I program for the upcoming year. Documents provided will include parental involvement activities list, funding allocations, and the Title I current year plan. All stakeholders will be invited to provide input into the planning and development of the Title I plan for the upcoming school year.
- The District has three schools and each have been assigned a parent involvement contact person. The contacts are: Elementary - Kimberly Turner, Middle - Kathy Pasley, and High School - Jane Wilson. These contacts serve as parent involvement facilitators to coordinate with other school programs, faculty, and parents in the effort to encourage parental involvement.
- Parental Involvement plans will be evaluated annually in the effort to identify improvement needs. The District Parental Involvement Committee will meet in the fall to review the plans effectiveness.
- In an effort to improve the quality of schools and identify barriers of optimum parent participation the District will work with parents to conduct an annual review of the effectiveness of the parental involvement policy. This committee will meet and discuss way to enhance parental involvement in the District and schools. A Report to the Public will be held annually providing information on data and assessment, Title I, Part A, academic programs, and curriculum.
- Develop district parental involvement committee to create a parental involvement policy and implement parental involvement activities as well as disseminate information to the community to promote parental involvement in the Title I, Part A school.
- The District will take the following actions to involve involving parents in the process of review and improvement: Annual Report to the Public and Parental Involvement Survey.

The District will provide coordination, technical assistance to assist schools in planning and implementing effective parental involvement

- The District Leadership Team will conduct visits throughout the year to building sites to observe parental involvement activities and practices. This will be in the form of math nights, Literacy nights, parent evenings, parent activities during school hours, open house, parent/teacher conferences, and parent contact documentation through phone, e-mails, or texts. Each school site parental involvement designee will keep record of parental involvement practices throughout the

year and make this available to the Leadership Team. Parent evenings and parent meetings lend themselves to topics that will enhance parent's awareness of ways to assist their children's academic achievement.

- As much as possible the District will provide school forms in a language parents can understand.
- Professional development on effective parental involvement strategies will be available and provided to staff. It is the District's goal to create awareness for all staff members in effective ways to communicate with and work with parents and families. Administrators will receive three hours of parental involvement training and teachers will receive at least two hours of parental involvement training. Parents have access to our website that displays various ways they can assist their child's educational needs, information about each building site and the district, policies, events, available programs, academic plans, curriculum, contact information of staff, parent center information, and handbooks.
- Title I schools will partner with parents to develop and use a school-parent compact that states the responsibility is shared by the school staff, student, and parents in the effort to provide academic achievement for the student. The relationship between parents and school will assist in building a positive direction so students will be able to meet the high standards required by the state. The compact states the responsibilities of each party.
- The District will work with and monitor each school to make sure that a parental involvement plan has been developed with input from parents.
- Parents will have available to them flexible meeting times when needed to ensure them the opportunity to gain information and be involved in their child's learning.
- Each child will receive a personal handbook at the beginning of each year. Handbooks are also posted on our website. Handbooks include policy information and rules and regulations in regards to school communication.

Building the school's capacity for parental involvement

- The District will provide support for parental involvement at the request of participating Title I, Part A schools through assisting with resources, providing research and information, and being available for support.
- The District will distribute an annual survey to parents. This survey will provide questions that will assist in showing the effectiveness of the parental involvement process and goals and allow for feedback that will improve school effectiveness.
- An annual meeting will be provided at each Title I school to inform parents of Title I participation. Information provided will include the requirements of the program, parent's right to be involved in planning, reviewing, and improving the Title I program at the school, curriculum overview, assessment procedures, and the school's achievement level. The national, state, and local education goals will be provided including parents' rights as defined in Title I, Part A.
- The District has three schools and each have been assigned a parent involvement contact person. The contacts are: Elementary - Kimberly Turner, Middle - Kathy Pasley, and High School - Jane Wilson. These contacts serve as parent involvement facilitators to coordinate with other school programs, faculty, and parents in the effort to encourage parental involvement. The District will assist in the development of parent engagement groups at each school by providing research, support, and information as needed.

participants in an altercation will be disciplined according to the degree of involvement of each student.

Inappropriate Language:

Students will not use profanity or inappropriate language. Students will not use obscene gestures or verbally abusive language.

Hitting/Rough Housing:

Escalation of "just playing around" is the most common cause of fights among students. Students will not "horseplay" by making physical contact (grabbing, hitting etc...) with other students.

Forgery or Falsification of Information

Students will not verbally mislead (lie), falsify signatures or information on official school records, including notes and memos to/from parents and school personnel.

Harassment/Hazing:

Students will not engage in behaviors that violate a person's right to privacy, including picking at or teasing on a continual basis, offering non-solicited oral, written, or physical communication offensive to the recipient, or directing sexually explicit language or gestures to another person.

Displays of Affection:

Students will not engage in any type of contact that is suggestive in nature, including kissing, hugging, hand-holding, etc.

Failure to Serve Detention:

Students will serve detention as directed by school staff.

Possession of Inappropriate Materials:

Students should not be in possession of any materials detrimental or disruptive to the educational climate including, but not limited to, radios, tape players, electronic games, C.D.s, pornographic materials, skateboards, aerosol cans, toys, and trading cards. School personnel shall seize any such materials from the student possessing them and turn those items in to the office.

Laser Pointers:

(4.28) 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, enroute to or from school or any school sponsored activity, off school grounds at any school bus stop or at any school-sponsored activity or event. School personnel shall seize any laser pointer from the student possessing it. The student may reclaim it at the close of the school year, or when the student is no longer enrolled in the District.

CATEGORIES 2, 3, and 4 - Disciplinary actions will move progressively through a defined schedule for each rule violation. However, the principal may move to a more severe penalty at any time based on the circumstances involved in the particular incident.

While a certain degree of consistency must be maintained; individual circumstances will be considered by school administration with each incident. Serious offenses may result in disciplinary action becoming more severe. Principal may choose a more severe penalty at any time based on the circumstances of the offense.

CATEGORY 2:

For Category 2 infractions, the following consequences may be applied:

First Offense - Up to 2 day Saturday School/Corporal Punishment

Second Offense – Up to 3 day Saturday School/Corporal Punishment

Third Offense - Up to 3 days out-of-school suspension

Fourth Offense – Up to 5 days out-of-school suspension

17. 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;
18. Hazing, or aiding in the hazing of another student;
19. Gangs or gang-related activities, including belonging to secret societies of any kind, are forbidden on school property. Gang insignias, clothing, "throwing signs" or other gestures associated with gangs are prohibited;
20. Sexual harassment; and
21. Bullying.

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

CATEGORY 1

While a certain degree of consistency must be maintained; individual circumstances will be considered by school administration with each incident. Serious offenses and reoccurring offenses may result in disciplinary action becoming more severe. Principal may choose a more severe penalty at any time based on the circumstances of the offense.

For CATEGORY 1 infractions the following consequences may be applied:

Based on severity and reoccurrence, any of the following consequences may be applied at the discretion of the building principal: Detention Hall, Corporal Punishment, Student/Principal conference, Student/Counselor conference, Saturday School, After School Detention, 1 to 10 days Out-of-School or In-School Suspension, recommendation for expulsion, and/or other appropriate disciplinary options as assigned by the principal.

Disruptive Behaviors

Students will not engage in behaviors/activities deemed disruptive to the health, safety, and/or learning environment.

Inappropriate Dress

Students will not dress inappropriately. Refer to Appearance and Dress Code (4.25) included in this handbook.

Disrespectful Behaviors

Disrespect for school employees and failing to comply with their reasonable directions or otherwise demonstrating insubordination.

Failure to Follow Reasonable Directives of School Staff

Students will be considered insubordinate when they refuse to obey any rule, regulation, or reasonable instructions of the school district or school district personnel, including: teachers, student teachers, substitute teachers, teachers' aides, administrative personnel, school bus drivers, cafeteria workers, custodians, school security officers, and other authorized school personnel.

Academic Dishonesty:

Students will not copy the classwork, homework, or tests of another student. Students will not allow another student to copy their classwork, homework, or tests. Students may receive a zero on any work involving academic dishonesty.

Students will not use profanity or inappropriate language

Using Verbally Abusive Language, Obscene Gestures, "Fighting Words" Students will not use obscene gestures, or inflammatory or verbally abusive language. This also applies to the use of words that mimic inappropriate words or language.

Minor Altercations:

Students will not engage in any physical struggle having the potential of producing bodily harm. All

Conducting Evaluation

- Parents will be surveyed annually. The goal of these surveys will be to improve parental involvement in the schools and identify barriers that hinder parental involvement. Surveys will be used to plan for improvement and to meet the needs of the school's individual parents.
- Parents will be involved in the evaluation system of development and the data analysis. Parents will be involved in the planning process as result of the survey and evaluation.
- Information will be gathered and analyzed from the evaluation. Results will be used to make recommendations to schools for improving their parental involvement plans and making policy revisions.
- Develop and disseminate an annual parent activity evaluation report to share with parents, staff, and the community.

Involving Parents

- The Leadership Team will recruit parents to serve on the district ACSIP committee for the District to develop the Title I Application. Each school will recruit parents to serve on school ACSIP
- The District will encourage the formation of partnerships between the district and local businesses that includes roles for parents. These organizations include the Lion's Club and Helping Hands.

Title I Coordinator: Lana Hughes 501-865-3616 lana.hughes@bsd-lions.net

SCHOOL RESIDENCY AND ADMISSIONS

4.1—RESIDENCE REQUIREMENTS

Definitions:

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

"Resident" means a student whose parents, legal guardians, persons having legal, lawful control of the student under order of a court, 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 legal, lawful control of the student under order of a court, or persons standing in loco parentis reside. A student may use the residential address of a legal guardian, person having legal, lawful control of the student under order of a court, 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, or other persons having lawful control of the person under an order of a court reside within the District and to all persons between those ages who have been legally transferred

to the District for educational purposes.

Any person eighteen (18) years of age or older may establish a residence separate and apart from his or her parents or guardians 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 parents, guardians, or other persons having lawful control of him or her under an order of a court, the person must actually reside in the District for a primary purpose other than that of school attendance. However, a student previously enrolled in the district who is placed under the legal guardianship of a noncustodial parent living outside the district by a custodial parent on active military duty may continue to attend district schools.² A foster child who was previously enrolled in a District school and who has had a change in placement to a residence outside the District, may continue to remain enrolled in his/her current school unless the presiding court rules otherwise.

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

ENTRANCE REQUIREMENTS (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.

Students may enter kindergarten if they will attain the age of five (5) on or before August 1 of the year in which they are seeking initial enrollment. Any student who has been enrolled in a state-accredited or state-approved kindergarten program in another state for at least sixty (60) days, who will become five (5) years old during the year in which he/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 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. Home-schooled and private school students shall be evaluated by the District to determine their appropriate grade placement.

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.

- Holes in pants will be no higher than the knee.

- Clothing generally perceived as pajamas, underwear, such as sports bras, undershirts, boxers, etc. will be covered. Clothing will not be worn in any manner that exposes or gives the illusion of exposing undergarments.

- Tongue and facial piercings, with the exception of earrings, are not allowed.

- All school uniforms worn during regular class time must meet the school dress code.

Procedures for violations of the Bismarck Elementary Dress Code will be as follows:

First Offense-The student's homeroom teacher will send a note home checking off the violation and highlighting the infraction. In return, parents will sign the form and send it back to the child's teacher to be placed on file.

Second Offense-The student will be sent to the office and parents will be contacted and clothing that meets the Bismarck Elementary Dress Code shall be provided within a reasonable time frame.

Third Offense-The student will be sent to the principal at which point the parents will be contacted and disciplinary action may be taken at the discretion of the administrator.

Note: In certain circumstances, a white t-shirt may be provided if the clothing is deemed inappropriate.

4.18—PROHIBITED CONDUCT

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

1. Disrespect for school employees and failing to comply with their reasonable directions or otherwise demonstrating insubordination;
2. Disruptive behavior that interferes with orderly school operations;
3. Willfully and intentionally assaulting or threatening to assault or physically abusing any student or school employee;
4. Possession of any weapon that can reasonably be considered capable of causing bodily harm to another individual;
5. Possession or use of tobacco in any form on any property owned or leased by any public school;
6. Willfully or intentionally damaging, destroying, or stealing school property;
7. Possession of any paging device, beeper, or similar electronic communication devices, cameras, MP 3 players, Ipods, and other portable music devices on the school campus during normal school hours (unless stored in silent mode in the student's locker or vehicle) unless specifically exempted by the administration for health or other compelling reasons;
8. Possession, selling, distributing, or being under the influence of an alcoholic beverage, any illegal drug, unauthorized inhalants, or the inappropriate use or sharing of prescription or over the counter drugs, or other intoxicants, or anything represented to be a drug;
9. Inappropriate public displays of affection;
10. Cheating, copying, or claiming another person's work to be his/her own;
11. Gambling;
12. Inappropriate student dress;
13. Use of vulgar, profane, or obscene language or gestures;
14. Truancy;
15. Excessive tardiness;
16. Engaging in behavior designed to taunt, degrade, or ridicule another person on the basis of race, ethnicity, national origin, sex, or disability;

of the road ten feet in front of the bus. Students will not cross the highway until the driver has signaled for them to do so.

The driver is charged with the responsibility of maintaining order in the bus at all times. No students will bring pets, animals, balloons, or sharp objects on the school bus.

Fighting on the bus will result in a 3 day out-of-school suspension in addition to bus suspension in accordance with the number of the referral student has incurred.

While a certain degree of consistency must be maintained; individual circumstances will be considered by school administration with each incident.

Serious offenses may result in disciplinary action becoming more severe. Principal may choose a lesser, or a more severe penalty at any time based on the circumstances of the offense. Failure to comply with the rules will result in a written referral to the principal by the bus driver.

First referral: parents contacted and a warning given to student

Second referral: 3 days suspension of riding privileges.

Third referral: 5 days suspension of riding privileges.

Fourth referral: 10 days suspension of riding privileges.

Fifth referral: riding privileges suspended for the remainder of the year.

APPEARANCE AND DRESS CODE (4.25)

The Bismarck Board of Education recognizes that dress can be a matter of personal taste and preference. At the same time, the District has a responsibility to promote an environment conducive to student learning. This requires limitations to student dress and grooming that could be disruptive to the educational process because they are immodest, disruptive, unsanitary, and unsafe, could cause property damage, or are offensive to common standards of decency. The Superintendent shall establish student dress codes for the District's schools, to be included in the student handbook, and are consistent with the above criteria. Students are prohibited from wearing, while on the school grounds during the day and at school sponsored events, clothing that exposes underwear, buttocks, or the breast of a female. Students should wear clothing that is appropriate for school. Please send your child to school in comfortable play clothes that are appropriate to the weather conditions. Outdoor play is a vital part of our day and there will be few days that we will not go outside. Parents are highly encouraged to send extra clothing in their child's backpack in case of emergency situations. The following guidelines are to be used:

- Clothing that exposes underwear, buttocks, or the breast of a female is prohibited.
- All shorts/skirts must be at least mid-thigh.
- Bare midriffs, spaghetti strap shirts, shoulder baring styles, tops that are low cut in the front and sides, sagging pants and see through clothing are not permitted.
- Headwear (i.e. caps, hats, kerchief, toboggans, etc.) for both sexes are not permitted during the school day with exception of cold weather, special event days etc...as designated by the administration.
- Flip flops or any between the toe, thong-like shoe, high heel, ball cleats, or house shoes are not allowed footwear in the elementary school. Due to health and safety concerns, students wearing these type shoes to school will not be allowed to participate in recess.
- Any neon/unnatural hair styles deemed distracting to the educational process will not be permitted.
- Clothing, buttons, pins, jewelry, patches, etc., with messages promoting alcohol, tobacco, drugs, sex, obscenities, words with double messages, violence, or vulgarities are prohibited.

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

1. The parent, guardian, or other responsible person shall furnish the child's social security number, or if they request, the district will assign the child a nine (9) digit number designated by the department of education.
2. The parent, guardian, or other responsible person 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 or guardian;
 - f. United States military identification; or
 - g. Previous school records.
3. The parent, guardian, or other responsible person 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. The Board of Education reserves the right, after a hearing before the Board, not to allow any person who has been expelled from another school district to enroll as a student until the time of the person's expulsion has expired.
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: "active duty members of the uniformed services" includes members of the National Guard and Reserve on active duty orders pursuant to 10 U.S.C. Section 1209 and 1211; "uniformed services" means the Army, Navy, Air Force, Marine Corps, Coast Guard as well as the Commissioned Corps of the National Oceanic and Atmospheric Administration, and Public Health Services; "veteran" means: a person who served in the uniformed services and who was discharged or released there from under conditions other than dishonorable.

"Eligible child" means the children of:

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

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.

¹ The student cannot be enrolled until the board gives the student a hearing to determine whether to enroll the student. All reasonable attempts shall be made to have the hearing in an expeditious manner.

²A.C.A. § 6-4-302 defines both "uniformed services" and "active duty." The district will use statute to determine if the student wishing to enroll qualifies under the act's definitions.

PLACEMENT OF MULTIPLE BIRTH SIBLINGS (4.53)

The parent, guardian or other person having charge or custody of multiple birth siblings in grades pre-K through 6 may request that the multiple birth siblings are placed in either the same or separate classrooms. The request shall be in writing not later than the 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. The Superintendent's decision regarding the appeal shall be final.

STUDENT TRANSFERS (4.4)

The Bismarck School District shall review and accept or reject requests for transfers, both into and out of the district, on a continuing basis.

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

6) The parent and student agree to assume the costs of the mental health program as determined by the parent, Therapeutic Family Services, and the superintendent. This includes any costs associated with the mental health program beyond those covered by insurance, Medicaid, etc....

7) Probationary students may neither participate in, nor attend any extra-curricular activities during the PROBATIONARY ATTENDANCE period. These students are not allowed to be on school campus at any time, other than specifically allowed in this policy or by district administration.

8) Probationary students may **not** ride on school transportation (buses) during this period except as required by his/her IEP. Parents/guardians who do not drop off/pick up the student at the time and manner as required by school administration are in violation of this policy, and may result in the nullification of probationary status. Parent/guardian or other appropriate, approved person over the age of 18 will be required to sign the student in at the office by 7:55 a.m. each day and sign them out at 3:00 p.m. each day (or alternate pre-approved times). Those students who drive to school will not be permitted to do so.

9) Students who are placed on probationary status will be assigned a modified schedule so they may attend state mandated, academic courses as long as the student satisfactorily participates in the mental health program, meets all prescribed stipulations dealing with school attendance, academic performance, student disciplinary policies, and other restrictions specified by the superintendent. Students attending under this policy may only be in the designated settings as prescribed by school administration (assigned classrooms, specified restrooms, ALE, etc...). Probationary students are not to be on campus or attend any school function other than their assigned classes during the probationary period without prior administrative approval. Failure to adhere to these location restrictions are a violation of the probation attendance policy and may be grounds for expulsion.

10) Parents and students requesting enrollment in the Probationary Attendance Program agree to waive the right to an additional hearing before the board on the expulsion should the student fail to meet the terms of the program during the probationary period.

11) If a student and/or parent fail(s) to meet or violate(s) the agreed upon terms of the Probationary Attendance program, this will nullify the agreement of the probation. Immediate expulsion will incur for the remainder of the probationary terms

POLICIES FOR SCHOOL BUS (4.19)

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.

The preceding paragraph also applies to student conduct while on school buses. Students shall be instructed in safe riding practices. The driver of a school bus shall not operate the school bus until every passenger is seated. Disciplinary measures for problems related to bus behavior shall include suspension or expulsion from school, or suspending or terminating the student's bus transportation privileges. Transporting students to and from school who have lost their bus transportation privileges shall be come the responsibility of the student's parent or legal guardian.

Be at the bus stop at the scheduled time. Stand back about ten feet from the bus and wait until the door is open before moving closer to the bus. Do not play on the highway.

While loading or unloading, enter or leave the bus quickly and in an orderly manner. While riding the bus, students are under the supervision of the driver and must obey the driver at all times.

Students shall conduct themselves in a manner that will not distract the attention of the driver or disturb others. Students may not leave seats any time the bus is in motion. Students will sit in seats assigned by the bus driver.

Students will not tamper with any of the safety devices such as door latch, fire extinguisher, etc. Students will not deface the bus or any school property. Students will not write on the bus at any time.

Students must not ask the driver to let them off the bus at any place other than their regular stop (i.e. uptown, at the store, or to get mail out of a box).

If the student must cross the highway to enter the bus, he/she will wait until the bus has come to a complete stop and the driver has signaled for the student to cross in front of the bus.

Students who must cross the road after leaving the bus in the afternoon will go to a point on the shoulder

During the hearing, the Superintendent or designee, or representative will present evidence, including the calling of witnesses, that 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.

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.

Except as permitted by policy 4.22, the Superintendent shall recommend the expulsion of any student for a period of not less than one (1) year for possession of any firearm prohibited on school campus by law. The Superintendent shall, however, have the discretion to modify the expulsion recommendation for a student on a case-by-case basis. Parents or legal guardians 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 or legal guardians shall sign a statement acknowledging that they have read and understand said laws prior to the student being enrolled in school.

PROBATIONARY ATTENDANCE PROGRAM

Students who are recommended for expulsion for violation of district policy may be eligible for consideration for placement in the PROBATIONARY ATTENDANCE PROGRAM in lieu of expulsion. This program is designed to allow eligible students the possibility of continuing their education under a strict probation and with specific limitations if they meet policy criteria, as well as any additional conditions specified by the superintendent.

It is the responsibility of the parent/guardian to request consideration for enrollment in the Probationary Attendance Program from the Superintendent of Schools. Parents making the request for this probationary status must contact the District office a minimum of two (2) school days before their child's board hearing date and request to arrange a meeting with the superintendent. If the superintendent believes the student may be eligible for this program, a meeting will be scheduled (If the superintendent believes the student to be ineligible or does not fit the criteria, expulsion proceedings will proceed as scheduled.) Those in attendance at this meeting may include the superintendent, the reporting administrator or designee, a school counselor, the student, and their parent or guardian, and any other personnel deemed relevant to the situation by the superintendent. If it is then believed that the student is a good candidate for the Probationary Attendance Program and the parent/guardian/student agree to abide by the program guidelines, the student will be recommended to the Bismarck School District Board of Directors for enrollment. The final decision for possible board recommendation will be made by the superintendent. If School Board approved, the superintendent may then direct the building level administrator or designee to design a Probationary Attendance Program for the student.

Criteria and restrictions for participation include:

- 1) The probationary student's presence cannot pose a threat or perceived threat to the health, safety, or educational environment of the school.
- 2) The student cannot have previously been expelled from any public or private school.
- 3) Students who have been found to have sold, or in any way distributed or provided prohibited substances to others on school property, at school events, or while in transit to/from any school event are not eligible for the PROBATIONARY ATTENDANCE PROGRAM.
- 4) The parent and student must agree to enroll and to complete participation in the school approved mental health and/or drug/alcohol abuse program. The school approved program is administered by the professionals at Therapeutic Family Services or other comparable program service provider approved by the district.
- 5) The student agrees to participate in drug/alcohol testing, counseling, and required meetings prescribed by the mental health program administrators. The program administrators will notify the school if the student fails to meet all of the requirements of their program.

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

Any student transferring from home school or a school that is not accredited by the Department of Education to a District school shall be evaluated by District staff to determine the student's appropriate grade placement.

Except as otherwise required or permitted by law, the responsibility for transportation of any nonresident student admitted to a school in this District shall be borne by the student or the student's parents.

SPECIAL EDUCATION SERVICES (4.49)

The district shall provide a free appropriate public education and necessary related services to all children with disabilities residing within the district, required under the Individuals With Disabilities Education Act ("IDEA"), Section 504 of the Rehabilitation Act of 1973, the Americans With Disabilities Act, and Arkansas Statutes.

It is the intent of the district to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 are identified, evaluated and provided with appropriate educational services. Students may be disabled within the meaning of Section 504 of the Rehabilitation Act even though they do not require services pursuant to the IDEA. For students eligible for services under IDEA, the District shall follow procedures for identification, evaluation, placement, and delivery of services to children with disabilities provided in state and federal statutes which govern special education.

Implementation of an Individualized Education Program (IEP) in accordance with the IDEA satisfies the district's obligation to provide a free and appropriate education under Section 504.

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

SOCIAL SERVICES

The Bismarck School District will report cases of child abuse to the appropriate agencies as required by state law. School officials will cooperate with Social Services in the investigation phase of any reports involving Bismarck students.

HOMELESS STUDENTS

The Bismarck 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 liaison for homeless children and youth whose responsibilities shall include coordinating with the state educational liaison for homeless children and youth to ensure that homeless children are not stigmatized or segregated on the basis of their status as homeless and such other duties as are prescribed by law and this policy.

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. It is the responsibility of the District's local educational liaison for homeless children and youth

to carry out the dispute resolution process.

To the extent feasible, the District shall do one of the following according to what is in the best interests of a homeless child. (For the purposes of this policy school of origin means the school the child attended when permanently housed or the school in which the child was last enrolled.) 1. Continue educating the child who becomes homeless between academic years or during an academic year in their school of origin for the duration of their homelessness. 2. Continue educating the child in his/her school or origin who becomes permanently housed during an academic year for the remainder of the academic year 3. Enroll the homeless child in the school appropriate for the attendance zone where the child lives.

If the District elects to enroll a homeless child in a school other than their school of origin and such action is against the wishes of the child's parent or guardian, the District shall provide the parent or guardian with a written explanation of their reason for so doing which shall include a statement of the parent/guardian's right to appeal.

In any instance where the child is unaccompanied by a parent or guardian, the District's local educational liaison for homeless children and youth shall assist the child in determining his/her place of enrollment. The Liaison shall provide the child with a notice of his/her right to appeal the enrollment decision. 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 Liaison), to and from the child's school of origin.

For the purposes of this policy, students shall be considered homeless if they lack a fixed, regular, and adequate nighttime residence and (a) are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement (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 (d) are migratory children who are living in circumstances described in clauses (a) through (c).

STUDENTS WHO ARE FOSTER CHILDREN (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 Arkansas Department of Education (ADE), and individuals involved with each foster child to ensure that he/she 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, 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. Foster children who are under expulsion from their previous school will not be enrolled until the date their expulsion is completed from their previous school. 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-

educational environment

4. Is insubordinate, incorrigible, violent, or involves moral turpitude

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
3. If the principal finds the student guilty of the misconduct, he/she may be suspended.

When possible, notice of the suspension, its duration, and any stipulations for the student's re-admittance to class will be given to the parent(s), legal guardian(s), or to the student if age 18 or older prior to the suspension. Such notice shall be handed to the parent(s), legal guardian(s), or to the student if age 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 parents' or legal guardians' responsibility to provide current contact information to the district which the school shall use to immediately notify the parent or legal guardian 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 at which the contact may be by voice, voice mail, or text message
- An email address
- A regular first class letter to the last known mailing address

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

During the period of their suspension, students serving out-of-school suspensions shall not be permitted on campus except to attend a student/parent/administrator conference.

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

(4.30L) STUDENT WORK WHILE SUSPENDED- When a student is suspended he/she may be given assignments related to the work missed during the suspension period. To receive credit, assignments must be submitted the day the student returns from suspension. If the assignments are not given to the student prior to the return from suspension, the student will have 1 school day to return assignments to the designated teacher to receive credit.

EXPULSION (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, or 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.

The Superintendent or his/her designee shall give written notice to the parents or legal guardians (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, or student if age 18 or older, requests that the hearing be conducted in executive session. Any action taken by the Board shall be in open session.

level one, he/she may file the grievance in writing with the Superintendent or his designee. Within ten days from receipt of the grievance, he shall request a conference with the aggrieved or render a written decision as to the solution.

The aggrieved person may select a representative to accompany him at each level, may ask such representative to set the facts down in a written form, and may request a written decision at levels outlined above.

For the discussion and considerations of a grievance, any student or group of students should request a meeting time and place which will not interfere with regular scheduled classes or school related activities. The faculty and administration shall make an honest effort to resolve student grievances as quickly as possible and at the most immediate level of intercession.

CORPORAL PUNISHMENT (4.39)

The Bismarck School Board authorizes the use of corporal punishment to be administered in accordance with this policy by the Superintendent or his/her designated staff members who are required to have a state-issued license as a condition of their employment. Prior to the administration of corporal punishment, the student receiving the corporal punishment shall be given an explanation of the reasons for the punishment and be given an opportunity to refute the charges. All corporal punishment shall be administered privately, i.e. out of the sight and hearing of other students, shall not be excessive, or administered with malice, and shall be administered in the presence of another school administrator or designee who shall be a licensed staff member employed by the District.

IN SCHOOL SUSPENSION (ISS)

The principal is authorized to assign students to ISS for disciplinary reasons. Students assigned to ISS will be isolated from the general student body and will not participate in any activities which occur during the regular school day (8:00 am to 3:15 pm).

Students placed in ISS will not attend any regular class unless given special explicit permission of the principal. If special circumstances exist (Short school days, Benchmark testing, etc.) the ISS assignment days may be altered by the principal.

Students in ISS will be given regular classroom assignments. When all regular classroom assignments are completed, students will be assigned written work by the ISS Supervisor, which may include copying words and definitions from the glossary of any of the student's textbooks.

Students will not talk, play, or otherwise disrupt ISS without permission from the Supervisor. Any misbehavior, disrespect, or failure to follow rules in ISS will be reported to the principal, at which time the student may receive other disciplinary consequences, including, but not limited to, corporal punishment or out-of-school suspension.

SUSPENSION FROM SCHOOL (4.30)

Students 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; going to and from school or a school activity. A student may be suspended for behavior including, but not limited to that which:

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

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.

SCHOOL CHOICE (4.5)

Standard School Choice

Definition

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

Transfers Into the District

Capacity Determination and Public Pronouncement

The Board of Directors will 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 and the requirements and procedures for participation in the program. Such pronouncements shall be made in the spring, but in no case later than March 1.

Application Process

The student's parent shall submit a school choice application on a form approved by ADE to this district. The transfer application must be postmarked or hand delivered on or before 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 as they are received in the District's central office. It is the District's responsibility to send a copy of the application that includes the date and time stamp to the student's resident district. Applications postmarked 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.

The approval of any application for a choice transfer into the District is potentially limited by the applicant's resident district's statutory limitation of losing no more than three percent (3%) of its past year's student enrollment due to Standard School Choice. As such, any District approval of a choice application prior to July 1 is provisional pending a determination that the resident district's three percent (3%) cap has not been reached.

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 either fails to initially enroll under the timelines and provisions provided in this policy or who chooses to return to his/her resident district 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. A student whose application was rejected may request a hearing before the State Board of Education to reconsider the application which must be done, in writing to the State Board within ten (10) days of receiving the rejection letter from the District.

Any applications that are denied due to the student's resident district reaching the three percent (3%) limitation cap shall be given priority for a choice transfer the following year in the order that the District received the original applications.

Transfers Out of the District

All Standard School Choice applications shall be granted unless the approval would cause the District to have a net enrollment loss (students transferring out minus those transferring in) of more than three percent (3%) of the average daily membership on October 15 of the immediately preceding year. By December 15 of each year, ADE shall determine and notify the District of the net number of allowable choice transfers. For the purpose of determining the

The Bismarck Board of Education has a responsibility to protect the health, safety, and welfare of the District's students and employees. To help maintain a safe environment conducive to high student achievement, the Board establishes policies necessary to regulate student behavior to promote an orderly school environment that is respectful of the rights of others and ensures the uniform enforcement of student discipline. Students are responsible for their conduct that occurs: at any time on the school grounds; off school grounds at a school sponsored function, activity, or event; going to and from school or a school activity. The District's administrators or his/her designee may also take disciplinary action against a student for off-campus conduct occurring at any time that would have a detrimental impact on school discipline, the educational environment, or the welfare of the students and/or staff. A student who has committed a criminal act while off campus and whose presence on campus would cause a substantial disruption to school or endanger the welfare of other students or staff is subject to disciplinary action up to and including expulsion. Such acts could include, but are not limited to a felony or an act that would be considered a felony if committed by an adult, an assault or battery, drug law violations, or sexual misconduct of a serious nature. Any disciplinary action pursued by the district shall be in accordance with the student's appropriate due process rights. The District's licensed personnel policy committee shall review the student discipline policies annually and may recommend changes in the policies to the Bismarck School Board. The Board has the responsibility of determining whether to approve any recommended changes to student discipline policies.

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

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

AMENDMENTS TO DISCIPLINE POLICIES

Bismarck Board of Education reserves the right to amend any policy concerning discipline at any time with a majority vote of the members of the Board. Changes may also be initiated by the Bismarck School District Discipline Committee, which is made up of representatives of the community, parents, teachers, administrators, school employees, and students, by presenting them to the Bismarck Board of Education for approval.

DISCIPLINE FOR THE DISABLED

In the enforcement of discipline policies of the district, applicable provisions of the Arkansas Children with Disabilities Education Act, the Individuals with Disabilities Education Act (IDEA) and Section 504 of the Rehabilitation Act of 1973 shall be complied with, in order to provide a Free and Appropriate Public Education to all students.

COMPLAINTS AND GRIEVANCES

The primary purpose of this procedure is to provide for prompt and equitable resolution of students' complaints and grievances.

Level One - The resolution of a grievance through free and informal communications as close as possible to the point of origin is encouraged. A student with a grievance may first take it to the immediate teacher or principal. Both shall be consulted prior to further resolution procedures.

Level Two - In the event the aggrieved person is not satisfied with the disposition of his grievance at

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.

STUDENT DISCIPLINE (4.17) and DRESS CODE

Consequences for disciplinary infractions will range from a minimum of verbal reprimand to a maximum of a recommendation for expulsion. Disciplinary actions will become progressively more severe if rule infractions persist. While a certain degree of consistency must be maintained; individual circumstances will be considered by school administration with each incident. The principal may choose a more severe penalty at any time based on student's past disciplinary record and the circumstances involved in the particular incident.

DISCIPLINE PROCEDURES

Consequences for disciplinary infractions will range from a minimum of verbal reprimand to a maximum of a recommendation for expulsion. Disciplinary actions will become progressively more severe if rule infractions persist. While a certain degree of consistency must be maintained; individual circumstances will be considered by school administration with each incident. The principal may choose a more severe penalty at any time based on student's past disciplinary record and the circumstances involved in the particular incident.

three percent (3%) cap, siblings are counted as one student, and students are not counted if the student transfers from a school or district in:

- Academic Distress under either A.C.A. § 6-15-430(c)(1) or A.C.A. § 6-18-227; or
- Facilities Distress under A.C.A. § 6-21-812.

If, prior to July 1, the District receives sufficient copies of requests from other districts for its students to transfer to other districts to trigger the three percent (3%) cap, it shall notify each district the District received Standard School Choice applications from that it has tentatively reached the limitation cap. The District will use confirmations of approved choice applications from receiving districts to make a final determination of which applications it received that exceeded the limitation cap and notify each district that was the recipient of an application to that effect.

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 distress;
- The student is not required to meet the June 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 District

For the purposes of this section of the policy, a "lack of capacity"¹² is defined as when the receiving school has reached the maximum student-to-teacher ratio allowed under federal or state law, the ADE Rules for the Standards of 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 who is enrolled in or assigned to a school classified by the ADE to be in academic distress is eligible to transfer to the school closest to the student's legal residence that is not in academic distress. The student's parent or guardian, or the student if over the age of eighteen (18), must successfully complete the necessary application process by July 30 preceding the initial year of desired enrollment.

Within thirty (30) days from receipt of an application from a student seeking admission under this section of the policy, 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. 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. 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 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.

A student's enrollment under Opportunity School Choice 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 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 the District

If a District school or the District has been classified by the ADE as being in academic distress the District shall timely notify the parent, guardian, or student, if the student is over eighteen (18) years of age, as soon as practicable after the academic distress designation is made of all options available under Opportunity 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 enroll the student in any public school or school district that has not been classified by the ADE as a public school or school district in academic distress.

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.

WITHDRAWING FROM SCHOOL

It shall be the policy of the School Board that any student who intends to leave the district should inform the principal's office of his/her intentions and, if possible, give the address of the new school he/she will attend.

All students who withdraw from school must secure a withdrawal form from the principal's office and secure the required signatures. If this procedure is not followed, no grades will be transferred.

HOME SCHOOLING (4.6)

Parents or legal guardians desiring to provide a home school for their children must give written notice to the Superintendent of their intent to do so and sign a waiver acknowledging that the State of Arkansas is not liable for the education of their children during the time the parents choose to home school. Notice shall be given:

1. At the beginning of each school year, no later than August 15;
2. By December 15 for parents who decide to start home schooling at the beginning of the spring semester; or
3. 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.

The parents or legal guardians shall deliver written notice in person to the Superintendent the first time such notice is given and the notice must include:

1. The name, date of birth, grade level, and the name and address of the school last attended, if any;
2. The location of the home school;
3. The basic core curriculum to be offered;
4. The proposed schedule of instruction; and
5. The qualifications of the parent-teacher.

SCHOOL SAFETY PROCEDURES

EMERGENCY DRILLS (4.37)

All schools in the District shall conduct fire drills at least monthly. Tornado drills shall also be conducted not fewer than three (3) times per year 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 may be conducted for all District schools in collaboration, when possible, 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 to 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. Student involvement will be worked out depending on grade and age considerations in conjunction with the actual content of the drill.

FIRE DRILLS

Fire drills will be conducted monthly without advance notice.

The fire signal will be one long continuous fire bell/tone or voice alert. Under the direction of the teachers, the students are to exit the building in single file in a quiet, orderly manner. Students will not stop to get books, coats, or other possessions. Teachers will take roll book and call roll when safe location is reached. One long bell will be the signal to return to the building. Evacuation routes for each room will be posted by the door of each room.

TORNADO WARNINGS AND DRILLS

The Tornado signal will be the Whoop Bell tone or voice alert. Bismarck Elementary's Safe Room is located behind building "A". During a drill, students will be escorted to the Safe Room and this safety position will be maintained until an "all clear" announcement is made.

All teachers will periodically review and discuss procedures with the students, with greater detail of special precautions for particular areas. Generally, all persons will proceed to the Safe Room. Students shall remain calm and quiet and listen for instructions from the teacher. Drills will be practiced until all students and teachers are familiar with the routine.

SEARCH, SEIZURE, AND INTERROGATIONS (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 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

5. Liability for debts: Students and their guardians 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 violation.

6. No Exception of Privacy: The student and his/her guardian signing below agree that if the student uses the Internet through district's access, he/she waives any right to privacy for such use. The student and the guardian agree that, in order to assure proper use, the district may monitor the student's use of the district's internet access and any examine all system activities; including email, voice, and video transmissions.

7. No Guarantees: The district will make good faith efforts to protect students from improper materials which may be experienced on the Internet. The parent and student recognize that the district can make no guarantees about preventing improper access to such materials on the part of the student.

8. **Required Signatures:** By signing the *STUDENT REGISTRATION SHEET* provided with this policy, both the student & guardian indicate understanding & agreement to the policy terms and conditions.

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 which might indicate the need for special education services.

Any student transferring from home school will be evaluated by the staff of Bismarck Public Schools to determine the student's proper grade-level placement.

PRACTICES FOR PLACEMENT OF STUDENTS TRANSFERRING FROM HOME SCHOOL OR FROM NON-ACCREDITED SCHOOLS

A student transferring from home school or non-accredited school to Bismarck Elementary shall be evaluated by the staff of Bismarck Elementary to determine proper grade placement.

Grade Placement Assignment – Transfer Students

Any student transferring from a school accredited by the Arkansas Department of Education to the Bismarck School District shall be placed into the same grade the student would have been in had the student remained at the former school.

Students transferring to the Bismarck School District from a home school or a school that is not accredited by the Arkansas Department of Education will be evaluated as follows:

Grades K-4:

Principals will use all available information in making grade placement decisions. The principal may change the placement depending on the performance of the child. The Principal may require informal testing to determine placement. The principal will form a placement committee which may consist of but not be limited to the principal, counselor, and teacher and will review all information and data to determine the best placement for the student.

STUDENT CUMULATIVE RECORD

Permanent school records, as required by the Arkansas Department of Education, shall be maintained for each student enrolled in the District until the student graduates or is beyond the age of compulsory school attendance. All personal data shall be completed when the student initially enrolls in the School System and shall be updated annually.

Since information in the cumulative record is confidential, it shall not be removed from the file room except as authorized. A copy of the student's permanent record shall be provided to the receiving school district upon the transfer of the student to another district.

VIDEO SURVEILLANCE (4.48)

The board has a responsibility to maintain discipline, protect the safety, security, and welfare of its students, staff, and visitors while at the same time safeguarding district facilities, vehicles, and equipment. As part of fulfilling this responsibility, the board authorizes the use of video/audio surveillance cameras in any district building, on district property, and in district buses and vehicles. Video recorder placements shall be based on the presumption and belief that students, staff, and visitors have no reasonable expectation of privacy in areas or at events that occur in plain view of other students, staff, or visitors. Signs shall be posted on campus buildings and in district vehicles to notify students, staff, and visitors that video cameras may be in use. Parents and students shall also be notified through the student handbook that cameras may be in use in school buildings, on school grounds and in school vehicles. Students will be held responsible for any violations of school discipline rules caught by the cameras. The district shall retain copies of video recordings until they are erased which may be accomplished by either deletion or copying over with a new recording.

Videos containing evidence of a violation of student conduct rules and/or state or federal law shall be retained until the issue of the misconduct is no longer subject to review or appeal as determined by board policy or student handbook; any release or viewing of such records shall be in accordance with current law.

Students who vandalize, damage, disable, or render inoperable surveillance cameras and equipment shall be subject to appropriate disciplinary action and referral to appropriate law enforcement authorities.

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 20 days after they were created or sooner if the video reaches its capacity.

STUDENT RECORDS

All information regarding students and their families shall be collected, maintained, and disseminated under such safeguards as are necessary to comply with the Family Educational Rights and Privacy Act of 1974. The Board of Education shall require adherence to the provisions of the said Act.

The following definitions apply to this policy statement: "Education Records" means records which (1) are directly related to a student and (2) are maintained by the educational agency or school by a party acting for the agency or school.

The following are excluded from the term Educational Records: Records of instructional, supervisory or administrative personnel which are in the sole possession of the maker and are not accessible or revealed to any other individual except a substitute. "Personally Identifiable" means that data or information which includes (a) name of a student and the student's parent or other family members (b) the address of the student (c) a personal identifier, such as a student's social security number or student number (d) a list of personal characteristics which would make the student's identity easily traceable or (e) other information which would make the student's identity easily traceable.

PRIVACY OF STUDENTS' RECORDS/ DIRECTORY INFORMATION (4.13)

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 parents 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

2. Acceptable Use: The Student agrees that he/she will use the district's Internet access for education purposes only. In using the Internet, the Student agrees to obey all federal and state laws and regulations. The student 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 actions listed below:

First Offense – 3 days ISS, and/or loss of Internet privileges;

Second Offense – 3 days OSS, and/or loss of Internet privileges;

Third Offense – 5 days OSS, and /or loss of Internet privileges.

Computer use may be revoked at any time.

4. "Misuse of the District's access to the Internet" includes, but is not limited to, the following:

- a. using the Internet for other than educational purposes;
- b. gaining intentional access or maintaining access to materials which are "harmful to minors" as defined by Arkansas law;
- c. using the Internet for any illegal activity, including computer hacking and copyright or intellectual property law violations;
- d. making unauthorized copies of computer software;
- e. accessing "chat lines" unless authorized by the instructor for a class activity directly supervised by a staff member;
- f. using abusive or profane language in private messages on the system; or using the system to harass, insult, or verbally attack others;
- g. posting anonymous messages on the system;
- h. using encryption software;
- i. wasteful use of limited resources provided by the school including paper;
- j. causing congestion of the network through lengthy downloads of files;
- k. vandalizing data of another user;
- l. obtaining or sending information which could be used to make destructive devices such as guns, weapons, bombs, explosives, or fireworks;
- m. gaining or attempting to gain unauthorized access to resources or files;
- n. identifying oneself with another person's name or password or using an account or password of another user without proper authorization;
- o. invading the privacy of individuals;
- p. divulging personally identifying information about himself/herself or anyone else either on the Internet or in an email unless it is a necessary and integral part of the student's academic endeavor. Personally identifying information includes full names, address, and phone number.
- q. using the network for financial or commercial gain without district permission;
- r. theft or vandalism of data, equipment, or intellectual property;
- s. attempting to gain access or gaining access to student records, grades, or files;
- t. introducing a virus to, or otherwise improperly tampering with the system;
- u. degrading or disrupting equipment or system performance;
- v. creating a web page or associating a web page with the school or school district without proper authorization;
- w. providing access to the District's Internet Access to unauthorized individuals;
- x. failing to obey school or classroom Internet use rules; or
- y. taking part in any activity related to Internet use which creates a clear and present danger of the substantial disruption of the orderly operation of the district or any of its schools.
- z. Installing or downloading software on district computers without prior approval of the technology director or his/her designee.

Technology Protection Measures

The District is dedicated to protecting students from materials on the Internet or world wide web that are inappropriate, obscene, or otherwise harmful to minors¹; therefore, it is the policy of the District to protect each electronic device with Internet filtering software² that is designed to prevent students from accessing such materials. For purposes of this policy, “harmful to minors” means any picture, image, graphic image file, or other visual depiction that:

- (A) taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
- (B) depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
- (C) taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

Internet Use and Safety

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

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

Misuse of Internet

The opportunity to use the District’s technology to access the Internet is a privilege and not a right. Students who misuse electronic devices or Internet access in any way will face disciplinary action, as specified in the student handbook⁴ and/or Internet safety and electronic device use agreement. Misuse of the Internet includes:

- The disabling or bypassing of security procedures, compromising, attempting to compromise, or defeating the district’s technology network security or Internet filtering software;
- The altering of data without authorization;
- Disclosing, using, or disseminating passwords, whether the passwords are the student’s own or those of another student/faculty/community member, to other students;
- Divulging personally identifying information about himself/herself or anyone else either on the Internet or in an email unless it is a necessary and integral part of the student’s academic endeavor. Personally identifying information includes full names, addresses, and phone numbers.
- Using electronic devices for any illegal activity, including electronic device hacking and copyright or intellectual property law violations;
- Using electronic devices to access or create sexually explicit or pornographic text or graphics;
- Using electronic devices to violate any other policy or is contrary to the Internet safety and electronic device use agreement.

STUDENT ELECTRONIC DEVICE and INTERNET USE AGREEMENT (4.29F)

The Bismarck School District agrees to allow the student identified above (“Student”) to use the district’s technology to access the Internet under the following terms and conditions which apply whether the access is through a District or student owned electronic device (as used in this Agreement, “electronic device” means anything that can be used to transmit or capture images, sound, or data):

1. **Conditional Privilege:** The students use of the districts access to the Internet is a privilege conditioned on his/her abiding to this agreement. No student may use the district’s access to the Internet whether through a District or student owned electronic device unless the Student and his/her parent or guardian have read and signed this agreement.

review an education record in order to fulfill his or her professional responsibility, contracted duty, or duty of elected office.

In addition to releasing personally identifiable information to school officials without permission, the District may disclose personally identifiable information 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 personally identifiable information without getting permission:

- The student must be in foster care;
- The individual to whom the personally identifiable information 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 personally identifiable information 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 personally identifiable information 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 Bismarck 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 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 designee. The challenge shall clearly identify the part of the student’s record the parent wants changed and specify why he/she believes it is inaccurate or misleading. If the school determines not to amend the record as requested, the school will notify the requesting parent or student of the decision and inform them of their right to a hearing regarding the request for amending the record. The parent or eligible student will be provided information regarding the hearing procedure when notified of the right to a hearing. Unless the parent or guardian of a student (or student, if above the age of eighteen [18]) objects, directory information about a student may be made available to the public, military recruiters, post-secondary educational institutions, prospective employers of those students, as well as school publications such as

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

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

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

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

Parents and students over the age of 18 who believe the district has failed to comply with the requirements for the lawful release of student records may file a complaint with the U.S. Department of Education at: Family Policy Compliance Office; U.S. Department of Education; 400 Maryland Avenue, SW; Washington, DC 20202

ATTENDANCE REQUIREMENTS

COMPULSORY ATTENDANCE REQUIREMENTS (4.3)

Every parent, guardian, or other person having custody or charge of any child age five (5) through seventeen (17) years on or before August 1st of that year who resides, as defined by Residence Requirements, within the District shall enroll and send the child to a District school with the following exceptions:

1. The child is enrolled in private or parochial school.
2. The child is being home-schooled and the conditions of home-school policy have been met.
3. The child will not be age six (6) on or before August 1st of that particular school year and the parent, guardian, or other person having custody or charge of the child elects not to have him/her attend kindergarten. A kindergarten waiver form prescribed by regulation of the Department of 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).

STUDENT PARTICIPATION IN SURVEYS

No student shall be required to submit to a survey, analysis, or evaluation which is administered or distributed by a school, and is funded in whole or in part by any program administered by the U.S. Department of Education without the prior written consent of the parent/guardian that reveals information concerning the following:

political affiliations; mental and psychological problems potentially embarrassing to the student or his family; sex behavior and attitudes; illegal, anti-social, self-incriminating, and demeaning behavior; critical appraisals of other individuals with whom respondents have close family relationships; legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers; religious practices, affiliations, or beliefs of the student or student's parent; income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program).

No surveys shall be administered without the prior approval of the school principal. Any survey created by a third party, or funded, in whole or in part, as part of any US Department of Education administered program, containing one or more of the eight categories listed above shall be available to be inspected by a student's parent/guardian before the survey is administered or distributed by a school to a student. Parents/guardians shall have the right to deny permission for their child to participate in the taking of the survey. The school shall not penalize students whose parents/guardians exercise this option. The school shall take reasonable precautions to protect students' privacy during their participation in the administration of any survey, analysis, or evaluation containing one or more of the eight categories listed above.

Parents or guardians wishing to inspect a survey, analysis, or evaluation shall be able to do so in the administrative office of the administering school where the surveys shall be available for inspection for a period of ten (10) days (regular school days when school is in session) after the notice of intent to administer the survey is sent.

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

Prior written parental permission is required before any survey or questionnaire (not including tests mandated by state or Federal law or regulation and standardized scholastic achievement tests) is administered to a student the responses to which are to be provided to a person or entity other than another public school, school district, or any branch of the Federal Government and which requests or requires a student to provide any of the eight (8) categories of information listed above and/or the following: A student's name; the name of the student's parent or member of the student's family; the address, telephone number, or email address of a student or a member of a student's family; a personal identification number, such as a social security number, driver's license number, or student identification number of a student or a member of the student's family; any information, the disclosure of which is regulated, or prohibited by any other state or federal law or regulation.

INTERNET SAFETY and ELECTRONIC DEVICE USE POLICY

(4.29)

Definition

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

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

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

>>>> optional form <<<<

DO NOT
COMPLETE/RETURN THIS FORM UNLESS YOU OBJECT TO PUBLICATION OF
DIRECTORY INFORMATION

(NOT TO BE FILED if the parent/student HAS NO OBJECTION)

4.13F—OBJECTION TO PUBLICATION OF DIRECTORY INFORMATION

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 Bismarck 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:

_____ **Denys all public and school sources**

Selecting this option will prohibit the release of directory information to the 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.

_____ **Denys 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.

_____ **I DO NOT OBJECT TO THE DISCLOSURE OR PUBLICATION OF DIRECTORY**

Name of student (Printed)

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

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

ABSENCES (4.7)

A student must bring a written statement *the day of their return* to school explaining the reason for their absence. After 3 days without a note the absence will be marked unexcused and cannot be changed by a later note.

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

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

Excused Absences

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

- 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.
- Death or serious illness in their immediate family;
- Observance of recognized holidays observed by the student's faith;
- Attendance at an appointment with a government agency;
- Attendance at a medical appointment;
- Exceptional circumstances with prior approval of the principal; or
- Participation in an FFA, FHA, or 4-H sanctioned activity;
- Participation in the election poll workers program for high school students.
- 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.

- 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).
- 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.

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.

It is the Arkansas General Assembly's intention that students having excessive absences be given assistance in obtaining credit for their courses. Excessive absences may, however, be the basis for the denial of course credit, promotion, or graduation.

Unexcused Absences

Absences not defined above or not having an accompanying note from the parent or legal guardian, presented in the timeline required by this policy, *may* be considered as unexcused absences. Students with six (6) unexcused absences in a course in a semester may not receive credit for that course. At the discretion of the principal after consultation with persons having knowledge of the circumstances of the unexcused absences, the student may be denied promotion or graduation. Excessive absences shall not be a reason for expulsion or dismissal of a student.

When a student has three (3) unexcused absences, his/her parents, guardians, or persons in loco parentis shall be notified. Notification shall be by telephone by the end of the school day in which such absence occurred or by regular mail with a return address sent no later than the following school day.

Whenever a student exceeds six (6) unexcused absences in a semester, the District may notify the prosecuting authority and the parent, guardian, or persons in loco parentis shall be subject to a civil penalty as prescribed by law.

At any time prior to when a student exceeds the number of unexcused absences permitted by this policy, the student, or his/her parent, guardian, or person 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, guardian, or person 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.

- 7) The District's home page shall contain a link to a privacy policy notice which must be placed in a clear and prominent place and manner.
- 8) With the exception of students who may retain the copyright of material they have created that is displayed on a District web page, all materials displayed on the District web site are owned by the Bismarck School District.
- 9) 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 pay amounts;
 - h. Current contract information (not including social security numbers, telephone numbers, personal addresses or signatures) for all district employees;
 - i. The district's annual budget;
 - j. The annual statistical report of the district;
 - k. The district's personnel policies.

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 3 days. Students are also responsible for picking up their materials from off of the ground after distribution. The Superintendent, along with the student publications 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.

DISTRICT WEB SITE (5.20)

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

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

- 1) All pages on the District's web site may contain advertising and links only to educational sources.
- 2) The District's home page shall contain links to existing individual school's web pages and the school home pages shall link back to the District's home page. The District's home page may also include links to educational extracurricular organization's web pages which shall also link back to the District's home page.
- 3) Photos along with the student's name shall only be posted on web pages after receiving written permission from the student or their parents if the student is under the age of 18.
- 4) The District's web server shall host the Bismarck District's web site.
- 5) No web page on the District web site may contain public message boards or chat rooms.
- 6) All web pages on the District web site shall be constructed to download in a reasonable length of time.

Saturday School

After a student misses the maximum number of days allowed as described in the school's attendance policy, at the discretion of the principal, any further time absent may be made up through Saturday School which takes place Saturdays from 8:00 to 12:00 in a location designated by school administration.

Saturday School may only be assigned by the principal after meeting with parents.

ABSENCE FROM SCHOOL AND PARTICIPATION IN EXTRA CURRICULAR ACTIVITIES

The board believes in providing opportunities for students to participate in extracurricular activities that can help enrich the student's education experience. At the same time, the Board believes that a student's participation in extracurricular activities cannot come at the expense of his/her classroom academic achievement. Interruptions of instructional time in the classroom are to be minimal and absences from class to participate in extracurricular activities shall not exceed two per semester per extracurricular activity (tournaments or other similar events excepted with approval of the principal). All students are eligible for extracurricular activities unless specifically denied eligibility on the basis of criteria outlined in this policy.

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

For the purposes of this policy, extracurricular activities are defined as: any school sponsored program where students from one or more schools meet, work, perform, practice under supervision outside of regular class time, or are competing for the purpose of receiving an award, rating, recognition, or criticism, or qualification for additional competition. Examples include, but are not limited to, interscholastic athletics, cheerleading, band, choral, math, or science competitions, and club activities. Students involved in extra-curricular activities must attend at least 1/2 day of school in order to participate in the activity that evening (or 1/2 day on Friday, if a weekend event).

ABSENTEE NOTIFICATION

It is the responsibility of parents or guardians to see that students are in school daily. Parents are required to inform the school of any absence with any of the following:

- a. a phone call to the office the day of the absence
- b. a note giving the reason for the absence upon the student's return to school
- c. a note from any medical facility visited during the absence.

Failure by a parent/guardian to inform the school of the nature of the absence may result in the absence being recorded as unexcused. The office will randomly contact parents the day a student is absent.

Students with unexcused absences may be eliminated from all extracurricular activities, pending receipt of an acceptable excuse from a parent/guardian.

Early Check Out from School

Please note that any child picked up between the hours of 2:15 and 3:15 pm will be assessed a half day absence unless medical excuse documentation is presented to the office.

Tardies

Promptness is an important character trait that District staff is encouraged to model and help develop in our school's students. At the same time, promptness is the responsibility of each student. Students who are late to class show a disregard for both the teacher and their classmates which compromises potential student achievement. **Students are required to be in their classroom by 7:55 or they will be counted tardy.**

Students are expected to be on time for school. Students not in the classroom when the second bell rings (five minutes after attendance bell) will be counted tardy and must secure an admit slip from the office.

The only tardy that will be excused will be a medical or dental appointment verified with a doctor's excuse. A reminder that repeated absences for which medical excuses are provided will be scrutinized (as to nature of and time of appointments). Inquiries as to the time of appointment will be made, and suspected abuse of this policy will be reported to appropriate authorities.

After three (3) unexcused tardies in a semester, the parent/guardian, principal, counselor and teacher will meet to discuss solutions.

After six (6) unexcused tardies in a semester a school committee consisting of persons having knowledge of the circumstances may notify the prosecuting attorney and file a Family In Need of Services (FINS Petition).

Closed Campus

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

4.8 — Make-Up Work

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

- 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.

Course(s) the student requests to take at the school _____

Proof of identity _____

Date Submitted ____ / ____ / ____

Parent's Signature _____

Student Publications (4.14)

All publications 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 publications. School publications do not provide a forum for public expression. Such publications, as well as the content of student expression in school-sponsored activities, shall be subject to the editorial control 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 publications that does not condone or promote products that are inappropriate for the age and maturity of the audience or that endorse such things as tobacco, alcohol, or drugs.
 2. Publications may be regulated to prohibit writings which are, in the opinion of the appropriate teacher and/or administrator, ungrammatical, poorly written, inadequately researched, biased or prejudiced, vulgar or profane, or unsuitable for immature audiences.
 3. Publications may be regulated to refuse to publish material which might reasonably be perceived to advocate drug or alcohol use, irresponsible sex, or conduct 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 publications include: those that are obscene to minors; those that are libelous or slanderous, including material containing defamatory falsehoods about public figures or governmental officials, which are made with knowledge of their falsity or reckless disregard of the truth; those that constitute an unwarranted invasion of privacy as defined by state law; publications that suggest or urge the commission of unlawful acts on the school premises; publications which suggest or urge the violation of lawful school regulations; hate literature that scurrilously attacks ethnic, religious, or racial groups.
- Student publications that are displayed on school web pages shall follow the same guidelines as listed above plus they shall not contain any non-educational advertisements. Additionally, student web publications shall adhere to the restrictions regarding use of Directory Information as prescribed in Policy 4.13 including not using a student's photograph when associated with the student's name unless written permission has been received from the student's parent or student if over the age of 18.

Student web publications shall state that the views expressed are not necessarily those of the School Board or the employees of the district.

Distribution Of Literature(4.14)

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 materials 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

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

A student who meets the requirements for eligibility to participate in an interscholastic activity is required to register for no more than one course³ in the District's school where the student is intending to participate in an interscholastic activity.

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

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

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

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

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

4.56.2F— HOME SCHOOLED STUDENTS' LETTER OF INTENT TO PARTICIPATE IN AN EXTRACURRICULAR ACTIVITY

Student's Name (Please Print) _____

Parent or Guardian's Resident Address

Street _____ Apartment _____

City _____ State _____ Zip Code _____

Student's date of birth / / Last grade level the student completed _____

Student has demonstrated academic eligibility by obtaining a verifiable minimum test score of the 30th percentile or better in the previous 12 months on the Stanford Achievement Test Series, Tenth Edition, or another nationally recognized norm-referenced test approved by the State Board of Education.

Name of test, Date taken, and score achieved _____

Extracurricular activity(ies) the student requests to participate in

- 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.
- In cases of extended absences parents may call for make-up work after three consecutive days. Please do not call for one or two days of make-up work.

Work may not be made up for credit for absences in excess of the number of allowable absences in a semester unless the absences are part of a signed agreement as permitted by policy 4.7—ABSENCES.

- As required/permitted by the student's Individual Education Program or 504 Plan.

TRUANCY

Assigned areas for students during the school day are established by the schedule and other directives of the principal and/or teacher. Failure to report to the assigned area or being located out of it without permission constitutes truancy.

All schools in the District shall operate closed campuses. Students are required to stay on campus from their arrival until dismissal at the end of the regular school day. Students may be given permission to leave the campus by a school official and must sign out in the office upon their departure. The parent or guardian is responsible for requiring any student under his control or charge and under eighteen years of age to attend school. If said student becomes truant, the parent or guardian may be judged guilty of a misdemeanor and subject to punishment by law. Bismarck Elementary School is considered a "closed campus" any student leaving campus without checking out through the office is considered truant.

The school district will report truant children to the Hot Spring County Truant Office of the Juvenile Court, who shall determine the treatment of such children.

GENERAL ACADEMIC REQUIREMENTS

GRADING (5.15)

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 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 effect academic improvement. Students' grades shall reflect only the extent to which a student has achieved the expressed educational objectives of the course.

The grades of a child in foster care shall not be lowered due to an absence from school due to: (1) A change in the child's school enrollment; (2) The child's attendance at a dependency-neglect court proceeding; or (3) The child's attendance at court-ordered counseling or treatment.

Progress Reports will be sent home as follows:

During each 9-week period:

Students who are struggling will receive a progress report at 3 weeks.

All Students will receive a progress report at 6 weeks.

Standards-Based Report Cards

K-4 grade levels will use Standards-Based Report Cards which reflects the Bismarck Elementary commitment to providing the best information possible to parents regarding student learning. The

Standards-Based Report Card is designed to provide accurate, concise, and consistent communication of student performance and growth over time. The Common Core State Standards outlines the educational Curriculum Frameworks. Each standard may include many learning objectives that outline what each student should know and be able to do at the end of each grade level. Teachers use a variety of formal and informal assessments, student work, and daily observation of student performance when reporting student progress. The Standards-Based Report Card is a useful tool that enhances school and home communication, and provides the basis for ongoing dialogue to support each student's success.

The following is an explanation of each category:

Student that earns a '4' - Student's independent achievement meets and goes beyond grade level expectations. Achievement that earns a "4" is exemplary. For example: a '4' in grade 2 means the student is performing at grade 3 expectations.

Student that earns a '3' - Student's independent achievement **consistently** meets grade level expectations. Achievement that earns a '3' is proficient.

Student that earns a '2' - Student's independent achievement shows **inconsistent** application of skills but is progressing towards meeting grade level expectations.

Student that earns a '1' - Student's achievement needs continual support on grade-level expectations.

TRANSFER GRADES (5.15)

The final grades of K-4 students who transfer in for part of a semester will be determined by:

The final grades of students who transfer in for part of a semester will be determined by the transfer grades sent from the previous district and formative assessment in the classroom.

HOMEWORK - NOTIFICATION

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, home work must be planned and organized and should be viewed by the students as purposeful.

Teachers should be aware of the potential problem students may have completing assignments from multiple teachers and vary the amount of homework they give from day to day.

Teachers will include daily classroom as a means of encouraging good attendance habits. Daily lesson plans will include classroom discussions and the presentation of information that will be supplementary to regular textbooks and instructional materials and will stress student participation in instructional activities. Thus regular attendance will be necessary to accomplish preparation for maximum levels of achievement on tests and other forms of student evaluation.

Students who do not turn in homework/classwork when it is due may receive a zero and be required to complete the work, for no credit.

Homework should be a positive experience and provide students the opportunity to:

- Reinforce the concepts taught in class and/or lesson preparation
- Manage learning time away from the school setting
- Involve other adults in helping students learn
- Inform the parents of the learning activities provided during the school day

trips, and club activities.

"Field Trips" are when individual students or groups of students are invited to programs or events when there is no competition and the students are not interacting with each other for the purpose of planning, qualifying, or arranging for future programs or for the purpose of receiving recognition.

"Interscholastic Activities" means athletic or non-athletic/academic activities where students compete on a school vs. school basis.

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

Extracurricular Eligibility

The Board believes in providing opportunities for students to participate in extracurricular activities that can help enrich the student's educational experience. At the same time, the Board believes that a student's participation in extracurricular activities cannot come at the expense of his/her classroom academic achievement. Interruptions of instructional time in the classroom are to be minimal and absences from class to participate in extracurricular activities shall not exceed one per week per extracurricular activity (tournaments or other similar events excepted with approval of the Principal All students are eligible for extracurricular activities unless specifically denied eligibility on the basis of criteria outlined in this policy.

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

Any student who refuses to sit for a State assessment or attempts to boycott a State assessment by failing to put forth a good faith effort on the assessment as determined by the assessment administrator/proctor, or whose parents do not send their student to school on the dates the assessments are administered or scheduled as make-up days shall not be permitted to participate in any non-curriculum related extracurricular activity. The student shall remain ineligible to participate until the student takes the same or a following state mandated assessment, as applicable, or completes the required remediation for the assessment the student failed to put forth a good faith effort on. 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.

EXTRACURRICULAR ACTIVITY ELIGIBILITY FOR HOME SCHOOLED STUDENTS (4.56.2)

Home-schooled student means a student legally enrolled in an Arkansas home school and who meets or has met the criteria for being a home-schooled student, as established by A.C.A. § 6-15-503.

Interscholastic activity means an activity between schools subject to regulations of the Arkansas Activities Association that is outside the regular curriculum of the school district, such as an athletic activity, fine arts program, or a special interest group or club.

Each school in the District shall post on its website its schedule of interscholastic activities, including sign-up, tryout, and participation deadlines, at least one semester in advance of those activities. A hard copy of the schedule shall be available upon request.

Home-schooled students whose parents or guardians are legal residents of the school district will be permitted to pursue participation in an interscholastic activity in the student's resident school zone² as permitted by this policy. Although not guaranteed participation in an interscholastic activity, home-school students who meet the provisions of this policy, AAA Rules, and applicable Arkansas statutes shall have an equal opportunity to try out and participate in an interscholastic activities without discrimination.

STUDENT ORGANIZATIONS/EQUAL ACCESS (4.12)

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

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

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

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

ASSEMBLIES

Assemblies are held as needed. All assemblies must be scheduled with the principal. Students who attend assemblies are expected to conduct themselves in a polite, respectful, orderly manner. When the assembly is called to order, all talking and moving around will stop. Complete attention will be focused on the program. Students may be excused from any assembly with permission from the principal. Study hall will be provided for those students who have permission to not attend an assembly.

ATHLETIC EVENTS

Students are reminded that all athletic events held on the Bismarck School campus are governed by the same student rules that apply during the school day. Students who misbehave during these contests will be disciplined as if it were during the regular school day.

CONFERENCES

Parent-Teacher conferences are scheduled twice during the school year (see the district calendar for specific dates/times of conferences). Faculty and staff will make frequent contacts to parent(s) or guardian(s) to discuss their child's academic progress, with more frequency to those who are not performing at the level expected for their grade. A teacher will conference with every parent at least once during the school year, either by phone or personal visit. Other conferences throughout the year are encouraged and will be arranged upon request. Parents are requested to call the office to schedule a conference with any teacher.

4.56.1—EXTRACURRICULAR ACTIVITIES - ELEMENTARY

Definitions

"Extracurricular activities" are defined as: any school sponsored program where students from one or more schools meet, work, perform, practice under supervision outside of regular class time, or are competing for the purpose of receiving an award, rating, recognition, or criticism, or qualification for additional competition. Examples include, but are not limited to, inter/intrascholastic athletics, cheerleading, band, choral, math, or science competitions, field

- Develop independent study habits, skills, and responsibilities
- Homework shall be monitored and credit may be given as part of the students' grade.
- Division of average amounts of homework per week shall be left to the discretion of the building principal and department heads.
- Inter-departmental planning and coordination shall be necessary for long-range assignments such as research papers, science projects, television assignments, etc.

Students may expect homework 3 to 4 days per week. Homework will be relevant activities that reinforce the objectives of classroom instruction.

5.12—PROMOTION/RETENTION/COURSE CREDIT FOR K-4 SCHOOLS (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. Each school, in the Bismarck School District, shall include in the student handbook, the criteria for promotion of students to the next grade. Parents or guardians shall be kept informed concerning the progress of their student(s). Notice of a student's possible retention shall be included with the student's grades sent home to each parent/guardian. 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 shall be considered on a case-by-case basis taking into account: the student's performance and effort in the classroom, diagnostic and summative assessment results, social history and individual circumstances, response to intervention (RTI), and other criteria pertaining to individual academic needs and abilities.

If there is doubt concerning the promotion or retention of a student or his/her required retaking of a course, a conference between the building principal, the student's teacher(s), counselor, a 504/special education representative (if applicable), and the student's parents 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 or receipt of course credit, the final decision shall rest with the principal or the principal's designee.

Regardless of the student having earned passing grades, a student who falls under one of the following categories shall be considered for retention or shall not receive credit for the course associated with the assessment. The student:

- does not take the State mandated assessment for the student's grade level or course within the time frame specified by the State;
- takes the State mandated assessment but does not put forth a good faith effort on the assessment as determined by the assessment administrator/proctor.

The Superintendent or designee may waive this provision when the student's failure was due to exceptional or extraordinary circumstances.

Students who do not score proficient or above on their grade level Benchmark Exams shall be required to participate in an Academic Improvement Plan (AIP). Each AIP shall be developed by school personnel and the student's parents and shall be designed to assist the student in attaining the expected achievement level. The AIP shall also state the parent's role as well as the consequences for the student's failure to participate in the plan, which shall include the student's retention in their present grade.

All students must successfully pass all end-of-course (EOC) assessments they are required to take unless exempted by the student's individualized education program (IEP). To receive academic credit on his/her transcript in a course requiring a student to take a EOC assessment, the student must either receive a passing score on the initial assessment or successfully participate in the remediation program identified in his/her Individualized Academic Improvement Plan (IAIP) which shall focus on the areas in which the student failed to meet the necessary

passing score. Additionally, the lack of credit could jeopardize the student's grade promotion or classification.

To the extent required by the State Board of Education, students in grade eleven (11) and below who do not meet the required score on a college and career readiness measurement shall participate in the remediation activities prescribed in his/her IAIP which may include additional opportunities to retake the measurement.

Such remediation shall not require the student to pass a subsequent college and career readiness measurement in order to graduate from high school.

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

In addition to the possibility of retention or withholding of course credit, students who either refuse to sit for a State assessment or attempt to boycott a State 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 State mandated assessment, as applicable, or completes the required remediation for the assessment the student failed to put forth a good faith effort on. 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.

HEALTH SERVICES

COMMUNICABLE DISEASES AND PARASITES (4.34)

(4.34L) NOTE: *All immunization records must be up to date no later than October 1st*. Students who do not meet these immunization requirements will not be allowed to attend classes. Absences due to failure to meet immunization requirements will not be considered "excused" by the school.

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

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

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

PHYSICAL EXAMINATIONS AND SCREENINGS (4.41)

The Bismarck School District may provide from time to time for the administration of physical exams or screenings of its students. The intent of the exams or screenings shall be to detect contagious or infectious diseases or defects in hearing, vision, or other elements of health that would adversely affect the student's ability to achieve to their full potential.

The district shall notify parents, at least annually, of the specific or approximate dates of any non-emergency, invasive physical examination or screening that is:

1. Required as a condition of attendance
2. Administered by the school and scheduled by the school in advance
3. Not necessary to protect the immediate health and safety of the student, or of other students.

For the purposes of this policy, Invasive Physical Examination is defined as any medical examination that involves the exposure of private body parts, or any act during such examination that includes incision, insertion, or injection into the body, but does not include a hearing, vision, or scoliosis screening.

Except in instances where a student is suspected of having a contagious or infectious disease, parents shall have the right to opt their student out of the exams or screenings by using form 4.41F or by providing certification from a physician that he/she has recently examined the students. In accordance with Act 1220, annual screenings of students body mass index (BMI) will be administered by the school nurse.

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

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

SCHOOL ORGANIZATIONS AND ACTIVITIES

SCHOOL / STUDENT ORGANIZATIONS

Students of Bismarck School District have the right to join any existing club. Membership to student organizations shall not be by a vote of the organization's members nor be restricted by the student's race, sex, religion, national origin or other arbitrary criteria. Students may, however, be restricted to membership on the basis of their sex, but only if the organization is entitled to Title IX exemption under the Bayh Amendment. This amendment gives exemption to organizations that are: (a) voluntary youth service organizations (b) tax exempt under Section 501 of the Internal Revenue Code (c) single sex by tradition or (d) principally composed of members under the age of 19. School fraternities and secret societies are banned in Arkansas Public Schools under Act 171 of 1929.

The Board of Education authorizes each school to be empowered to establish a Student Council. The Student Council shall be composed of officers elected by the student body, one faculty advisor appointed by the principal, and representatives from each grade level elected by classmates.

It is the desire of the Board of Education to receive input from the students regarding policies and programs that directly impact on the student body. The Board encourages an active Student Council and urges their participation. Student Council representatives are invited to attend all school board meetings. Student Clubs that provide group activities which conform to the educational objectives of the school system are to be encouraged to the extent that they contribute to the training and development of the student. Such clubs shall be under the direction and supervision of regular school personnel and in conformity with the policies of the Board. Student clubs must be approved by principals and fundraising projects must have prior approval of the building principal. Note: The district is not responsible for accidents and injuries that may occur during practices/games or any extra-curricular activity. The parent/guardian assumes all responsibility and payment for such injuries.

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 trained¹ 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.

Students who have written permission from their parent or guardian and a licensed health care provider to self-administer either an asthma inhaler or auto-injectable epinephrine, or both and 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. Students are 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 an asthma inhaler or auto-injectable epinephrine, or both does not require him/her to have such on his/her person. The parent or guardian of a student who chooses to not carry an asthma inhaler or auto-injectable epinephrine, or both 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 be administered Glucagon 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 developed under Section 504 of the Rehabilitation Act of 1973 which provides for the administration of Glucagon in emergency situations; and
2. a current, valid consent form on file from their parent or guardian.

The school shall not keep outdated medications or any medications past the end of the school year. By this policy, parents are notified that ten (10) days after the last day of school, all medications will be disposed of that are left at the school. 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 regulations

STUDENT ILLNESS / ACCIDENT (4.36)

If a student becomes too ill to remain in class and/or could be contagious to other students, the principal or designee will attempt to notify the student's parent or legal guardian. The student will remain in the school's health room or a place where he/she can be supervised until the end of the school day or until the parent/legal guardian, or student if age 18 or older, can check the student out of school.

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

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

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

4.35—STUDENT MEDICATIONS

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

Unless authorized to self-administer, students are not allowed to carry any medications, including over-the-counter medications or any perceived health remedy not regulated by the US Food and Drug Administration, while at school. The parent or legal guardian shall bring the student's medication to the school nurse. 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 and type 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 and type 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 health care provider's name, the name of the medication, the dosage, frequency, and instructions for the administration of the medication (including times). Additional information accompanying the medication shall state the purpose for the medication, its possible side effects, and any other pertinent instructions (such as special storage requirements) or warnings. Schedule II medications that are permitted by this policy to be brought to school shall be stored in a double locked cabinet

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

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

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

The district's supervising registered nurse shall be responsible for creating both on campus and off campus

procedures for administering medications.

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

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

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

The school shall not keep outdated medications or any medications past the end of the school year. By this policy, parents are notified that ten (10) days after the last day of school, all medications will be disposed of that are left at the school. 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 regulations.

STUDENT MEDICATIONS (4.35L)

Prior to the administration of any medication to any student under the age of eighteen (18), written parental consent is required. The consent form shall include authorization to administer the medication and relieve the Board and its employees of civil liability for damages or injuries resulting from the administration of medication to students in accordance with this policy. All

signed medication consent forms are to be maintained by the school nurse.

Unless authorized to self-administer, students are not allowed to carry any medications, including over-the-counter medications or any perceived health remedy not regulated by the US Food and Drug Administration, while at school. The parent or legal guardian shall bring the student's medication to the school nurse. When medications are brought to the school nurse, the nurse shall document, in the presence of the parent, the quantity and type of the medication(s). Each person present shall sign a form verifying the quantity and type of the medication(s).

Medications, including those for self-medication, must be in the original container and be properly labeled with the student's name, the ordering health care 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, are to be brought to school and shall be stored in a double locked cabinet

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

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

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

The district's supervising registered nurse shall be responsible for creating both on campus and off campus procedures for administering medications.

Emergency Administration of Epinephrine

The school nurse or other school employees designated by the school nurse as a care provider who have been trained¹ and certified by a licensed physician may administer an epinephrine auto-injector in emergency situations to students who have an IHP developed under Section 504 of the Rehabilitation Act of 1973 which 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 certified to administer auto-injector epinephrine to the student when the employee believes the student is having a life-threatening anaphylactic reaction.

Students with an order from and a licensed health care provider to self-administer auto-injectable epinephrine and who have written permission from their parent or guardian shall provide the school nurse an epinephrine auto-injector. This epinephrine will be used in the event the school