

GENOA CENTRAL SCHOOL DISTRICT

2017-2018 STUDENT HANDBOOK

Genoa Central School District
12472 St. Hwy. 196 Texarkana, AR 71854
870-653-4343

**VERIFICATION OF RECEIPT
GENOA CENTRAL SCHOOL DISTRICT HANDBOOK
(Please detach, sign and return to the school office.)**

I have received a copy of the Genoa Central School District Handbook. I understand that rules, policies and procedures found in this handbook will be enforced by school personnel.

This handbook is also made available in electronic format on the Genoa Central School District website:
<http://dragons1.k12.ar.us>.

Your child must turn this verification form in signed within seven (7) school days of receipt.

<hr/>	<hr/>
Student Signature	Date
 <hr/>	 <hr/>
Parent/Guardian Signature	Date

GENOA CENTRAL SCHOOL DISTRICT NO. 1

Texarkana, Arkansas

Board of Education

Rudy Jenkins	-	President
Scott Mason	-	Vice President
Nathan Hyman	-	Secretary
Wade McMurry	-	Board Member
Jerl Palmore	-	Board Member

Administration

Angie Bryant	-	Superintendent
Bradley Wright	-	High School Principal
John Tollett	-	Middle School Principal
Vicki Jewell	-	Elementary Principal
Debbie Huff	-	Director of Federal Programs

Genoa Central Superintendent Office

12472 SH 196
Texarkana, Arkansas 71854
(870) 653-4343

**Genoa Central
High School**
12472 SH 196
Texarkana, Arkansas
71854 (870) 653-2272

**Gary E. Cobb Middle
School**
11986 SH 196
Texarkana, Arkansas 71854
(870) 653-2132

**Genoa Central
Elem. School**
12018 SH 196
Texarkana, Arkansas
71854 (870) 653-2248



**This handbook was approved for use by the
Genoa Central School Board on July 17, 2017.**

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	First Day of Class
	End of Quarter
	Professional Development
	Parent Teacher Conference
	Holidays - No School
	PD Flex - No School

*** Professional Development Flex Days (Aug 11, Feb 16, March 30, April 20, May 29)**
The 5 days to attend workshops or other types of PD are not included in this calendar, and are required by law to fulfill 60 hours of Professional Development. This in turn equals 190 total contract days for all teachers.

NOTE:
Days missed because of inclement weather or for any other reason will be made up on a regular week day schedule (Mon-Fri) at the end of the school year.

GENOA CENTRAL SCHOOLS

2017-2018 Official School Calendar

July 2017						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

August 2017						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

September 2017						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

October 2017						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

November 2017						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

December 2017						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

January 2018						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

February 2018						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

March 2018						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

April 2018						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

May 2018						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

June 2018						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Professional Development Days #1, #2, #3	Aug 8-10
Professional Development Days FLEX #4	Aug 11
First Day of Classes	Aug 14
Labor Day	Sept 4
Parent/Teacher Conference All Campuses (3:00-7:00 PM)	Sept 19, early dismissal
Professional Development #5	Oct 6
Columbus Day	Oct 9
First Quarter Ends 42 Days	Oct 13
Second Quarter Begins	Oct 16
Report Cards	Oct 18
Progress Reports	Nov 10
Thanksgiving Break	Nov 20 - 24
Second Quarter Ends 44 days	Dec 21
1st Semester Ends 86 days	Dec 21
Christmas Holidays	Dec 22 - Jan 2
Professional Development #6	Jan 3
Second Semester Begins	Jan 4
Report Cards	Jan 10
MLK Holiday	Jan 15
Parent/Teacher Conference All Campuses (3:00-7:00 PM)	Feb 15, early dismissal
Professional Development Days FLEX #7	Feb 16
President's Day	Feb 19
Third Quarter Ends 47 days	Mar 14
Fourth Quarter Begins	Mar 15
Spring Break	Mar 19-23
Report Cards	Mar 28
Professional Development Days FLEX #8	Mar 30
Progress Reports	April 18
* Professional Development FLEX #9	April 20*
Last Day of School	May 25
Fourth Quarter Ends 45 days	May 25
2nd Semester Ends 92 days	May 25
Memorial Day Holiday	May 28
* Professional Development FLEX #10	May 29*
High School Graduation	TBA

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 person 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 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.

PROOF OF RESIDENCE

New Students enrolling in Genoa Central School District must present two of the following documents:

1. Electric Bill
2. Telephone Bill
3. Voter Registration

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 non-custodial parent living outside the district by a custodial parent on active military duty may continue to attend district schools. A foster child who was previously enrolled in a District school and who has had a change in placement to a residence outside the District, may continue to remain enrolled in his/her current school unless the presiding court rules otherwise.

The children or wards of any person who is at least a half-time employee of this district but reside in another district are eligible to enroll in District schools.

4.2 — ENTRANCE REQUIREMENTS

To enroll in a school in the District, the child must be a resident of the District as defined in District policy 4.1 (RESIDENCE REQUIREMENTS), meet the criteria outlined in policy 4.40—HOMELESS STUDENTS, or in policy 4.52 (STUDENTS WHO ARE FOSTER CHILDREN), be accepted as a transfer student under the provisions of 4.4 (STUDENT TRANSFERS), 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.

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 birth certificate
 - A statement by the local registrar or a county recorder certifying the child's birthdate
 - An attested baptismal certificate
 - A passport
 - An affidavit of the date and place of birth by the child's parent or guardian
 - United States military identification, or
 - 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.
5. To prevent over-crowding in the kindergarten classrooms, the District will notify the parents of students who enter kindergarten after all classrooms have reached 19 students, that their child is being placed in a kindergarten class. However, after each kindergarten class has reached 22, when the 23rd student registers, a new classroom or split-classroom will be created and their child will be moved to the new classroom.
6. Genoa Central School District provides a free and appropriate public education for ages 5-21.

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 non-custodial parent living outside the district by a custodial parent on active military duty.

4.3 — COMPULSORY ATTENDANCE REQUIREMENTS

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

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

4.4 — STUDENT TRANSFERS

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

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

Any Student transferring from a school accredited by the 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 homeschool 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.

The Board of Education reserves the right, after a hearing before the Board, not to allow any person who has been expelled from another district to enroll as a student until the time of the person's expulsion has expired. It shall be the policy of the Genoa Central District that when a student, otherwise eligible for enrollment, is currently under an order of expulsion, has expulsion proceeding pending, or has been informed that expulsion proceedings will be initiated from the last school district he/she attended, the student may not enroll until the student's expulsion from his/her former district has expired.

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

4.5 — SCHOOL CHOICE

Standard School Choice

Exemption...By December 31 of each year, the Board shall determine if the District is subject to a desegregation order or mandate of a federal court or agency remedying the effects of past racial segregation. A District that determines it is subject to such an order or mandate may declare an exemption from the provisions of the School Choice Act of 2013 (the Act) codified at A.C.A. § 6-18-1901 et seq. If the district determines it is eligible for exemption, it will notify the Arkansas Department of Education (ADE) by January 1 whether or not it will declare an exemption from the Act. If the District has previously declared an exemption from the Act and chooses to no longer exercise its exemption option, it shall notify the ADE by January 1 of the District's decision to participate in the school choice provisions of the Act. If the District chooses to exercise its exemption option, it should notify the superintendents of each of its geographically contiguous school districts of its decision. Each decision regarding exemption is binding for one-year from the date the District notifies the ADE of the declaration of exemption.

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

School Choice 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 three percent (3%) cap, siblings are counted as one student, and student 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 its students to transfer to other districts to trigger the 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.

School Choice Transfer 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 parents shall submit a school choice application on a form approved by the ADE to this district. The transfer application must be postmarked or hand delivered on or before the 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 (as defined in this policy) 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 in the District is potentially limited by the applicant's resident district's statutory limitation of losing no more than 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 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 applications 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 and the renewal procedure for succeeding school years is followed. 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, as defined in this policy, of a student who continues enrollment in this District may enroll in the District by submitting a Standard School Choice application. Applications of sibling of presently enrolled choice students are subject to the provisions of this policy including the capacity standard 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 application that are denied due to the student's resident district reaching 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.

Facilities Distress 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 the policy, but with the following four (4) differences:

- The receiving district cannot be in facilities distress;
- The transfer is only available for the period 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 the District

For the purposes of this section of the policy, a "lack of capacity" is defined as when the receiving school has reached the maximum student-to-teacher ratio allowed under federal or state law, the 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 provision 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 the 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 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 announcement 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.

4.6 — HOMESCHOOLING

Parents or legal guardians desiring to provide a homeschool 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 homeschool. Notice shall be given:

1. At the beginning of each school year, but no later than August 15;
2. By December 15 for parents who decide to start homeschooling at the beginning of the springs 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 homeschool;
3. The basic core curriculum to be offered;
4. The proposed schedule of instruction; and
5. The qualifications of the parent-teacher.

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 homeschooling their children shall provide information which might indicate the need for special education services.

4.7 — ABSENCES

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

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

Absences for students enrolled in digital courses shall be determined by the online attendance and time the student is working on the course however, a student who fails to be physically present for an assigned period may be disciplined in accordance with the District's truancy policy.

Excused Absences

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

1. The student's illness or when attendance could jeopardize the health of other students. A maximum of six (6) such days are allowed per semester unless the condition(s) causing such absences is of a chronic or recurring nature, is medically documented, and approved by the principal;
2. Death or serious illness in their immediate family;
3. Observance of recognized holidays observed by the student's faith;
4. Attendance at an appointment with a government agency;
5. Attendance at a medical appointment;
6. Exceptional circumstances with prior approval of the principal.
7. Participation in the election poll workers program for high school students.
8. 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.
9. 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 and twelve.
10. 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.

Parent notes will be accepted as excuses for up to six (6) days per semester. All absences after six (6) days per semester must be explained by a signed and dated note from a professional agency (doctors, dentist, etc.) or it will be designated unexcused.

Excessive absences will have an impact on a student's school progress. A student who is absent more than 10% of the days school is in session will have his/her name submitted to a faculty committee consisting of the principal, counselor, and the student's teachers. Grades, tests, make-up work record, and other factors will be considered in determining whether the student will receive credit for the course or be promoted/retained. Possible results of excessive absenteeism can be required summer school attendance, Saturday school, or retention.

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, shall be considered as unexcused absences. Students with eight (8) unexcused absences in a course in a semester shall 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 four (4) 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 four (4) unexcused absences in a semester, the District shall notify the prosecuting authority and the parent, guardian, or persons in loco parentis shall be subject to a civil penalty as prescribed by the law.

It is the Arkansas General Assembly's intention that students having excessive absences be given

assistance in obtaining credit for their courses. Therefore, at any time prior to when a student exceeds the number of unexcused absences permitted by this policy, the student, or his/her parent, 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 condition of the agreement and the consequences for failing to fulfill the 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.

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

Applicants for an instruction permit or for a driver's license by persons less than eighteen (18) years old on October 1 of any year are required to provide proof of a high school diploma or enrollment and regular attendance in an adult education program or a public, private, or parochial school prior to receiving an instruction permit. To be issued a driver's license, a student enrolled in school shall present proof of a "C" average for the previous semester or similar equivalent grading period for which grades are reported as part of the student's permanent record.

4.8 — MAKE-UP WORK

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

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

Work may not be made up for credit for unexcused absences unless the unexcused absences are part of a signed agreement as permitted by policy 4.7 – ABSENCES. Out-of-school suspensions are unexcused absences.

Work missed while a student is expelled from school may not be made up for credit and students shall receive a zero for missed assignments.

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

4.9 — TARDIES

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

All students arriving tardy in the morning must order a regular lunch if eating in the school cafeteria.

“Tardies” and “Left earlys” are considered the same as far as attendance is concerned. Parents are urged to leave their children in school all day. Appointments involving the student should be scheduled outside school hours or on school holidays when possible.

4.10 — CLOSED CAMPUS

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

4.11 — EQUAL EDUCATIONAL OPPORTUNITY

No student in the Genoa Central School District shall, on the grounds of race, color, religion, national origin, sex, sexual orientation, gender identity, age, or disability be excluded from participation in, or denied the benefits of, or subjected to discrimination under any educational program or activity sponsored by the District.

4.12 — STUDENT ORGANIZATIONS/EQUAL ACCESS

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

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

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

Fraternal organizations, sororities, and secret societies are forbidden in the District's schools. Membership to student organization 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 of sport program. Students who are convicted of participation in hazing or the failure to report hazing shall be expelled.

4.13 — PRIVACY OF STUDENTS' RECORDS/DIRECTORY INFORMATION

Except when a court order regarding a student has been presented to the district to the contrary, all students' educational records are available for inspection and copying by the parents of any 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 eighteen (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 educational records to any agency or individual not authorized by law to receive and review and/or view the education records without prior parental permission. The District shall maintain a record of requests by such agencies or individual for access to, and each disclosure of, personally identifiable information (PII) from the education records of each student. Disclosure of education records is authorized by law to school officials with legitimate educational interests. A personal record kept by a school staff member is **not** considered an education if it meets the following tests:

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

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

- The student must be in foster care;
- The individual to whom the PII will be released must have legal access to the student's case plan; and
- The Arkansas Department of Human Services, or a sub-agency of the Department, must be legally responsible for the care and protection of the student.

The District discloses PII from an education record to appropriate parties, including parents, in connection with an emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals. The superintendent or designee shall determine who will have access to and the responsibility for disclosing information in emergency situations.

When deciding whether to release PII in a health or safety emergency, the District may take into account the totality of the circumstances pertaining to a threat to the health or safety of a student or other individuals. If the District determines that there is an articulable and significant threat to the health or safety of a student or other individuals, it may disclose information from education records to any person whose knowledge of the information is necessary to protect the health or safety of the student or other individuals.

For the purposes of this policy, the Genoa Central 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 or 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 of 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 eighteen (18).

The form for objecting to making directory information available is located in the school office and must be completed and signed by the parent or age-eligible student and filed with the building principal's office not later than ten (10) school days after the beginning of each school year of 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 the 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 eighteen (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, and 400 Maryland Avenue, SW Washington, DC 20202.

4.14 — STUDENT PUBLICATIONS AND THE DISTRIBUTION OF LITERATURE

Student Publications

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 endorses 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 be reasonable 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 obscene as 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 Publication on School Web Pages

<http://dragons1.k12.ar.us>

Student publications that are displayed on school web pages shall follow the same guidelines as listed above plus they shall:

1. Not contain any non-educational advertisements.
2. Adhere to the restrictions regarding use of Directory Information as prescribed in Policy 4.13 (PRIVACY OF STUDENTS' RECORDS/DIRECTORY INFORMATION) including not using a student's photograph when associated with the student's name unless written permission has been received from the student's parent or student if over the age of eighteen (18).
3. State that the views expressed are not necessarily those of the School Board or the employees of the district. The Genoa Central School District shall maintain a website to provide information about its schools, students, and activities to the community.

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

A student or group of student 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 educational 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 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 reasonable 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 on 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;
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 six (6) days.

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.

4.15 — CONTACT WITH STUDENTS WHILE AT SCHOOL

Contact by Parents

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

Contact by Non-Custodial Parents

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

Arkansas law provides that, in order to avoid continuing child custody controversies from involving school personnel and to avoid disruptions to the educational atmosphere in the District's schools, the transfer of a child between his/her custodial parent and non-custodial parent, when both parents are present, shall not take place on the school's property on normal school days during normal hours of school operation. The custodial or non-custodial parent may send to/drop off the student at school to be sent to/picked up by the other parent on predetermined days in accordance with any court order provided by the custodial parent or by a signed agreement between both the custodial and non-custodial parents that was witnessed by the student's building principal.

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

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

If the District makes a report to any law enforcement agency concerning student misconduct or if access to a student is granted to a law enforcement agency due to a court order, the principal or the principal's designee shall make a good faith effort to contact the student's parent, legal guardian, 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 that the student has been taken into custody by law enforcement personnel or a state's social services agency. If the principal or designee is unable to reach the parent, he or she shall make a reasonable, good faith effort to get a message to the parent to call the principal or designee, and leave both a day and an after-hours telephone number.

Contact by Professional Licensure Standards Board Investigators

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

4.16 — STUDENT VISITORS

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

4.17 — STUDENT DISCIPLINE

The Genoa Central 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 right 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.

We do extend to parents, as an act of courtesy, a form that will allow you the option of corporal punishment. It can be filled out in the principal's office and renewed each year.

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

The District's licensed personnel policy committee shall review the student discipline policies annually and may recommend changes in the policies to the Genoa Central 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 report has been made to the appropriate law enforcement agency. The Superintendent or designee shall inform the Board of Directors of any such report made to law enforcement.

Any infraction may result in a minimum consequence of a conference with student to a maximum consequence of expulsion.

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 on the school campus during normal school hours 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 or prescription or over the counter drugs, or other intoxicants, or anything represented to be a drug;
9. Sharing, diverting, transferring, applying to others (such as needles or lancets), or in any way misusing medication or any medical supplies in their possession;
10. Inappropriate public displays of affection;
11. Cheating, copying, or claiming another person's work to be his/her own;
12. Gambling;
13. Inappropriate student dress;
14. Use of vulgar, profane, or obscene language or gestures;

15. Truancy;
16. Excessive tardiness;
17. Engaging in behavior designed to taunt, degrade, or ridicule another person on the basis of race, ethnicity, national origin, sex, or disability;
18. 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;
19. Hazing, or aiding in the hazing of another student;
20. 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;
21. Sexual harassment;
22. Bullying; and
23. Operating a vehicle on school grounds while using a wireless communication device.

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.

4.19 — CONDUCT TO AND FROM SCHOOL AND TRANSPORTATION ELIGIBILITY

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 become the responsibility of the student’s parent or legal guardian.

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

1. Be at the bus stop at the scheduled time. Stand about ten (10) feet from the bus stop and wait until the door is opened before moving closer to the bus. Do not play on the highway or road. If you miss the bus, do not attempt to hitchhike or walk to or from school.
2. While loading or unloading, enter or leave the bus orderly and quickly.
3. While riding the bus, students are under the supervision of the driver and must obey the driver at **ALL** times. The principal has the authority to temporarily suspend a student from riding a bus.
4. Students are expected to conduct themselves in a manner such that they will not distract the attention of their driver or disturb other riders on but (which includes keeping your hands to yourself, attending to your own matters, leaving other pupils alone, and being reasonably quiet).
5. No knives/sharp objects of any kind, firearms, pets, animals, etc., are allowed on the bus.
6. Students are not to tamper with any of the safety devices such as door latches, fire extinguisher, etc.
7. Students must keep seated while the bus in in motion and must not move while it is stopped except as the driver directs.
8. Students are not allowed to put their hands, arms, heads, or bodies out of the window. Bus passengers should not yell at anyone outside the bus.
9. Students are not to deface the bus or any school property. Students are not to write on the school bus or damage the seats in any way. Paper, food, or other objects should not be thrown on the bus floor. Keep the aisle of the bus clear from books, lunches, coats, etc. Students should not put their feet in the aisle.
10. Do not ask the driver to let you off the bus any place other than your regular stop, unless given permission from parents, superintendents, or principal.
11. If you must cross the road or highway to enter the bus, try always to be on the right side of the road while waiting on the bus. If you should arrive at the stop just as the bus approaches the stop, wait until the bus has come to a complete stop and the driver has signaled for you to cross in front of the bus, (unless the driver directs you differently).
12. Pupils who must cross the road after leaving the bus in the afternoon must go to a point on the shoulder of the road ten (10) feet in front of the bus. Cross the road only after the driver or student patrol has signaled you to do so.
13. Pupils cannot ride any bus except their own. Visitors are not allowed except in the case of an emergency. Permission must be secured from a school official for a student to ride a bus other than his/her own.

14. This is not intended to cover all the “do’s” and “don’ts”, but is a very specific guide. The driver may find it necessary to interpret these policies in light of his or her own bus needs.

4.20 — DISRUPTION OF SCHOOL

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

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

4.21 — STUDENT ASSAULT OR BATTERY

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.

4.22 — WEAPONS AND DANGEROUS INSTRUMENTS

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 to school for such purposes shall be brought to the school employee designated to receive such firearms. The designated employee shall store the firearms in a secure location until they are removed for use in the approved activity.

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

4.23 — TOBACCO AND TOBACCO PRODUCTS

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

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

4.24 — DRUGS AND ALCOHOL

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

Therefore, no student in the Genoa Central School District shall possess, attempt to possess, consume, use, distribute, sell, buy, attempt to sell, attempt to buy, give to any person, or be under the influence of any substance as defined in this policy, or what the student represents or believes to be any substance as defined in this policy. This policy applies to any student who is on or about school property, is in attendance at school or any school sponsored activity, has left the school campus for any reason and returns to the campus, or is 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.

4.25 — STUDENT DRESS AND GROOMING

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

Students are prohibited from wearing, while on the school grounds during the school day and at school-sponsored events, clothing that exposes underwear, buttocks, or the breast of a female.

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

4.26 — GANGS AND GANG ACTIVITY

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

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

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 an individual in return for protection from harm from any gang;

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

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

4.27 — STUDENT SEXUAL HARASSMENT - TITLE IX

The Genoa Central 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 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; and/or
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 is the effect of humiliation or embarrassment and is sufficiently severe, persistent, or pervasive that it limits the student's ability to participate in, or benefit from, an educational program or activity.

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 or the belief or perception that an individual is not conforming to expected gender roles or conduct or is homosexual, regardless of whether or not the student self-identifies as homosexual, and 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 believes their child has been subjected to sexual harassment, are encouraged to file a complaint by contacting a counselor, teacher, Title IX coordinator, 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.

4.28 — LASER POINTERS

Students shall not possess any hand held laser pointer while in school, on or about school property, before or after school, in attendance at school or any school sponsored activity or event, 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. School personnel shall seize any laser pointer from the student possessing it and the student may reclaim it at the close of the school year, or when the student is no longer enrolled in the District.

4.29 — INTERNET SAFETY and ELECTRONIC DEVICE USE POLICY

Definition

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

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

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

Technology Protection Measures

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

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

Internet Use and Safety

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

- Interacting with other individuals on social networking websites and in chat room;
- Cyber bullying awareness; and

- Cyber bullying response.

Misuse of Internet

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

4.30 — SUSPENSION FROM SCHOOL

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 educational environment; and/or
4. Is insubordinate, incorrigible, violent, or involves moral turpitude.

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

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

1. The student shall be given written notice or advised orally of the charges against him or 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 remittance to class will be given to the parent(s), legal guardian(s), or to the student if age eighteen (18) or older prior to the suspension. Such notice shall be handed to the parent(s), legal guardian(s), or to the student if age eighteen (18) or older or mailed to the last address reflected in the records of the school district.

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

It is the 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 (The contact may be by voice, voicemail, or text message.)

- An email address
- A regular first class letter to the last known 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.

During the period of their suspension, students serving in-school suspension shall not attend any school sponsored activities during the imposed suspension nor shall the student participate in any school sponsored activities.

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

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

4.31 — EXPULSION

The Board of Education may expel a student for a period longer than ten (10) school days for violation of the district's written discipline policies. The superintendent may make a recommendation of expulsion to the board of Education for student conduct deemed to be of such gravity that suspension would be inappropriate, 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 eighteen (18) or older, requests that the hearing be conducted in executive session. Any action taken by the Board shall be in open session.

During the hearing, the Superintendent, or designee, or representative will present evidence, including the calling of witnesses 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 of any questions asked during the hearing.

Except permitted by policy 4.22 (WEAPONS AND DANGEROUS INSTRUMENTS), 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 of 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.

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.

4.32 — SEARCH, SEIZURE, AND INTERROGATIONS

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

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

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

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

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

4.33 — STUDENTS' VEHICLES

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

Students are not permitted to loiter in parking areas and are not to return to their vehicles during the school day for any reason unless given permission to do so by school personnel.

It is understood that there is not an expectation of privacy in vehicles in parking areas. Drivers of vehicles parked on a school campus will be held accountable for illegal substances or any other prohibited by District policy found in their vehicle. The act of a student parking vehicle on campus is a grant of permission for school or law enforcement authorities to search that vehicle.

4.34 — COMMUNICABLE DISEASES AND PARASITES

Students with communicable diseases or with human host parasites that are transmittable in a school environment shall demonstrate respect for other students by not attending school while they are capable of transmitting their condition of others. Students whom the school nurse determines are unwell or unfit for school attendance or who are believed to have a communicable disease or condition will be required to be picked up by their parent or guardian. Specific examples include, but are not limited to: Varicella (chicken pox), measles, scabies, conjunctivitis (Pink Eye), impetigo/MRSA (methicillin-resistant *Staphylococcus aureus*), streptococcal and staphylococcal infections, ringworm, mononucleosis, Hepatitis A, B, or C, mumps, vomiting, diarrhea, and fever (100.4 F when taken orally). A student who has been sent home by the school nurse will be subsequently readmitted, at the discretion of the school nurse, when the student is no longer a transmission risk. Students must be fever, vomit, diarrhea free for 24 hours without medications to be readmitted. In some instances, a letter from a healthcare provider may be required prior to the student being readmitted to the school.

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

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

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

The parents or legal guardians of students found to have live human host parasites (lice or nits) that are transmittable in a school environment will be asked to pick their child up immediately. The parents or legal guardians will be given information concerning the eradication and control of human host parasites. Following treatment of human host parasites (lice or nits) the parent must accompany the student to the nurse's office. Proof of treatment must be provided. A student may be readmitted after the school nurse or designee has determined the student no longer has live human host parasites (lice or 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. Students will be allowed (1) one excused day for treatment for human host parasites (lice or nits).

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 while at school.

The parent or legal guardian shall bring the student's medication to the nurse, or in the absence of the nurse, to the principal's office. When medications are brought to the school nurse, the nurse shall document, in the presence of the parent, the quantity of the medication(s). If the medications are brought by a student, the school nurse shall ask another school employee to verify, in the presence of the student the quantity of the medication(s). Each person present shall sign a form verifying the quantity of the medication(s).

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

Students with an individualized health plan (IHP) may be given 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 campus and off campus procedures for administering medications.

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

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

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

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

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

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

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

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

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

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

Emergency Administration of Epinephrine

The school nurse or other school employees designated by the school nurse as a care provider who have been trained and certified by a licensed physician may administer an epinephrine auto-injector in emergency situations to students who have an IHP 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 a licensed healthcare provider to self-administer auto-injectable epinephrine and who have written permission from their parent or guardian shall provide the school nurse an epinephrine auto-injector. This epinephrine will be used in the event the school nurse, or other school employee certified to administer auto-injector epinephrine, in good faith professionally believes the student is having a life-threatening anaphylactic reaction and the student is either not self-carrying his/her epinephrine auto-injector or the nurse is unable to locate it.

The school nurse for each District school shall keep epinephrine auto-injectors on hand that are suitable for the students the school serves. The school nurse or other school employee designated by the school nurse as a care provider who has been trained and certified by a licensed physician may administer auto-injector epinephrine to those students who the school nurse, or other school employee certified to administer auto-injector epinephrine, in good faith professionally believes is having a life-threatening anaphylactic reaction.

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

4.36 — STUDENT ILLNESS/ACCIDENT

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

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

A student must be fever free without medication for 24 hours before returning to school.

4.37 — EMERGENCY DRILLS

All schools in the District shall conduct fire drills at least monthly. Tornado drills shall also be conducted not fewer than three (3) times per year 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 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, or 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.

4.38 — PERMANENT RECORDS

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

4.39 — CORPORAL PUNISHMENT

The Genoa Central 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 statement 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.

We do extend to parents, as an act of courtesy, a form that will allow you the option of corporal punishment. It can be filled out in the principal's office and renewed each year.

4.40—HOMELESS STUDENTS

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

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

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

Notwithstanding policy 4.1 (RESIDENCE REQUIREMENTS), 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 (RESIDENCE REQUIREMENTS) or 4.2 (ENTRANCE REQUIREMENTS), the child shall be immediately admitted to the school in which enrollment is sought pending resolution of the dispute, including all appeals. It is the responsibility of the District's LEA liaison for homeless children and youth to carry out the dispute resolution process.

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

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

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

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

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

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

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

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

The District shall be responsible for providing transportation for a homeless child, at the request of the parent or guardian (or in the case of an unaccompanied youth, the LEA liaison), to and from the child's school or 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 setting; and includes
 - d) Migratory children who are living in circumstances described in clauses (a) through (c).

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

4.41 — PHYSICAL EXAMINATIONS OR SCREENINGS

The District conducts routine health screenings such as hearing, vision, and scoliosis due to the importance these health factors play in the ability of a student to succeed in school. The intent of the exams or screenings 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 his/her 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; and
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 hearing, vision, or scoliosis screening. The following screenings will be performed:

- **Vision Test** (Screening is done on students in grades Kindergarten, 1st, 2nd, 4th, 6th, 8th, and any transfer students)
- **Hearing Test** (Screening is done on students in grades Kindergarten, 1st, 2nd, 4th, 6th, 8th, and any transfer students)
- **Scoliosis Test** (Screening is done on girls in grade 6th and girls and boys in grade 8th)
- **Body Mass Index (BMI)** (Screening is done on students in grades Kindergarten, 2nd, 4th, 6th, 8th, and 10th)

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 providing a signed written notice explaining reasoning.

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 eighteen (18) years old.

4.42 — STUDENT HANDBOOK

It shall be the policy of the Genoa Central 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 that parent(s) of the student, or the student if eighteen (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.

4.43 — BULLYING

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, repeated 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 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 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.

“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 education 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.

Cyber Bullying of School Employees is expressly prohibited and includes, but is not limited to:

- Building a fake profile or website of the employee;
- Posting or encouraging others to post on the internet private, personal, or sexual information pertaining to a school employee;
- Posting an original or edited image of the school employee on the internet;
- Accessing, altering, or erasing any computer network, computer data program, or computer software,

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

Examples of “**bullying**” may also include but are not limited to a pattern of behavior involving one or more of the following:

1. Sarcastic “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 (STUDENT SEXUAL HARASSMENT), is also a form of bullying;
12. Teasing or name-calling based on the belief or perception that an individual is not conforming to expected gender roles or conduct or is homosexual, regardless of whether the student self-identifies as homosexual.

Students are encouraged to report behavior they consider to be 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, 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.

Notice of what constitutes bullying, the District’s prohibition against bullying, and the consequences for students who bully shall be conspicuously posted in every classroom, cafeteria, restroom, gymnasium, auditorium, and school bus. Parents, students, school volunteers, and employees shall be given copies of the notice.

Copies of this policy shall be available upon request.

4.44 — ATTENDANCE REQUIREMENTS FOR STUDENTS IN GRADES 9-12

Students in grades nine through twelve are required to schedule and attend at least 360 minutes of regularly scheduled class time daily. Part of this requirement may be met by students taking post-secondary courses. Eligible students’ enrollment and attendance at a post-secondary institution shall count toward the required weekly time of school attendance. Each credit hour shall count as three hours of attendance time. This means a three hour course shall count as nine hours of the weekly required time of attendance.

Extracurricular Classes

Students may be assigned to no more than one class period each day for organized and scheduled student extracurricular classes that the student shall be required to attend and participate in for the full class period. Extracurricular classes related to a seasonal activity shall meet for an entire semester whether or not the season ends prior to the end of the semester. Students must attend and participate in the class for the entire semester in order to receive credit for the course. For the purpose of this policy, extracurricular classes is defined as school sponsored activities which are not an Arkansas Department of Education approved course counting toward graduation requirements or classes that have not been approved by the Arkansas Department of Education for academic credit. Such classes may include special interest, fine arts, technical, scholastic, intramural, and interscholastic opportunities.

Course Enrollment Outside of District

Enrollment and attendance in vocational-educational training courses, college courses, school work programs, and other department-sanctioned educational programs may be used to satisfy the student attendance requirement even if the programs are not located at the public schools. Attendance in such alternative programs must be pre-approved by the school's administration. The District shall strive to assign students who have been dropped from a course of study or removed from a school work program job during the semester into another placement or course of study. In the instances where a subsequent placement is unable to be made, the District may grant a waiver for the student for the duration of the semester in which the placement is unable to be made.

In rare instances, students may be granted waivers from the mandatory attendance requirement if they would experience proven financial hardships if required to attend a full day school. For the purpose of this policy, proven financial hardships is defined as harm or suffering caused by a student's inability to obtain or provide basic life necessities of food, clothing, and shelter for the student of the student's family. The Superintendent shall have the authority to grant such a waiver, on a case-by-case basis, only when convinced the student meets the definition of proven financial hardships.

In any instance where a provision of a student's Individual Education Plan (IEP) conflicts with a portion(s) of this policy, the IEP shall prevail.

4.45 — SMART CORE CURRICULUM AND GRADUATION REQUIREMENTS

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 student's permanent record.¹ 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.² 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 every other year³ to determine if changes need to be made to better serve the needs of the district's students. The superintendent, or his/her designee, shall select the composition of the review panel.

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

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

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

To the best of its ability, the District shall follow the requirements covering the transfer of course credit and graduation set forth in the Interstate Compact on Educational Opportunity for Military Children for all students who meet the definition of “eligible child” in Policy 4.2—ENROLLMENT.

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 __ units to graduate for a total of __ units. The additional required units may be taken from any electives offered by the district.⁶ There are some distinctions made between Smart Core units and Graduation units. Not all units earned toward graduation necessarily apply to Smart Core requirements.

Digital Learning Courses

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

SMART CORE: Sixteen (16) units

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

Oral Communications: one-half (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
- 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 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

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

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

Social Studies: three (3) units

- Civics one-half (1/2) 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.

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

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

Fine Arts: one-half (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)
- 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
- Two units chosen from the following three categories:

- Physical Science;
- Chemistry;
- Physics; or

One unit from the three categories above and a computer science flex credit may be taken in the place of a third science credit.

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 toward fulfilling the necessary units to graduate.

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

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

Fine Arts: one-half (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.

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

***This is fundamentally the same policy as 4.45 but with the digital learning course graduation requirement added.

Digital Learning Courses

The District shall offer one (1) or more digital learning course(s) through one (1) 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.

4.46 — PLEDGE OF ALLEGIANCE

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.

4.47 — POSSESSION AND USE OF CELLPHONES AND OTHER ELECTRONIC DEVICES

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

To protect the security of state originated tests that are administered, 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 a state mandated 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

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

The student and/or the student's parents/legal guardians 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/legal guardians. Students have no right of privacy as to the content contained on any electronic devices that have been confiscated. A search of a confiscated device shall meet the reasonable individualized suspicion requirements of Policy 4.32—SEARCH, SEIZURE, AND INTERROGATIONS.

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

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

4.48—VIDEO SURVEILLANCE AND OTHER STUDENT MONITORING

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

The placement of video/audio surveillance cameras shall be based on the presumption and belief that

students, staff, and visitors have no reasonable expectation of privacy anywhere on or near school property, facilities, vehicles, or equipment, with the exception of places such as restrooms or dressing areas where an expectation of bodily privacy is reasonable and customary.

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

The District shall retain copies of video recordings until they are erased which may be accomplished by either deletion or copying over with a new recording.

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

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

4.49—SPECIAL EDUCATION

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, 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.

4.50 — SCHOOL LUNCH SUBSTITUTIONS

The District only provides substitute meal components on menu to accommodate students with handicapping conditions meeting the definition of a disability as defined in USDA regulations. A parent/legal guardian wishing to request such a dietary accommodation must submit to the district’s Director of Child Nutrition a Certification of Disability for Special Dietary Needs Form completed by a:

- Physician’s including those licensed by:
 - The Arkansas State Medical Board;
 - The Arkansas State Board of Chiropractic Examiners (Chiropractors);
 - The Arkansas Board of Podiatric Medicine (Podiatrists);
- Nurse Practitioners (APRNs in family or pediatric practice with prescriptive authority);
- Physician Assistants (PAs who work in collaborative practice with a physician); and
- Dentists

The District will not prepare meals outside the normal menu to accommodate a family’s religious or

personal health beliefs.

4.51 – FOOD SERVICE PREPAYMENT

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.

4.52 — STUDENTS WHO ARE FOSTER CHILDREN

The District will afford the same services and educational opportunities to foster children that are afforded other children and youth. The District shall work with the Department of Human Services (DHS), the 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.

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 proceeding, or other court-ordered counseling or treatment.

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

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

4.53 — PLACEMENT OF MULTIPLE BIRTH SIBLINGS

The parent, guardian or other person having charge or custody of multiple birth siblings in grades pre-K through six (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 thirty (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.

4.56—EXTRACURRICULAR ACTIVITIES – SECONDARY SCHOOLS

Definitions:

“Academic Courses” are those courses for which class time is scheduled, which can be credited to meet the minimum requirements for graduation, which is taught by a teacher required to have State licensure in the course or is otherwise qualified under Arkansas statute, and has a course content guide which has been approved by the Arkansas Department of Education (ADE). Any of the courses for which concurrent high school credit is earned may be from an institution of higher education recognized by ADE. If a student passes an academic course offered on a block schedule, the course can be counted twice toward meeting the requirement for students to pass four (4) academic courses per semester as required by this policy.

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

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

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

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

Any student who refuses to sit for a 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 principal or designee may waive this paragraph's provisions when the student's failure was due to exceptional or extraordinary circumstances. Students falling under the provisions of this paragraph shall be permitted to attend curriculum related field trips occurring during the school day. Participation in extracurricular activities is not a right, and Genoa Central legally reserves the right to place conditions on a student's eligibility for participation at the discretion of the principal or his/her designee.

A student who enrolls in the district and meets the definition of “eligible child” in Policy 4.2—ENTRANCE REQUIREMENTS shall be eligible to try out for an extracurricular activity regardless of the date the student enrolls in the District so long as the student meets all other eligibility requirements and the extracurricular activity is still ongoing.

Interscholastic Activities

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

ACADEMIC REQUIREMENTS: Junior High

A student promoted from the sixth to the seventh grade automatically meets scholarship requirements. A student promoted from the seventh to the eighth grade automatically meets scholarship requirements for the first semester. The second semester eighth-grade student meets the scholarship requirements for junior high if he/she has successfully passed four (4) academic courses the previous semester.

The first semester ninth-grade student meets the scholarship requirements for junior high if he/she has successfully passed four (4) academic courses the previous semester.

The second semester ninth-grade student meets the scholarship requirements for junior high if he/she has successfully passed (4) academic courses the previous semester which count toward his/her high school graduation requirements.

Ninth-grade students must meet the requirements of the senior high scholarship rule by the end of the second semester in the ninth grade in order to be eligible to participate the fall semester of their tenth-grade year.

ACADEMIC REQUIREMENTS: Senior High

In order to remain eligible for competitive interscholastic activity, a student must have passed (4) academic courses the previous semester and either:

1. Have earned a minimum Grade Point Average (GPA) of 2.0 from all academic courses the previous semester; or
2. If the student has passed four (4) academic courses the previous semester but does not have a 2.0 GPA the student must be enrolled and successfully participating in an SIP to maintain their competitive interscholastic extracurricular eligibility.

STUDENTS WITH AN INDIVIDUAL EDUCATION PROGRAM

In order to be considered eligible to participate in competitive interscholastic activities, students with disabilities must pass at least four (4) courses per semester as required by their individual education program (IEP).

ARKANSAS ACTIVITIES ASSOCIATION

In addition to the foregoing rules, the District shall abide by the rules and regulations of AAA governing interscholastic activities. AAA provides catastrophic insurance coverage for students participating in AAA governed extracurricular activities who are enrolled in school. As a matter of District policy, no student may participate in an AAA governed extracurricular activity unless he or she is enrolled in a district school, to ensure all students are eligible for AAA catastrophic insurance.

Intrascholastic Activities

AAA Governed Activities

Students participating in intrascholastic extracurricular activities that would be governed by AAA if they were to occur between students of different schools shall meet all interscholastic activity eligibility requirements to be eligible to participate in the comparable intrascholastic activity. The District will abide by the AAA Handbook for such activities to ensure District students are not disqualified from participating in interscholastic activities.

Non-AAA Governed Activities

Unless made ineligible by District policies, all students shall be eligible to participate in non-AAA governed intrascholastic extracurricular activities. Intrascholastic activities designed for a particular grade(s) or course(s) shall require the student to be enrolled in the grade(s) or course(s).

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, choir, math, or science competitions, field trips, and club activities.

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

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

“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 in extracurricular activities that can help enrich the student’s educational experience. At the same time, the Board believes that a student’s participating 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 accepted 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 students 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 principal or designee may waive this paragraph’s provisions when the student’s failure was due to exceptional or extraordinary circumstances. Students falling under the provisions of this paragraph shall be permitted to attend curriculum related field trips occurring during the school day. Participation in extracurricular activities is not a right, and Genoa Central legally reserves the right to place conditions on a student’s eligibility for participation at the discretion of the principal or his/her designee.

A student who enrolls in the district and meets the definition of “eligible child” in Policy 4.2—ENTRANCE REQUIREMENTS shall be eligible to try out for an extracurricular activity regardless of the date the student enrolls in the District so long as the student meets all other eligibility requirements and the extracurricular activity is still ongoing.

4.56.2 --EXTRACURRICULAR ACTIVITY ELIGIBILITY FOR HOMESCHOOLED STUDENTS

Definitions:

“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.

Homeschooled students whose parents/legal guardians are legal residents of the school district will be permitted to pursue participation in an interscholastic activity in the student’s resident school zone 2 as permitted by this policy. Although not guaranteed participation in an interscholastic activity, homeschooled student who meet the provisions of this policy, AAA Rules, and applicable Arkansas

statutes shall have an equal opportunity to try out and participate in interscholastic activities without discrimination.

To be eligible to tryout 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 sign-up, tryout, or participation deadline established for traditional students. Additionally, the student shall demonstrate academic eligibility by obtaining a minimum test score of the 30th percentile or better in the previous 12 months on the Stanford Achievement Test Series, Tenth Edition; another nationally recognized norm-referenced test; or a minimum score on a test approved by the State Board of Education.

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

The student shall regularly attend the class in which the student is enrolled beginning no later than the eleventh day of the semester in which the student's interscholastic activity participation is desired. The student must attend that 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 extents 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 interscholastic activities on the same basis as other students are transported.

A student who withdraws from an Arkansas Activities Association member school to be homeschooled shall not participate in an interscholastic activity in the resident school district for a minimum of three hundred sixty-five (365) days after the student withdraws from the member school.

EXTRACURRICULAR ACTIVITY AT RESIDENT DISTRICT

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

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

Proof of identity _____

Date Submitted ___/___/___

Parent's Signature _____

4.57—IMMUNIZATIONS

Definitions:

“**In process**” means the student has received at least one dose of the required immunizations and is

waiting the minimum time interval to receive the additional dose(s).

“**Serologic testing**” refers to a medical procedure used to determine an individual’s immunity to Hepatitis B, Measles, Mumps, Rubella and Varicella.

General Requirements

Unless otherwise provided by law or this policy, no student shall be admitted to attend classes in the District who has not been age appropriately immunized against. Arkansas law requires immunization for all students enrolled in public schools. Every student must have all vaccines, be in the process of receiving needed doses, show proof of immunity, or applied for an exemption for those vaccines he/she has not received in order to continue attendance in school.

- **Polio:** All students entering Kindergarten through Grade 12 need to have completed a series of at least 3 doses of polio vaccine. The new requirement is that one of the doses must be given on or after the child’s fourth birthday and there must be a minimum of 6 months between the second and third dose. Students who receive 4 doses of the polio vaccine with one dose on or after their fourth birthday and a minimum interval of 6 months between the third and fourth doses will meet the requirement.
- **DTaP:** Students entering Grades 1 through 12 must have had 4 doses of tetanus, diphtheria, and acellular pertussis (DTaP) vaccine (or 3 doses if none were given before age 7 years).
- **Tdap:** One dose of tetanus, diphtheria, and acellular pertussis (Tdap) vaccine will be required for children who will turn age 11 years or older on or before September 1 of each school year.
- **MCV4:** Students entering Grade 7 need 1 dose of the meningococcal (MCV4) vaccine regardless of age. There is also an additional requirement for students turning age 16 years on or before September 1. At age 16, regardless of grade, if a student has had 1 dose of MCV4, a second dose is required if it has been 8 weeks since the first dose. If no previous dose was received and if student will be 16 by September 1, the student needs 1 dose and no second dose is required.
 - This requirement only applies to those students who are age 16 years as of September 1. If a student turns 16 on September 2, the requirement does not apply. If a student turns 16 on August 31 and has no prior dose, the requirement applies and the student has until October 1 to comply.
 - Any student turning 16 after September 1 will not be required to have MCV4 until the next school year.
 - Students age 17 years and older have no MCV4 requirement for school attendance. However, this vaccination is recommended by the ACIP.
 - Rubella: Vaccine required – one dose after the first birthday.
 - Measles: Vaccine required – two doses after the first birthday.
 - Mumps: Vaccine required – one dose after the first birthday.
 - Hepatitis A: For Kindergarten and Grade 1: Students need 1 dose of Hepatitis A vaccine that should have been given on or after their first birthday.
 - Hepatitis B: Vaccine required – three doses before completing school year for all kindergarten, 7th grade, and transfer students. The alternative 2-doses scheduled may be used for students 11-15 years of age.
 - Varicella: Students entering Grades 1 through 12 need to have had 2 doses of varicella vaccine. History of disease is considered compliant with this requirement but only as reported by a medical professional. Parental History of disease is not accepted.

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

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

- A. Licensed Physician
- B. Health Department
- C. Military Service; or

D. Official record from another educational institution in Arkansas

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

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

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

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

Temporary Admittance

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

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

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

Exclusion From School

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

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

- For the remainder of the week by the end of the initial school day of the student’s exclusion; and
- By the end of each school calendar week for the upcoming week until the student returns to school. It is the responsibility of the student or the student’s parent/legal guardian to make sure that the student’s assignments are collected.

Students excluded from school shall have five (5) school days from the day the student returns to school to submit any homework and to make up any examinations. State mandated assessments are not included in “examinations” and the District has not control over administering state mandated makeup assessments outside of the state’s schedule. Students shall receive a grade of zero for any assignment or examination not completed or submitted on time.

5.7 — SELECTION OF LIBRARY/MEDIA CENTER MATERIALS

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

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

Selection Criteria

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

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

Retention and Continuous Evaluation

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

Challenges

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 Formal Reconsideration Form* prior to the conference. The meeting shall take place at the earliest possible time of mutual convenience, but in no case later than five (5) working days from the date of the request unless it is by the choice of the complainant.

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

To review the contested media, the principal shall select a committee of five (5) or seven (7) licensed personnel consisting of the principal chair and at least one (1) media specialist. The remaining committee

members shall be personnel with curriculum knowledge appropriate for the material being contested and representative of diverse viewpoints. The task of the committee shall be to determine if the challenged material meets the criteria of selection. No material shall be withdrawn solely for the viewpoints expressed within it and shall be reviewed in its entirety and not selected portions taken out of context.

The principal shall convene a meeting after a reasonable time for the committee members to adequately review the contested material and the *Request for Formal Reconsideration Form* submitted by the complainant. The complainant shall be allowed to present the complaint to the committee after which time the committee shall meet privately to discuss the material. The committee shall vote by secret ballot to determine whether the contested material shall be removed from the media center's collection. A member from the voting majority shall write a summary of the reasons for their decision. A notice of the committee's decision and the summary shall be given (by hand or certified mail) to the complainant.

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

5.20-DISTRICT WEBSITE <http://dragons1.k12.ar.us>

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

The Genoa Central School District website shall be used for educational purposes only. It shall not create either a public or a limited public forum. Any link from any page on the District's site may only be to another educational site. The website shall not use "cookies" to collect or retain identifying information about visitors to its website nor shall any 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.

5.21 — ADVANCED PLACEMENT, INTERNATIONAL BACCALAUREATE, AND HONORS COURSES

Students in grades 7-12 who take advanced placement courses, International Baccalaureate courses, or honors or concurrent credit colleges courses approved for weighted credit by the Arkansas Department of Education shall be graded according to the following schedule:

- A = 100-90
- B = 89-80
- C = 79-70
- D = 69-60
- F = 59 and below

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

- A = 5 points
- B = 4 points
- C = 3 points
- D = 2 points
- F = 0 points

For a student to be eligible to receive weighted credit for an AP or IB course, the student's course must have been taught by an Arkansas licensed teacher who has received the appropriate training required by Arkansas statute and ADE Rule, or, for an AP teacher, is in the process of completing an Additional Training Plan.

Additionally, for students taking AP or International Baccalaureate courses to receive weighted credit they must take the applicable AP or IB examination after completing the entire course. Credit shall be

given for each grading period during the course of the year, but shall be retroactively removed from a student's grade for any course in which the student fails to take the applicable AP exam. Students who do not take the AP exam shall receive the same numeric value for the grade he/she received in the course as if it were a non-AP course.

"Honors Courses" are those courses that have been approved by a Department of Education Committee as honors courses. Honors courses must stress higher order learning and be offered in addition to curriculum offerings required by the Standards for Accreditation, Arkansas Public Schools.

Students who transfer into the District will be given weighted credit for the Advanced Placement courses, International Baccalaureate courses, honors courses approved by the Arkansas Department of Education, and concurrent college courses taken for weighted credit at his/her previous school(s) according to the preceding scale.

5.22 — CONCURRENT CREDIT

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

A student who takes a three (3) semester remedial/developmental education course, as permitted by the ADE Rules Governing Concurrent College and High School Credit, shall be the equivalent of one-half (1/2) unit of credit for a high school career focus elective. The remedial/developmental education course cannot be used to meet the core subject area/unit requirements in English and Mathematics.

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

- The District's student, and his/her parent(s)/legal guardian(s) of the public school student is under the age of eighteen (18);
- The District; and
- The publicly supported community college, technical college, four-year college or university, or private institution the student attends to take the concurrent credit course.

Students are responsible for having the transcript for the concurrent credit course(s) they've taken sent to their school in order to receive credit for the course(s). Credit for concurrent credit courses will not be given until a transcript is received. Transcripts for students who take concurrent credit courses as partial fulfillment of the required full day of class for students in grades 9-12 (see policy 4.4 STUDENT TRANSFERS) are to be received by the school within ten (10) days of the end of the semester in which the course is taken. Students may not receive credit for the course(s) they took or the credit may be delayed if the transcripts are not received in time, or at all. This may jeopardize students' eligibility for extracurricular activities or graduation.

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

Any and all costs of higher education courses taken for concurrent credit are the student's responsibility.

5.26 — ALTERNATIVE LEARNING ENVIRONMENTS

The District's high school and middle school ALE programs are designed to meet the needs of individual students by providing an alternative and non-punitive setting that seeks to eliminate traditional barriers to learning. The ALE provides services to address the specific education/behavioral needs of at-risk students. A Placement/Exit Criteria Team consists of: the principal, ALE director/teacher, counselor, regular classroom teacher(s), parent(s)/guardian(s) and student. The student must be found to exhibit at least two of the following criteria to qualify for the alternative program:

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

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

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

ALE student progress is monitored on a daily basis through classroom performance/grades, behavior, and anything addressed in the SAP (Student Action Plan) as part of exit criteria. The aforementioned ALED Placement Team shall determine when the exit criteria have been met and begin transition of the student to the regular school program of instruction.

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

*Commitment of the parent(s)/guardian(s) and the student is paramount in fostering success in the ALE program. A lack of commitment by the parent(s)/guardian(s) and/or student may result in the termination of services provided by the ALE.

CHEMICAL SCREEN/TEST

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

Purpose of the policy

1. To inform students of Genoa Central School District that the school is concerned about their total well-being. The School District is interested in helping students who may be having problems.
2. To emphasize concerns for the health of student in areas of safety while they are participating in activities as well as the long-term physical and emotional effects of chemical use on their health.
3. To confirm and support state laws which restrict the use of such mood altering chemicals.
4. To assist students of the Genoa Central School District to resist the peer pressure that directs them toward the abuse or misuse of chemical substances.
5. To establish standards of conduct for students of Genoa Central School District who are considered leaders among their peers.
6. To work cooperatively with parents by assisting them in keeping their children free from mood altering chemicals.
7. To assist students by providing counseling and by giving parents information of other resources.
8. To deter chemical abuse or misuse by all students through the use of random drug testing.

Scope

The provisions of this policy apply to students in Genoa Central High School in grades 9-12. No student will be allowed to participate in any school activity (any activity outside the regular curriculum whether it is during the school day or out) or park on campus until the consent form has been signed by both the student and custodial parent/legal guardian and returned to the principal or designee. Positive screening results are kept for a maximum of two (2) years or as long as the student is enrolled in the District.

Definition

"**Illegal Drugs**" are defined as any substance, including alcohol, considered illegal by Arkansas Statutes of which is controlled by the Food and Drug Administration unless prescribed by a licensed physician.

Examples of School Activities: Club trips and meetings, pep rally participation, homecoming dances,

prom, other dances, FFA shows or judging, shooting team, cheerleading, athletics, parking on campus, any activity outside of the regular curricular day.

Prescription Medication

The existence of lawfully prescribed medication in the students sample is not a violation of this policy when taken in accordance with a physician's recommendation or prescription to a specific student. Some over-the-counter medications may have similarities to unlawful drugs when tested. Students who are taking prescription medication may provide a copy of the prescription or a doctor's verification in a sealed envelope to school personnel at the time the sample is collected. The specific name of over-the-counter medication should also be disclosed to school officials. Students who refuse to provide verification and test positive will be subject to the actions specified in this policy for "positive test."

Consent form

Students and parent(s)/legal guardian(s) will be strongly encouraged to sign a consent form to be tested. The form must be co-signed by the student's custodial parent/legal guardian. No student will be allowed to participate in any school activity or park on campus until the consent form has been signed by both the student and parent/legal guardian and returned to the principal or designee. Consent forms for students participating in fall sports or extracurricular activities must be signed prior to physical examinations. All other students must sign the consent form during the first two weeks of school. Students moving into the District during the school year must sign the consent form during the first two weeks of enrollment. No student will be allowed to sign the consent form after these dates.

Selection Process

While students are in school, they will be subject to random selection for testing. Particular days will be selected for testing. If a student is selected for testing but is absent on that day, he/she will be tested on the next test date. The number of names drawn will be no less than two (2) percent or greater than fifteen (15) percent of the students in grades 9-12. A urinalysis will be the method utilized to test for the presence of chemicals in the body. All students selected must report to the designated testing site. If there is suspicion of a student being under the influence/intoxicated while on campus/school activity they will also be subject to being tested.

Testing Agency

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

Cost

The cost of the test to be given during random selection will be paid by the District. Any test administered to a student to regain eligibility will be at the District's expense.

Refusal to Consent to Testing

Students not consenting to be tested (in the random pool) are allowed to join clubs or organizations, but are not allowed to attend after school meetings, participate in any activities, or park on campus.

Testing Procedure

All test results from the laboratory will be communicated to the Superintendent or designee. All urine specimens will be taken at a designated restroom. Any student who is requested to provide a urine specimen will be directed to the collection site where the student will complete the necessary forms. Students who test positive will be required to sign an additional consent form.

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

- The examinee will be positively identified;
- The observer will ask the individual to remove any unnecessary outer garments (i.e. coat, jacket, etc.) that might conceal items or substances that could be used to tamper with or alter the urine specimen. All personal belongings (purse, backpack, etc.) must remain with outer garments. The observer will note any unusual behavior or appearance;
- The student will not be outside of the presence of the observer and not have access to faucets, soap dispenser, or cleaning agents until after the specimen has been provided and sealed;
- The student will be allowed to provide the specimen in a stall or other partitioned area that allows for individual privacy. After the specimen has been provided, the student shall leave the stall;
- At the collection site toilet bluing agents will be placed in the toilet tanks, no other source of water

- will be available in the enclosure where urination occurs;
- If the student fails to provide a necessary amount of urine for a valid specimen, the student will be given reasonable amounts of water for drinking and extra time to produce an adequate sample. During this time, the student will remain in the vicinity of the collection area and under the observation of the District staff.
 - Immediately after collection, the observer will check the temperature of the specimen and inspect the specimen for color and signs of contaminants. Both the observer and student being tested will keep the specimen in view at all times prior to its being sealed and labeled.

Analysis Process

Testing protocol involves on-site collection and testing of urine samples. If a sample initially tests positive for any substance, that sample will immediately be retested. In the event that the second test reports negative, the sample will be considered negative for reporting purposes. A second positive test will result in the sample's being immediately delivered to the District's contracted certified laboratory for confirmation with results provided to the school in one or two days.

Results and Notification

Test results will be reports to the Superintendent of his/her designee and to the parties outlined in the consent form. All reports will be in writing. All specimens testing negative on the initial test or negative on the confirmation test will be reported as negative. Only specimens confirmed as positive will be reported as positive for a specific drug.

Records

All records concerning chemical abuse testing will be maintained by the Superintendent or his/her designee in a separate locked file. The records will not be kept in a student's regular file. Only the Superintendent or his/her designee will have access to the files. The files on each student will be destroyed upon graduation or two years after termination of enrollment. A student and the student's custodial parent/legal guardian may obtain a copy of his chemical abuse testing records upon written request.

First Positive Test

Upon receipt of a positive test result for any student, a custodial parent or legal guardian will be notified and a meeting will be scheduled with the Superintendent or his/her designee, the student, the custodial parent or legal guardian, and the school's principal. Counseling will be strongly recommended for the student who tests positive and the District will provide general counseling services. A referral/resource list will be made available to the student and parent/legal guardian. Any rehabilitation or special counseling services cost will be the responsibility of the student and/or legal guardian.

The student will be placed on probation for thirty (30) days. If there are not thirty (30) days left in the school year, the thirty (30) day period will carry forward to the following school year. During the probation time, the student will not be allowed to participate in any school activity (any activity outside the regular curriculum whether it is during the school day or out) or park on campus. Students participating in a sport or activity that requires a physical must have doctor's approval to continue practicing during the probationary period. In order to regain eligibility after the thirty (30) day probationary period, the student must be tested again at the District's expense and a written copy of the results will be given to the Superintendent or his/her designee. If the test is negative, the probation will be lifted. If the test is positive, the student will not be allowed to participate in or attend extracurricular activities or park on campus for one calendar year. A positive retest at the end of the thirty (30) day probation period will be considered a second positive test. To regain eligibility for participation in activities, a student must have a negative chemical screening test. This will be administered by the District's chemical screening company and at the expense of the District.

Clarification

EXCEPTION: A student must be retested on day thirty-one (31) to regain eligibility. However, certain chemicals that take more than thirty (30) days to leave the students system will be considered differently if a doctor's written opinion details said residual effects of that particular substance.

Second Positive Test

For the second positive test, the student will not be allowed to participate in any school activity (any activity outside the regular curriculum whether it is during the school day or out) or park on campus for one (1) calendar year. To regain eligibility for participation in activities, a student must have a negative

chemical screening test. This will be administered by the District's chemical screening company and at the expense of the District on conclusion of years of ineligibility.

Third Positive Test

For the third positive test result, the student will be permanently suspended from participating in or attending any activity program and from parking on campus for the remainder of his/her enrollment with the school. A third positive test could come from a third positive test from the random pool or a result of a re- screen at the end of the probation period.

Nature of Policy

No student will be penalized academically for testing positive for illegal drugs. The results of any drug screen pursuant to this policy will not be documented in any student's academic records.

Other Disciplinary Measures

The District, by accepting this policy, is not precluded from utilizing other disciplinary measures set forth in the student handbook and this policy does not preclude the District from taking disciplinary procedure and resulting action when founded upon reasonable belief and suspicion that a student has participated in drug- related activities.

COMMUNICATING A FALSE ALARM

Act 567 "An Act to make the act of communicating a false alarm or who purposely initiates or circulates a report of a present, past, or impending emergency; knowing that the report is false or baseless shall be guilty of communicating a false alarm is a Class D Felony."

Consequences

Out Of School suspension or recommended expulsion and notification or proper authorities for possible prosecution.

Parental Involvement Committee:
Debbie Huff, Director of Federal Programs
Tanya Fowler, Parent Involvement Facilitator
Jana Haltom, Counselor
Crystal Rogers, Special Education Teacher
Susan Adams, Library Media/Parent Involvement Facilitator
Joyce Hyman, Community Representative
Kim East, Pre-K Teacher
Terri Johnson, Elementary School/Middle School Parent
Sabrina Hocutt, Middle School/High School Parent

The Genoa Central School District recognizes the need for parental and community involvement as essential to higher student achievement. Involving parents in the school learning community has the potential to provide a great impact on student success. Therefore, the Genoa Central School District will foster and support parental involvement that will result in partnerships which are mutually beneficial to the school, students, parents, and community. To achieve this, Genoa Central District will create and implement a district parent and family engagement plan to meet the following goals.

Genoa Central School District recognizes that parent and family engagement should include the following elements.

1. Parents of students of all grade levels will be included in a variety of comprehensive and coordinated activities.
2. Communication between home and school should be regular, two-way, and meaningful.
3. To support the school's goal to educate all students effectively, the school and parents must work as knowledgeable partners.
4. Parents are full-partners in their child's education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child.
5. Parents are welcomed into the school and encouraged to seek parental support and assistance.
6. Community resources strengthen school programs, family practices, and student learning.

Goal 1: The district will foster effective parent and family engagement strategies and support partnerships among school, parents, and the community to improve student achievement.

1. The district will develop a parent and family engagement committee to review the existing parent and family engagement policy, to discuss ideas to improve parent and family engagement within the district, and to disseminate information to the community to promote parent and family engagement.
2. Each campus will select a parent facilitator as both a contact person and coordinator of parent and family engagement on the campus. The parent facilitators are:
 - a. Susan Adams-Genoa Central High School (870-653-2272)
 - b. Bobbie Brown-Gary E. Cobb Middle School (870-653-2132)
 - c. Tanya Fowler-Genoa Central Elementary School (870-653-2248)
3. Ensure that parents of children with disabilities or limited English proficiency have the same access as other parents including information in a language and form they can understand. Responsible Person(s)--Parent Center Facilitators:
 - a. Theresa Teer, tteer@dragons.k12.ar.us (870-653-7554)
4. Prepare information packets appropriate for the age and grade of the child that will include: parent-teacher-student compact, parental involvement plan, survey for volunteer interests, parental involvement activities planned throughout the year, a district calendar, faculty email listing, and parenting brochures. Responsible Person(s)—Parent Center Facilitators:
 - a. Susan Adams-Genoa Central High School (870-653-2272)
 - b. Bobbie Brown-Gary E. Cobb Middle School (870-653-2132)
 - c. Tanya Fowler-Genoa Central Elementary School (870-653-2248)
5. Conduct an annual meeting in the spring to update policy for next year's Title I, Part A program. Responsible person: Debbie Huff, dhuff@dragons.k12.ar.us, (870-653-4343)

Goal 2: The district will provide coordination, technical assistance, and other support necessary to assist participating schools in planning and implementing effective parent and family engagement.

1. Each Title I, Part A school will provide flexible meeting times for conferencing with parents and provide information to parents about all school programs. Responsible Person: Debbie Huff, dhuff@dragons.k12.ar.us, (870-653-4343)
2. Parents at all campuses will be given a copy of the district policy handbook. The handbook contains the district parental involvement policy. Responsible Person: Debbie Huff, dhuff@dragons.k12.ar.us, (870-653-4343)
3. Enhance the awareness and skills of teachers, pupil services, principals, and staff in reaching out to, communicating with, and working with parents as equal partners by providing training and distributing updated parental involvement information. Responsible person: Debbie Huff, dhuff@dragons.k12.ar.us, (870-653-4343)
4. Conduct ongoing site visits to observe parental involvement practices. Responsible Person: Debbie Huff, dhuff@dragons.k12.ar.us, (870-653-4343)
5. Each Title I, Part A school will develop and use a School-Parent Compact creating a partnership with parents to increase student achievement. Responsible Person: Debbie Huff, dhuff@dragons.k12.ar.us, (870-653-4343)
6. Encourage parents to visit/volunteer at school by assisting staff in developing volunteer opportunities as well as training staff to encourage and build volunteer effort. Responsible Person(s)-- Parent Facilitators:
 - a. Susan Adams-Genoa Central High School (870-653-2272)
 - b. Bobbie Brown-Gary E. Cobb Middle School (870-653-2132)
 - c. Tanya Fowler-Genoa Central Elementary School (870-653-2248)
7. Each Title I, Part A school will establish a parent and family engagement committee consisting of parents, community members, and Title I school staff. This committee will develop a parental involvement plan that will be implemented in the school and distributed to parents with report cards during the first semester and to the community by means of the district website, meetings, the parent centers, and established correspondence to parents. Responsible person(s): Debbie Huff, dhuff@dragons.k12.ar.us, (870-653-4343), and Parent Facilitators:
 - a. Susan Adams-Genoa Central High School (870-653-2272)
 - b. Bobbie Brown-Gary E. Cobb Middle School (870-653-2132)
 - c. Tanya Fowler-Genoa Central Elementary School (870-653-2248)
8. Provide materials and training based on the needs of parent survey data and training to help parents work with their children to improve academic achievement, fostering parent and family engagement. Responsible Person(s): Debbie Huff, dhuff@dragons.k12.ar.us, (870-653-4343)
9. Coordinate parent and family engagement activities with the Genoa Central Pre-K program. Responsible Person: Debbie Huff, dhuff@dragons.k12.ar.us, (870-653-4343)

Goal 3: The district will build the school's capacity for strong parent and family engagement.

1. Encourage parents to participate in the district Parent Teacher Organization. Responsible Person(s)—Parent Facilitators:
 - a. Susan Adams-Genoa Central High School (870-653-2272)
 - b. Bobbie Brown-Gary E. Cobb Middle School (870-653-2132)
 - c. Tanya Fowler-Genoa Central Elementary School (870-653-2248)
2. Schedule at least two parent teacher conferences per year, one each semester. Attendance is strongly encouraged. Responsible person(s)—Debbie Huff, dhuff@dragons.k12.ar.us, (870-653-4343)
3. A Meet the Teacher event is scheduled the week prior to the start of the school year. The meeting is scheduled during day and evening hours to provide a great variety of times available to parents. Responsible person(s)—Debbie Huff, dhuff@dragons.k12.ar.us, (870-653-4343)

4. Plan and engage in activities which will be beneficial in encouraging communication with parents while promoting responsible parenting. Responsible person(s): Debbie Huff, dhuff@dragons.k12.ar.us, (870-653-4343), and Parent Facilitators:
 - a. Susan Adams-Genoa Central High School (870-653-2272)
 - b. Bobbie Brown-Gary E. Cobb Middle School (870-653-2132)
 - c. Tanya Fowler-Genoa Central Elementary School (870-653-2248)

- A. Purchase parenting books, magazines, and other informative material regarding responsible parenting through the school library; advertise the current selection; and give parents an opportunity to borrow the materials to review
- B. Give parents age appropriate parenting books/booklets on topics concerning effective parenting
- C. Create a district newsletter to distribute to all parents
- D. Provide a calendar on the school district website of scheduled school and class events
- E. Communicate to parents through notes sent home and sent by email
- F. Communicate to parents through the use of phone/email notification services
- G. Hold Meetings/Trainings to inform the parents of high school students about how to be involved in decisions, course selections, career planning and preparation for postsecondary opportunities

5. Create a district Parent Center as money is available. Each campus also has a parent center for parents to checkout parenting materials. Responsible Person(s)—Debbie Huff, dhuff@dragons.k12.ar.us, (870-653-4343), and Parent Facilitators:
 - a. Susan Adams-Genoa Central High School (870-653-2272)
 - b. Bobbie Brown-Gary E. Cobb Middle School (870-653-2132)
 - c. Tanya Fowler-Genoa Central Elementary School (870-653-2248)

6. Provide information to participating parents in such areas as national, state, and local education goals, including parents' rights as defined in Title I, Part A. Responsible Person: Debbie Huff, dhuff@dragons.k12.ar.us, (870-653-4343)
7. Assist in the development of parent engagement activities at each school. Responsible Person(s) – Debbie Huff, dhuff@dragons.k12.ar.us, (870-653-4343), and Parent Facilitators:
 - a. Susan Adams-Genoa Central High School (870-653-2272)
 - b. Bobbie Brown-Gary E. Cobb Middle School (870-653-2132)
 - c. Tanya Fowler-Genoa Central Elementary School (870-653-2248)
8. The annual survey will provide parental involvement needs data to be used for parent and family engagement trainings, materials, and resources. The annual survey will be used to identify the top areas of focus for each Title I, Part A school to improve school effectiveness and parent and family engagement. Responsible Person: Debbie Huff, dhuff@dragons.k12.ar.us, (870-653-4343)
9. Provide any reasonable support for parental involvement at the request of participating Title I, Part A schools. Responsible Person: Debbie Huff, dhuff@dragons.k12.ar.us, (870-653-4343)

Goal 4: The district will conduct, with the involvement of parents, ongoing evaluation of the content and effectiveness of the parent and family engagement policy as it relates to strategies for increasing parental participation and identifying barriers to greater participation.

1. Online surveys are provided to identify barriers to parent and family engagement. Responsible Person: Debbie Huff, dhuff@dragons.k12.ar.us, (870-653-4343)
2. Provide an opportunity for the parents to assist in the development of the evaluation procedures, including analysis of data collected. Responsible Person: Debbie Huff, dhuff@dragons.k12.ar.us, (870-653-4343)
3. School parent coordinators will collect parent participation documentation through sign-in lists for workshops, meetings, and conferences; schedules; brochures; meeting notes; and other

means as appropriate throughout the school year. Responsible Person: Debbie Huff, dhuff@dragons.k12.ar.us, (870-653-4343)

4. Use findings from the evaluation process to make recommendations to each participating school for parent and family engagement policy revisions, and to provide suggestions for designing school improvement policies, as they relate to parent and family engagement, and to plan parent and family engagement activities. Responsible Person: Debbie Huff, dhuff@dragons.k12.ar.us, (870-653-4343)
5. Develop and disseminate an annual parent activity evaluation report to share with parents, staff and the community. Responsible Person: Debbie Huff, dhuff@dragons.k12.ar.us, (870-653-4343)

Goal 5: The district will involve parents in the joint development of the district Title I Application under section 1112 (ACSIP).

1. Involve school/community patrons in the ACSIP plan for school improvement as participants in advisory capacities. Responsible Person: Debbie Huff, dhuff@dragons.k12.ar.us, (870-653-4343)
2. Select parents for a district Parent Involvement Committee. Responsible Person: Debbie Huff, dhuff@dragons.k12.ar.us, (870-653-4343)

GENERAL INFORMATION

MOMENT OF SILENCE

Genoa Central School District shall observe a one minute period of silence at the beginning of each day.

BASIS FOR NONRESIDENT ADMISSION DECISIONS

The Genoa Central School District may enroll nonresident students, provided the addition of the nonresident student will not require Genoa Central School District to add teachers or classrooms, or in any way exceed the requirements and standard established by existing law or the capacity of a program, class, grade level or school building.

Priority will be given to applications from siblings or step-siblings residing in the same residence or household of students already attending the District by choice. Applicants will not be excluded due to their previous academic achievement, athletic or other extracurricular ability, handicapping conditions, English proficiency level, or previous disciplinary proceedings.

A senior who has completed the junior year at Genoa Central, and whose parents or legal guardian move from the District, may remain enrolled at the discretion of the school board.

APPLICATION PROCEDURE

Before a student may attend Genoa Central Public Schools from a nonresident district, the student's parent or legal guardian must make application on a form approved by the Department of Education to the Genoa Central School District. The application must be postmarked no later than June 1 of the year in which the student would begin the fall semester in the Genoa Central Public Schools. Applications will be processed in the order they are received on a first come first served basis.

Within thirty (30) days of receipt of an application from a nonresident student seeking admission under school choice, the Genoa Central School District shall notify the parent(s)/legal guardian(s) and the resident district in writing as to whether the student's application has been accepted or rejected.

If the application is rejected the reason for the rejection will be stated in the notification letter. If the application is accepted, the notification letter shall state an absolute deadline for the student to enroll in the District or the acceptance notification is null.

GENERAL NONRESIDENT ENROLLMENT RULES AND REGULATIONS

1. The Genoa Central School District will exclude students who are currently expelled or have expulsion procedures pending in another school district. Enrollment will be delayed if disciplinary action is pending or in process.
2. Once enrolled in the Genoa Central School District through the Public School Choice Act, students may be asked to renew application annually.
3. The responsibility for transportation for a nonresident student shall be borne by the student. The Genoa Central School District will assume no responsibility for any transportation.
4. The Genoa Central Public Schools will accept credits toward graduation that were awarded by another

accredited school district.

5. The Genoa Central School District shall award a diploma to a nonresident student if the student meets the graduation requirements of the School District.
6. Arkansas Activities Association rules and regulations will be followed regarding all athletic and extracurricular activities.
7. The Genoa Central School District may enroll nonresident students until the following occur:
 - The need for additional staff
 - Classrooms and/or buildings are at 85% capacity
8. The acceptance of nonresident students will not exclude any resident student from enrollment.
9. Any non resident application which has erroneous, false, or incomplete information will be rejected.

A public announcement by broadcast and print media shall be made no later than June 15th each year to inform the public of the application deadline and enrollment requirements/procedures for nonresident students under this program.

The District will not be permitted to accept any nonresident from a district operating under a school desegregation-related court order or a district that has ever been under such an order.

ACCREDITED SCHOOL

In order to ensure better student transition between schools, the following guidelines will be applied to the transfer of students into the Genoa Central School District:

1. Genoa Central School will initially place the student in the same grade the student would have been in had the student remained at the former school.
2. After receiving and evaluating the student's records, the administration and staff shall decide the proper placement for the student.

TRANSFER CREDIT AND PLACEMENT OF STUDENT FROM NON-ACCREDITED SCHOOL EVALUATION OF INCOMING STUDENTS

Students transferring from a school not accredited by the state, including homeschool, to Genoa Central Schools shall be evaluated by the counselor of Genoa Central to determine proper grade placement. Parents must present a written list of subjects taught, materials used, standardized achievement test taken, and/or minimum performance test taken to the counselor at the time of registration. At that time, it will be at the principal's discretion to determine which high school course credits, if any, will be recognized when a student transfers from a non-accredited school. High school course credit means that student will receive a credit and not a letter grade for that course the principal granted. When deemed necessary, the principal can require that the student take a standardized or District developed examination for elementary or middle school placement or high school determination of credits.

STUDENT TRANSFER

Students residing in the Genoa Central District and desiring to attend school elsewhere may do so provided a legal transfer has been processed through both Genoa Central and the receiving district boards of education.

CONFERENCES

Parents who wish to visit the school may set up a conference by calling the principal's office. It is suggested that parent/teacher be scheduled during the teacher's conference period. There will be two parent conferences schedules by the District during the school year that will provide conferencing opportunity during extended hours. This is to best accommodate parents. Teachers shall meet with the parents/guardians of each student at least once a semester through a parent/teacher conference. All teachers will make contact with the parents/guardians of any student who is failing. Progress Reports do not count as contact. The school shall document participation or non-participation in required conferences. If parents do not participate in the required conferences, they will be notified by phone, letter, email or visit. Students may also wish to schedule conferences with a teacher. This may be accomplished by approaching the teacher for such a conference. Teacher/student conferences should be made so that minimum disruption of student classes may occur.

PARENTS SUBJECT TO CIVIL PENALTY LAW

Whenever a student exceeds the number of excessive unexcused absences provided for in the District's or the State Board of Vocational Education's student attendance policy, the school district or the adult education program shall notify the prosecuting authority, and the student's parents, guardians, or person in loco parentis shall be subject to a civil penalty in such an amount as a court of competent jurisdiction presiding in the presence of a representative of the school district may prescribe, but not to exceed five hundred dollars (\$500) plus costs of court and any reasonable fees assessed by the court. The penalty shall be forwarded by the court to the school or the adult education program attended by the student.

CHECK-OUT and CHECK-IN PROCEDURES

1. Students who drive to school may check out so long as parental permission has been given to the administration, and the student follows the correct sign-out procedure. Generally speaking, the parent/legal guardian must either personally check a student out of school, make contact with the school office or send a note to the principal. Any student eighteen (18) years old or older must also have a note to check out signed by a parent/legal guardian. The student cannot write and sign his/her own note.
2. Students who wish to check out during the day, or those who arrive at school after the school day has started **MUST REPORT TO THE OFFICE AND PROPERLY SIGN IN OR OUT.**
3. All students will attend Genoa Central School for the full day with the exception of those students who attend college. Students will not be allowed to check out for a period or more and check back in, except in case of emergency or with a doctor's note. **UPON CHECKING OUT ALL STUDENTS WILL LEAVE CAMPUS IMMEDIATELY.**

ENROLLMENT REQUIREMENTS

All students shall be required to enroll in at least six (6) subjects, plus an activity subject, or seven (7) subjects if an activity subject is not scheduled (except seniors who wish to take a college class).

A student will not be allowed to change or drop a class after the fifth class day of any semester for the entire semester, except when a student drops out of Athletics to go to P.E. or goes from P.E. to Athletics for track season.

Any student who is enrolled in a class that is a two (2) semester course will not be allowed to drop the second half after the end of the first semester.

GRADUATION REQUIREMENTS

1. All students must attend high school a minimum of four (4) years unless advised by the principal due to over age of the student or unusual circumstances that would justify less than four (4) years of attendance.
2. A student must have completed all requirements for graduation before he or she can participate in graduation exercises.
3. To be eligible for valedictorian or salutatorian a transfer student must have transferred from a school with equal or better rating. Students must be in attendance at this school for at least two (2) before being eligible for valedictorian or salutatorian, and these two (2) years of attendance must be the last two (2) years.
4. Disabled students who are listed as self-contained may graduate upon completion of their Individual Education Plan (IEP) as determined by the annual and programming committee.

GRADUATION PARTICIPANTS

Students who have the required credits for graduation will be allowed to participate in the graduation. Only students who have completed the required credits for graduation will receive the diploma graduation night.

MINIMUM CORE CURRICULUM

Diplomas will be awarded to students who complete the core curriculum with a satisfactory grade point average.

HONOR GRADUATES AND HONOR SOCIETY MEMBERS

Only a student who has successfully completed a minimum core of the high school courses recommended for preparation for post-secondary education as set forth by the State Board of Higher Education and the State Board of Education pursuant to Arkansas Code 6-61-217 shall be eligible for the honor of serving as an Honor Graduate, Valedictorian, or Salutatorian of his or her graduating class.

Only a student who is enrolled in a course of study containing the minimum core of high school courses recommended for preparation for post-secondary education as set forth by the State Board of Higher Education and State Board of Education pursuant to Arkansas Code 6-61-217 or the technical preparation program set forth by the State Board of Education shall be eligible for membership in the Nation Honor Society or any equivalent honorary society.

In order to be honored with the designation of Valedictorian or Salutatorian of their class, a senior must satisfy all the minimum requirements set forth for other honor graduates, except that these two individuals must complete the FINAL FOUR (4) SEMESTERS, in their entirety, at Genoa Central High School.

The Valedictorian shall be the student who accumulates the first highest weighted grade point average, beginning with the first semester for the ninth grade and ending with the last semester of the senior year

- eight (8) semesters. The Salutatorian will be the student who accumulated the second highest grade point average over the same period of time. All grade point average computations will be carried to the third decimal place. For Advanced Placement, review the honor credit for weighting GPA policy:
Advanced Placement/IB: A = 5, B = 4, C = 3, D = 2

Selection Process:

- Students eligible at end of first semester of sophomore year
- Initial eligibility – Cumulative GPA of 3.5
- Forms filled out describing aspects of character, leadership, and service
- Teacher rating forms completed on each student's character, leadership and service
- NHS Executive Committee meets to make final determination

These are the courses and requirements that NHS members are expected to complete before graduation:
Graduation Requirements – You must complete graduation requirements for Genoa Central High School.

Additional Requirements:

- NHS members are expected to take one of the following: AP Chemistry or AP Physics of a Concurrent Credit Science or Anatomy & Physiology.
- NHS members are expected to take upper level class(s) their Junior and Senior years. Choose from those listed immediately above, the concurrent credit college classes, and/or the appropriate grade-level AP classes.

STUDENTS

A public school student who is enrolled in a public school in Arkansas and who has successfully completed the eighth grade shall be eligible to enroll in a publicly supported community college or four-year college or university in accordance with rules and regulations adopted by each institution in consultation with the Arkansas Higher Education Coordinating Board.

A student who enrolls in and successfully completes a course or courses offered by an institution of higher education shall be entitled to receive appropriate academic credit in both the institute of higher education and the public school in which such student is enrolled, which credit shall be applied to graduation requirements.

Rules and Regulations Adopted by the State Board of Education:

4.00 Enrollment Guidelines for Students Who Have Completed the Eighth Grade.

4.02 Any public school student in grades 9-12 who enrolls in and successfully completes a course(s) offered by such college, technical college or university or private institution shall be entitled to receive both high school and college grades and credit (credit earned by CLEP examination may not be counted as high school credit) toward graduation, as outlined in these regulations.

4.03 Students must comply with applicable enrollment or graduation requirements of the public school.

4.04 Three semester hours of college credit taken by a student in grades 9-12 at a publicly supported community college, technical college or four (4) year college or university or private institution by an eligible student shall be counted by the high school toward graduation, including credit earned during the summer terms.

COLLEGE DAYS

Each senior will have two days of leave to visit the college, vocational school, or business school of his/her choice. Students cannot miss a major test for a College Day. The following procedures must be followed:

1. Make arrangements with the Counselor at least two (2) days in advance. Pick up the form you will need to document parental permission.
2. Return the signed permission form to the Counselor.
3. Contact each teacher and notify them of plans in time to do daily work.
4. Return to your Counselor to pick up your College Form to have signed by the college.
5. Return the signed form to your Counselor upon arrival back at school.

GRADING PERIOD

Genoa Central Schools operate on a nine (9) week (quarterly) system of reporting grades to parents. Any reference to a grading period in this handbook refers to a nine (9) week (quarterly) period of time.

PROGRESS REPORTS

At the midpoint of each nine (9) weeks, progress reports will be prepared by all teachers. The date of the Parent Conference for the first and third nine (9) weeks is set aside yearly in the school calendar. Parents are encouraged to come and visit each teacher to determine the progress of their child. Progress reports for the second and fourth nine (9) weeks will be taken home by the student. If a longer conference is needed, parents should call the office to set up a meeting to discuss in detail during the teachers' preparation period.

Parents are encouraged to set up a free account through the GCSD website to monitor their child's assignments, grades, and absences. Accounts must be established through the school technology coordinator. Please contact the principal's office to get more information.

GRADING SYSTEM – PROMOTION/RETENTION POLICY

1. The basis for marking and grading are outgrowths of the graded school and a felt need for information concerning status and progress of pupils. The purposes are:
 - To give information for pupil guidance and counseling.
 - To show the achievement of pupils in relation to others.
 - To assist in grouping, promotion, retention, transfer, and grade placement.
 - To inform parents of the progress of their children.
2. Grades assigned to students for performance in a course shall reflect only the extent to which a student has achieved the educational goals of the course.

A – 90-100

B – 80-89

C – 70-79

D – 60-69

F – Below 59

GRADE POINT SCALE

Regular Course	Advanced Placement/IB
A = 4	A = 5
B = 3	B = 4
C = 2	C = 3
D = 1	D = 2
F = 0	F = 0

STUDENT CLASSIFICATION

Students will be classified according to the following:

9th grader	0 to 4½ credits
10th grader	5 to 9½ credits
11th grader	10 to 16 credits
12th grader	16½ + credits

COURSE LOAD

The regular load is six (6) academic subjects and an activity subject.

HOMEWORK

Homework has traditionally been considered a beneficial enrichment to the in-school instructional program. Homework is useful in reinforcing skills taught in class and in promoting self-discipline and independent study skills. Homework should be assigned as practice for these skills. Homework should not be excessive or meaningless. In assigning homework, teachers should consider individual differences in the students' abilities and in the grade level of the students.

SEMESTER TESTS

Semester tests are mandatory and may count 10-15% of the final semester grade. Semester tests may be cumulative and over the coursework for the entire semester.

EXEMPTIONS

All students in grades 9-12 may be exempt from a semester test provided they have met the following criteria:

1. Attendance and grades that meet one of the following criteria:
 - a. Two (2) absences or less and an "A" for both nine (9) weeks
 - b. One (1) absence or less and a "B" for both nine (9) weeks
 - c. No absences at all and a "C" for both nine (9) weeks
2. No Discipline infractions that result in ISS, OSS, or expulsion
3. All fines paid including: textbook, cafeteria, library, and clubs/organizations

Criteria will be determined by each class to determine exemption eligibility for each period on the student's schedule.

On semester test days, students will not be allowed to leave the classroom before the testing period has

ended. When the student has finished all testing periods for the day, he/she may check out following normal check-out procedures.

Students not able to take the semester test at the scheduled times must make up the test at a time schedules by the teacher and/or principal.

An exception to semester tests may be permitted due to the death of an immediate family member.

STUDENT FEES, FINES, and CHARGES

The Genoa Central Board of Education shall hold every student responsible for every textbook and other educational material issued to him/her. It shall be understood that the parent or guardian of any student to whom textbooks or other materials are issued shall be held liable for any loss, abuse, or damage in excess of that which would result from the normal use of such materials.

Final grades or records will not be released or sent to any party until all fees, fines, and charges are paid in full.

LUNCH

The Genoa Central School cafeteria serves nutrition approved meals daily for lunch. Students will have a specific time for lunch each day. The cafeteria operates on a non-profit basis and prices for lunch will be the minimal amount possible.

Some students may qualify for free or reduced priced meals. At the beginning of each year, applications for free meals will be sent home with the students. This application should be returned to the school within three (3) working days. If there is a change in a family's financial situation during the year, applications are available in the school office. Applications will be mailed to your home if requested. All meal applications are kept confidential. Adopted 7/7/11.

It is the responsibilities of the student and parent/legal guardian to see that the student has lunch money. Prices are as follows:

Breakfast		Lunch	K-4	5-12	Extra Milk .30
Reduced	.30	Reduced	.40	.40	Extra Juice .25
Full Price	\$1.25	Full Price	\$2.30	\$2.70	

A-la-carte items are available with prices at the cashier stand. Students must pay cash for a-la-carte items (unless there is written permission from parent/guardian to charge these items to their pre-paid account). No a-la-carte items may be charged to a negative balance account. Any tray that does not contain a full meal (as posted description states) will be charged per item as a-la-carte items.

CAFETERIA CHARGE POLICY

Genoa Central School District Cafeterias **DO NOT HAVE CHARGE ACCOUNTS**. Payments may be made in advance to accounts, or meals may be paid for at the cash register. If a negative balance of \$10 occurs for a single child family or \$25 for a multiple child family, the parents will be notified for payment arrangements. If no payment is made at a negative balance of \$25 (single child) or \$50 (multiple children), the student(s) will be offered an alternate meal of a sandwich and milk.

CAFETERIA CONDUCT POLICY

The following policies regarding the cafeteria will be followed:

- Students must have respect for the rights of others at all times. Since cutting in the lunch line is unfair to the other students, it will not be permitted.
- After eating, students are to clear all litter from the tables and return trays and utensils to the proper area.
- No candy is to be eaten in the cafeteria except with lunch.
- Food, milk, napkins, or other items are not to be brought out of the cafeteria.
- Students are not to run to the cafeteria when dismissed for lunch.
- Students must ~~each~~ eat lunch at school, except in unusual cases.

IN-SCHOOL SUSPENSION

1. All procedures for maintaining correct student behavior that are in practice will remain in effect.
2. Procedures for assignment to I.S.S. will be the same that existed for suspension. Parent will be notified by phone or by mail by the principal with reasons for the referral.
3. Students assigned to I.S.S. will be given opportunity to complete assignments and tests given while they are there. Full credit will be given for work done while in I.S.S. if it is the same work done in class and is graded. The teacher will coordinate this work with the student and the Center Supervisor.
4. Students will be closely supervised while assigned to I.S.S. They will not be allowed to associate with other students.
5. Only two (2) breaks, one (1) in the morning and one (1) in the afternoon, will be permitted for water and restroom use.
6. Any student who does not adhere to the rules of I.S.S. will be given extra time in I.S.S.
7. Any student having been assigned to I.S.S. for a total of fifteen (15) must have a parent conference with the principal as soon as possible.
8. Students assigned to I.S.S. will not be permitted to participate in or attend any assemblies, athletic contests, or any school sponsored activity during the time they are assigned to I.S.S. (including dances, field trips, etc.).
9. Students may be assigned to I.S.S. for any misconduct or any other breaches of discipline.
10. Days spent in I.S.S. will not count against the attendance record.
11. Students are required to have their textbooks and other necessary material.
12. Students are required to use this time to study.
13. Students are not allowed to sleep or have their head on the desk.
14. Students are not allowed to talk.
15. If the student misses time from I.S.S. because of tardiness or leaving school for any reason, that day does not count.
16. If the student misses time from I.S.S. because of sickness or other reasons, the time will be made up on the student's return.
17. No more than ten (10) days can be served at per suspension.
18. Students will not be allowed to come in early or to remain after school to serve or make up time.
19. A teacher may request that a student be assigned to I.S.S., but only the principal or his designee may assign a student to I.S.S.

20. The total number of days spent in I.S.S. per semester will be eighteen (18) days; after this will be out-of-school suspension.

Refusal to accept I.S.S. will result in Out Of School Suspension, confirmed with the parent, for the entire assignment.

If a student is not present the day I.S.S. is to begin, he or she must have a verified doctor's note for the absence to be excused.

The School District reserves the right to punish behavior that is not conducive to good order and discipline in the schools.

If a student moves or checks out because of a discipline action and returns to enroll again, the discipline action will be completed before the student can go to regular classes. If the action occurs on the day of withdrawal, it will also be completed before returning to regular classes. If the student fails to complete his/her I.S.S. assignment or is assigned I.S.S. at the end of school, when he/she returns to school the next year, he/she will finish his/her I.S.S. assignment before returning to regular classes.

OUT-OF-SCHOOL SUSPENSION

Schools may suspend students from school. A suspension is defined as dismissing the student from school or any time period not exceeding ten (10) days. For a suspension, the United States Supreme Court in *Goss vs. Lopez* required that a student be accorded the minimum due process requirements under the United States Constitution.

Prior to suspension the districts should afford the suspended students the following rights:

Suspension Due Process:

- a. Prior to any suspension, the school principal or his designee, shall advise the student in questions of the particular misconduct of which he/she is accused, as well as the basis for the accusation.
- b. The student shall be given an opportunity at that time to explain his/her version of the facts to the school principal or his designee.
- c. Written notice of suspension and the reason(s) for the suspension shall be given to the student.
- d. Any parent(s)/legal guardian(s) shall have the right to appeal to the superintendent or his designee and/or the Board of Education.

Any student receiving out-of-school suspension will receive zeroes on all tests and assignments given during the suspension time period.

LOITERING BY SUSPENDED STUDENTS

Students who have been suspended from school are not allowed to return to campus until their suspension is completed. This includes all after school activities on or off school campus.

Consequences:

- Warning to leave campus
- Notification of law enforcement authorities and possible prosecution

INCLEMENT WEATHER

When school is dismissed early or not in session due to weather or other unforeseen circumstances, the announcement will be made on local radio stations and T.V. stations.

CRISIS INTERVENTION PLAN

Genoa Central School has an extensive policy regarding crisis intervention. Parents/students may acquire a copy of that policy by inquiring at any school administrative office.

STUDENT ORGANIZATIONS

Membership in all student organizations is on a voluntary basis. Any parent/legal guardian can request in writing his/her child not be a member of any student organization.

1. No state or federal law prohibits student organization at the elementary or secondary level.
2. Students have the right to join an existing club and should not be restricted for membership on the basis of race, sex, national origin or other arbitrary criteria.
3. Students may, however, be restricted to membership on the basis of their sex, but only if the organization is entitled to Title IX exemption. This amendment gives exemption to organizations that are any one of the following:
 - Voluntary youth service organizations
 - Tax exempt under Section 501(a) of the 1954 Internal Code (religious and charitable organizations)
 - Single sex by tradition
 - Principally composed of members under the age of 19
4. School fraternities and secret societies are banned in Arkansas public schools. (See Chapter 20 of The School Laws of Arkansas, Act 171, 1929.)

The principal's permission is required for the time and place for meeting.

DISTRIBUTION OF LITERATURE

All distribution of literature must have approval of the principal and/or superintendent. The time, place, and the manner of student distribution of literature will be determined at that time.

COUNSELOR

The guidance counselor provides assistance to students with such concerns as suitable course selection, vocational choices, schedule changes, personal problems, college information, scholarship applications, and other problems which might be more suitably solved through discussion with a concerned adult. Students who need to see the counselor should do so between classes or during study hall unless a crisis situation arises, or unless a student has a prearranged appointment.

LIBRARY

1. The library is for student use and is to be used for library business only. Students should cooperate by helping to maintain good surroundings for study. Students must always speak softly.
2. Reference books CANNOT be taken out of the library.

3. A fine will be charged for each book that is overdue.
4. Students will be responsible for books they check out of the library, and will be expected to pay for any books they damage or lose.

EXTRA/INTRA-CURRICULAR ACTIVITIES

Extra/Intra-curricular activities supplement the regular instructional program and afford opportunities for social exchange, enrichment of individual personal resources and wholesome competition. Extra-Intra-curricular activities should be consistent with the academic goals and objectives of the school district. However, participation should not disrupt the educational mission of the school. All extra/intra-curricular activities shall be governed by the following regulations:

1. To participate in Athletics, a student must pass four (4) academic courses the previous semester and have a 2.0 GPA in all academic courses the previous semester. An academic course is one which can be counted toward graduation and has a course content guide. A student identified as a special education student must have passed a minimum of four (4) courses from his/her I.E.P. the previous semester. These are minimum standards and other organizations may impose stricter standards.
2. Events in which the District's organizations participate shall be in compliance with the guidelines and adopted by the Arkansas Activities Association.
3. Absences and interruptions in class time due to extracurricular activities shall not be excessive. The principal shall determine excessive.
4. Learning that the student misses during these absences from class is irretrievably lost. The student is responsible for turning in assignments due and for getting missed assignments. Tests, quizzes, and/or class activities (other than assignments) that are missed must be made up according to the arrangements made with the instructor.

TITLE IX

1. No student in this school district shall on the basis of sex be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving federal assistance.
2. Male and female students shall be eligible for benefits, services, and financial aid without discrimination on the basis of sex.
3. The superintendent of schools or his designee shall serve as grievance officer for Title IX.

GUIDELINES FOR ALL SCHOOL DANCES

Dates taken to any school dances must be at least 9th graders and twenty (20) or under years of age. Guests must be accompanied by a student currently attending Genoa Central High School and they must be approved before 3:00 p.m. on the Thursday before the dance. Students must dress appropriately for the specific dance. All rules as listed in the handbook will be enforced. Students will not be allowed to leave and return to the dance. Other rules concerning the Junior/Senior Prom will be given to the participants prior to the prom each year.

The Junior-Senior Prom and Homecoming Dance will be sponsored by the school. The Homecoming Dance will be held on campus. Any other instances where a request is made for a dance, each request will be considered on an individual basis. The number of dances will be limited.

CANDY AND DRINKS

Candy and drinks (other than bottled water) are not allowed in the buildings except during designated lunch time.

HEAD LICE POLICY

The Genoa Central Schools maintain a policy that helps to actively and systematically eliminate the problem of head lice. By Board directive the following rules apply:

1. The school nurse will make regular checks to monitor the problem.
2. If the nurse finds a first occurrence of nits with no live bugs, the student will be given information to take home for treatment. A continual occurrence of nits with no live bugs will require an eradication of all nits on the third occurrence.
3. Whenever live bugs are found, the student must be sent home for treatment. After treatment, the student may reenter school with box-top proof of treatment.
4. A second occurrence of live bugs will require the same treatment as the first occurrence, with the additional requirement of a clearance from the Miller County Health Department or the doctor of parental choice.
5. A third occurrence of live bugs will require the same treatment as the second occurrence with the additional requirement of elimination of all nits.

PHYSICAL ABUSE OR ASSAULT OF SCHOOL STAFF

A student shall not cause or attempt to cause physical harm to any employee of the Genoa Central School District, nor shall any visitor(s) to our campus be subjected to any type of abuse or assault. The staff and/or visitor(s) also have the right to defend themselves.

Consequences:

Recommended expulsion and reported to the proper authorities for prosecution.

ACT 1514 – ADULT EDUCATION PROGRAM WAIVER

“An Act to institute a monitoring program for students obtaining waivers of school attendance requirements to attend Adult Education Programs”

Nothing in this section shall prohibit a public school district from continuing with an adult education program to provide educational services to sixteen (16) and seventeen (17) year olds enrolled in public school if a contract is negotiated between the district and the adult education program that includes:

- a. Financial consideration for serving the students enrolled in the public school
- b. Accountability measures to insure monitoring of student progress and attendance

ACT 1217 – CUSTODY BY LAW ENFORCEMENT

“An Act mandating parental notification of students reported to, interviewed by, or taking into custody by law enforcement personnel”

The principal or designee shall give the parent, legal guardian, or other person having lawful control of the student under an order of court or person acting in loco parentis, notice that the student has been reported to, interviewed by, or taken into custody by law enforcement personnel.

ACT 1609 – DRIVING PERMIT

“An Act to amend the Arkansas Code 27-16-701 to authorize the issuance of a restricted driving permit to a student with less than a “C” average when necessary for transportation to and from work”

When the student does not have the required “C” average, a restricted license may be issued to the student for the purpose of driving to and from work.

DELIVERIES TO STUDENTS

No deliveries of food items, flowers, balloons, etc. to students will be allowed. This includes but is not limited to Valentine’s Day, Christmas, and birthdays. Birthday party invitations may be distributed at school, providing ALL classroom students receive an invitation.

STUDENT BEHAVIOR

*You can choose your actions, but you cannot choose the consequences.
They are governed by this handbook.*

ACT 888 OF 1995 SECTION 1

- 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 criminal act against a teacher, school employee or student, the principal, or the person in charge, shall immediately report the incident to the appropriate local law enforcement agency for investigation and to the appropriate school district for resolution.
- B. Whenever a law enforcement officer, an employee of the office of the prosecuting attorney, or an employee of the court receives a report of an incident pursuant to subsection ‘A’ of this section, that officer or employee shall immediately report the incident to the official in charge of the law enforcement agency, the office of the prosecuting attorney, or the court. Such official shall immediately initiate an investigation of the incident. The investigation shall be conducted with all reasonable haste and, upon completion, immediately filed with the appropriate prosecutor or judge.
- C. Any person who purposely fails to report as required by this act shall be guilty of a Class ‘C’ misdemeanor.
- D. Each school district shall promulgate rules and regulations for compliance with the requirements of this act, and shall consult with the prosecuting attorney of the appropriate jurisdiction concerning the development of these rules and regulations.

DISCIPLINE FOR ELIGIBLE STUDENTS WITH DISABILITIES UNDER THE INDIVIDUALS WITH DISABILITIES EDUCATION ACT (IDEA)

1. Students with disabilities who engage in misconduct are subject to normal school disciplinary rules and procedures so long as such treatment does not abridge the right to a free appropriate public education (FAPE).
2. For students whose disabilities have behavioral aspects, preventive measures, such as behavioral management plans, should be considered and can be facilitated through individualized education

program (IEP) and placement processes required by IDEA. While there is no requirement that such measures be specified in a student's IEP, the IEP committee for a student with identified disabilities could determine that it would be appropriate to address the use of specific behavioral management and/or discipline procedures in individual situations involving that student and include them in the IEP. Where in-school discipline or short-term suspension – ten (10) school days or less – is involved a school may remove a student with disabilities for a disciplinary infraction without it being considered a change of placement, and IDEA's parent notification provisions would not apply. Also, there is no requirement for a prior determination of whether the student's misconduct was a manifestation of the student's disability.

3. Schools may remove any student with disabilities for a disciplinary infraction **for up to ten (10) school days *per offense***. During a period of short term exclusion, schools are not required to provide any educational services to the student.
4. For a student with disabilities, an exclusion from school for more than ten (10) consecutive school days (*long term exclusion*) constitutes a change in placement and is subject to procedural safeguards. IDEA requires, among other things, that parents be given written notice before a change in placement can be implemented.
5. A series of short term suspensions in the same school year would constitute a change in placement. Factors such as the length of each suspension, the total amount of time that the student is excluded from school, and the proximity of the suspensions to each other should be considered in determining whether the student has been excluded from school to such an extent that there has been a change in placement. This determination must be made on a case by case basis.
6. For a student with disabilities, a suspension or other disciplinary removal for more than ten (10) consecutive school days may not be considered without the school district first determining whether the student's misconduct was a manifestation of the student's disability or due to an inappropriate placement. This determination must be made by a group of persons knowledgeable about the student (such as his/her IEP committee), and may not be made unilaterally by one (1) individual.
 - a. If the student's misconduct WAS NOT a manifestation of his/her disability or an inappropriate placement, the school district may expel or suspend the student from school for more than ten (10) school days, subject to conditions set forth in the procedural safeguards of IDEA.
 - b. If the student's misconduct WAS a manifestation of his/her disability or an inappropriate placement, the student may not be expelled or suspended from school for more than ten (10) school days for the misconduct. However, other procedures may be used to address the student's misconduct. A change in placement, if determined appropriate, could be implemented subject to applicable procedural safeguards. The school district would also have the option of suspending the student from school for ten (10) days or less, or seeking a court order at any time to remove the student from school or to change the student's placement if it believes that maintaining the student in the current placement is substantially likely to result in injury to the student or to others.
7. If the suspension or other disciplinary removal of the student is for more than ten (10) school days, within the first ten (10) days of suspension the District should convene the student's IEP committee to review:
 - The relationship between the student's disability and the student's misconduct;
 - The relationship between the student's educational placement and the misconduct;
 - The student's IEP; and

- Determine whether implementation of a behavioral management plan and/or a change in the educational placement of the student is appropriate.

The District should seek to obtain parental agreement to a change in the student's IEP and/or educational placement. The student's parents must be provided with written prior notice a reasonable time before the school implements any changes in the student's IEP and corresponding placement, including their right to a due process hearing.

8. If the student's parents request a due process hearing on the proposal to change the student's IEP or placement, the school district may seek to persuade the parents to agree to an interim placement for the student while due process proceedings are pending. If the school district and parents cannot agree on an interim placement for the student while the due process hearing is pending, and the school district believes that maintaining the student in the current educational placement is substantially likely to result in injury to the student or to others, the school district could seek a court order to remove the student from school.
9. If a student's parents initiate an impartial due process hearing in connection with a proposed disciplinary exclusion or other change in placement, and the misconduct does not involve the bringing of a firearm to school, the "pendency" or "stay put" provision of IDEA requires that the student must remain in his or her current educational placement until the completion of all proceedings. If the parents and school district can agree on an interim placement, the student would be entitled to remain in that placement until the completion of all proceedings.
10. For a student not previously identified by the school district as a student potentially in need of special education, a parental request for evaluation or a request for a due process hearing or other appeal AFTER a disciplinary suspension or expulsion has commenced DOES NOT obligate the school district to reinstate the student's prior in-school status. This is because in accordance with the "stay-put" provision of IDEA, the student's "then current placement" is the out-of-school placement. After the disciplinary sanction is completed, if the resolution of the due process hearing is still pending, the student must be returned to school as would a non-disabled student in similar circumstances.

GENOA CENTRAL ELEMENTARY

STUDENT BEHAVIOR

The school district reserves the right to impose disciplinary measures regarding incidents that occur off campus if the incident is administratively judged to pose or potentially pose a threat to the safety of students and/or staff or disrupt the educational process.

VISITORS

1. Parents wishing to visit their children during the school day shall register first with the office. A visitor pass must be obtained in the office to visit during the children's lunch hour.
2. Parents are invited to visit the schools to confer with teachers and principals relative to the instruction of their children. Except for emergencies, parents are expected to arrange such conferences by appointment with the principal in advance. Parents would not reasonably expect to confer with a teacher without an appointment
3. Student visitors in the classroom can be disruptive to the educational process. Student visitation is not allowed in the classroom

NUTRITION STANDARDS

During the declared school day, an elementary school site may not serve, provide access to through direct or indirect sales, use as a rewards or snacks, any FMNV (Foods of Minimal Nutritional Value). Snacks shall meet the United States Department of Agriculture Child and Adult Care Snack Patterns. Students may be given any food and/or beverage items during the school day for up to nine (9) different events each school year to be determined and approved by school officials (examples – Christmas and Valentine parties, treats for Halloween, Thanksgiving, Easter), providing ALL classroom students receive an invitation.

BUILDING POLICY

1. In the morning students will go directly from their bus to the cafeteria. Car riders are also to stay in the cafeteria until the first bell rings. When the **7:55 a.m.** bell rings, all students are to go to their rooms. **Cafeteria doors will not be open until 7:30 a.m.**
2. Students who arrive after the tardy bell must come through the office accompanied by adult.
3. Students must obey all employees of the school promptly and cheerfully.
4. Students are to take care of all school owned books, school furniture and all other school owned equipment and supplies.
5. Students are to pay for loss or damage to text and library books. All textbooks are to be covered.
6. Students are to avoid shouting and making loud noises in the building at all times.
7. Absolutely no running in the hall.
8. Students are to use the school telephone for important calls only. Do not use phone without permission from the office. **Please ensure that your child knows before he/she comes to school if they will be a car rider or bus rider in the afternoon.** This also refers to students staying after school for Scouts, Brownies, ball practice, etc.
9. During bad weather, students will be allowed to play quietly during play period in the classroom.
10. Students' conduct and manners in the classroom must measure up to the standards set by classroom

teachers. Failure of the student to abide by classroom rules will result in disciplinary measures from the teachers or principal.

11. Radios, CD players, iPods, cellphones, digital devices, video recorders, gaming devices and other such electronics will not be brought to school except for special reasons and occasions as granted by the classroom teachers or principal.
12. Students are not permitted to have any electronic communication device on school campus. However, a student who is required to use such a device for health or other compelling reason may be exempt. A student may be permitted to have such a device after normal school hours for extracurricular activities. (Act 447 of 2001)

DRESS CODE

1. No midriffs, see-through or off-the-shoulder dress wear.
2. No shirts open down the side.
3. Students can wear shorts and tops. However, these must be age appropriate.
4. No hats of any kind will be allowed in the building except on special occasions.

Recognizing that this dress code does not cover all possibilities, the judgment of the administration or a designee as to the appropriateness of the clothing worn must be respected and adhered to. The administration or designee shall be the final authority as to what is appropriate.

RESTROOMS POLICY

1. Students must not loiter in the restrooms.
2. Students should be careful to do their part in keeping the restrooms clean at all times.
3. Any student who tries to destroy the restrooms in any way will meet disciplinary action.
4. Do not throw paper on the floor.
5. No playing in the restrooms.

CAMPUS RULES

1. Respect yourself.
2. Respect others
3. Respect this place, policies, procedures, and practices.
4. Take responsibility for your actions.

CLASSROOM RULES

Classroom rules evolve and are collaboratively developed by teachers and students.

PLAYGROUND RULES

1. Do not throw anything that is not a ball.
2. Practice safety on all playground equipment.
3. Respect all other students.
4. Follow the instructions for duty teachers.
5. Stay in your class's designated area in sight of all duty teachers.
6. Report any complaint to duty teacher immediately.
7. The track, agri yard and building, woods, inside buildings, parking lot, gym, P.E. building and school

- building are all off limits to school students during lunch break.
8. Harassment (bullying) of any form, unacceptable language, and extreme rough games are prohibited.
 9. Use appropriate trash cans for trash and litter.
 10. Avoid any activity that could cause injury or destruction of property.
- NOTE:** Students who do not conform to playground rules are subject to losing playground privileges.

CHEATING POLICY

Cheating on homework, classwork, and tests cannot be tolerated if each student is to be evaluated and graded according to his/her own abilities and efforts. Any student who allows another student to use or copy his/her work shall be considered cheating. Any student who has in his/her possession a cheat sheet, uses or copies another student's work, uses any unauthorized device to acquire correct responses, talks after being told not to, or otherwise gains an unfair advantage over other students shall be deemed to be cheating.

CHEATING CONSEQUENCES

First Offense: Student will receive a zero for the assignment.

Second Offense: Student will receive a zero for the assignment and lunch detention.

Third Offense: Student will receive a zero for the assignment and/or corporal punishment.

CONSEQUENCES FOR PROHIBITED CONDUCT

- Verbal reprimand
- Temporary withdrawal of privileges
- Written Assignment
- Loss of recess
- Time out
- Lunch detention
- Parent contact
- Conference with principal
- Corporal punishment
- Suspension
- Expulsion

The nature, frequency, and severity of the offense committed will determine which consequence is administered. Consequence may be received in any order.

ABSENCES AND TARDIES

Students will be counted as a.m. tardy until 9:20 after which it will count as ½ day a.m. absence. Students checking out early before 2:00 p.m. will be counted as ½ day p.m. absence. After 2:00 p.m., departure is an afternoon tardy.

ASSESSMENT AND REMEDIATION

Achievement and Benchmark tests are mandated by the state at specified grade levels. Part of this process

will require the Genoa Central School District to write and install remedial plans for students who fail to achieve required levels on the tests. Remedial plans may include extended school days, after school classes, early school days, remedial classes within the curriculum, summer school, or other special remedial procedures. In some cases, parents/legal guardians may be required to furnish transportation for remedial students. Students who don't participate in the remediation program shall be retained.

PROMOTION/RETENTION

Students in kindergarten through fourth grade (K-4) not performing at grade level during the regular school year shall participate in a remediation program during the school year to be eligible for promotion to the next grade. Promotion/Retention will be determined by school committee staff.

TRANSPORTATION BUSES

The bus line conduct guidelines are designed to protect all students in a potentially unsafe area and must be followed. Failure to do so will result in the same discipline that would be administered in the classroom. All students are expected to obey all teachers on bus duty regardless of which class a child belongs.

- Students will sit or stand in the designated areas while waiting for buses.
- Students are not to run or play in the bus drive area.
- No toys will be permitted in this area.
- Parents picking up a child from the bus line must check their child out through the office.

CARS

- Student car riders are to be dropped off in the designated curb-side drop off area. Students are not permitted to cross the parking lot without a parent.
- Elementary traffic is prohibited from using the bus road at any time.

CHANGE IN TRANSPORTATION TO HOME

The following procedure must be followed if there is to be a change in your child's ride home:

1. Notify the school by phone or note of any change no later than 2:30 p.m.
2. Long-term changes can be made by a note to the teacher or office stating the exact change and duration of the change.
3. Without a phone call or note and approval by the office, the student will be required to report to his/her regular bus or car rider station. Students are not allowed to ride a bus other than the one assigned without permission.

FIELD TRIPS

Genoa Central Elementary School will provide transportation when requested by administration for field trips. Trips will be within school hours.

Students on field trips must have written permission from parents/guardians. Parents will be notified in advance of school field trips. Students on school-sponsored field trips are under the direct supervision of their teachers and subject to all school rules and bus safety rules.

- All elementary students will ride the bus from the school to all the field trip planned stops and destinations.
- Students will return on the bus unless a parent/guardian personally signs the student out in the elementary office to ride home with the parent before the bus leaves the school on the field trip.
- No student will be allowed to ride with another parent home from a field trip unless a note signed by the parent/legal guardian is given to the elementary office prior to the field trip.
- Students and school employees are the only persons who may ride the school bus to and from field trips unless prior approval is given by the principal.

GARY E. COBB MIDDLE SCHOOL

DISCIPLINE STANDARD OF CONDUCT

At Genoa Central School District we have high expectations in the area of student behavior. We feel that we are not only in the business of teaching course materials which will be beneficial to the student's future, but that we are also teaching proper social skills. Therefore, our students will conduct themselves in a manner that will contribute to the best interest of the individual student and of the school, and not infringe on the rights of others. School personnel have the authority and the responsibility to take reasonable measures to maintain order and discipline among students placed under their care and supervision. Such measures may include the use of reasonable force in the exercise of lawful authority to restrain or correct students and maintain order. Although students cannot be expected to be perfect, they are expected to follow the rules. We believe that students who are well informed of expectations and rights should not require disciplinary action. The violation of rules, procedures, and policies will be addressed whether the misconduct occurs on the campus at any time, off the campus at school-sponsored activities, and/or any occasion that would be detrimental to the educational process. All students shall comply with reasonable directions or commands of teachers, student teachers, substitute teachers, teacher aides, principals, administrative personnel, superintendent, school bus drivers, custodians, or other authorized school personnel. Students will be considered insubordinate when they refuse to obey any rule or regulation of the school or school district, or the reasonable instructions of school district personnel. Rules and discipline procedures are in effect for Gary E. Cobb Middle School students on all occasions and during all times including, but not limited to: ball games and track meets at home or away; at and during after-school programs such as graduation, dances, or contests; during extracurricular activities; while on field trips; during assemblies; on the school bus to and from school ; in the cafeteria; and on any overnight school- sponsored trips while under the supervision of school employees or parent chaperones.

CONSEQUENCES

(The campus administrator has the option to use any of the following options as the rules and circumstances dictate.)

1. Conference with student
2. Denial of routine privileges/activities
3. Issuance of a violation
4. Student/Teacher/Principal conference
5. Parent conference (phone or in person)
6. Confiscation
7. Corporal punishment (see policy)
8. Detention after hours
9. Letter/call to parent
10. Lunch detention
11. Deduction in grade
12. Conference with counselor
13. Required summer school or after school attendance

14. Suspension from extracurricular activities
15. Referral to other authorities/agencies/programs
16. School assignment or community service work
17. Restitution
18. Suspension (see policy)
 - a. I.S.S.
 - b. O.S.S. – unexcused absence
19. Expulsion (see policy)
20. Combination of two or more of the above

PROHIBITED CONDUCT CONSEQUENCES

(Depending on maturity of the offender and severity of the offense, any of the consequences might result, but not necessarily in the order in which they are listed.)

The notation at the left of each prohibited conduct indicates that the prohibited conduct is detailed, and in some cases, legal notations are given.

The numbers to the right of each prohibited conduct refer to the various consequences which may result depending upon the maturity of the offender and the frequency and severity of the offense. The building principal reserves the right to use a consequence not numbered beside a particular prohibited conduct if he/she feels that a change is needed. In such cases he/she will consult with parent or legal guardian.

Absences (excessive/unexcused).....	9,13,15,20
Affection (public display of).....	1,5,10,18
Assault (Act 70 of 1997).....	15,18,19,20
Bribery.....	1,7,10,15,17,18,20
Bullying.....	7,10,15,16,18,19,20
Bus violation.....	1,2,3,7,10
Cafeteria misbehavior.....	1,3,10,16,20
Crime (misdemeanor or felony).....	9,15,17,18,19,20
Dishonesty/Cheating (academic and otherwise).....	1,2,5,7,11,12,16,18,20
Disorderly conduct.....	1,2,3,7,9,15,18,20
Disrespect for others.....	1,2,3,9,12,15
Disruption of class or school.....	1,2,3,7,9,16,18
Dress code violations.....	1,10,18
False alarm (Act 567).....	18,20
False accusations, lying, instigating.....	1,2,4,5,7,10,15,18,20
Failure to be prepared.....	3,7,10
Fighting (or inciting a fight).....	7,15,18,19
Gambling.....	15,19,20
Gang activity.....	15,18,19,20
Gossiping.....	1,3,4,10,12,16,18,20
Horseplay.....	1,3,7,10,16
Indecent Exposure.....	7,9,12,14,15,18,19
Insubordination.....	2,3,5,7,10,14,18,19

Insulting (or abusing) a school employee (see Act 1565).....	7,15,16,18,19
Lewd conduct.....	5,6,7,9,15,18,19,20
Littering.....	1,3,10,16
Locker violation.....	1,3,20
Loitering.....	1,15,18,19,20
Losing (or misplacing) property.....	1,3,20
Loud (or excessive) talk.....	1,3,20
Medicine policy violation.....	1,5,15,18,19
Profanity (unacceptable language).....	1,3,9,10,12
Repeated (habitual violations).....	15,18
Sexual advances/harassment.....	12,15,18,19
Sleeping in class.....	1,3,7,11
Tardiness.....	1,4,9,10,13
Theft.....	1,2,7,14,15,16,18,19
Threats (terroristic, bomb, death) Act 1046 of 2001.....	15,18,19,20
Truancy (skipping school).....	7,9,10,15,18
Unauthorized transportation.....	1,2,5
Vandalism.....	1,2,7,9,15,17,18,19

PROHIBITED ITEMS

(things, substances, stuff)

Alcoholic beverages.....	2,6,14,15,18,19,20
Beeepers (pagers).....	1,3,5,6
Candy (soft drinks, gum) unauthorized.....	1,3,6,10
Drugs.....	2,6,14,15,18,19,20
Explosives.....	2,6,9,14,15,18,19,20
Fireworks (not permitted to bring, possess).....	6,7,9,15,18,20
Lasers – Act 1408 of 1999.....	6,18
Musical devices (radios, DVD players, iPods, etc. prohibited).....	6,10,18
Phones (during school hours).....	6,10,18
Pornography.....	5,6,7,9,12,15,18,20
Prescription medicine.....	2,6,14,15,18,19,20
Stolen goods.....	6,15,18,19,20
Tobacco.....	6,9,15,18,20
Toys.....	3,6,10
Weapons.....	6,9,15,18,19,20

CAMPUS RULES

1. Respect yourself.
2. Respect others.
3. Respect this place, property, policies, procedures, and practices.
4. Responsibility for your actions.

TARDIES

All students shall be considered tardy to class if he/she is not in his/her room before the tardy bell begins to ring. An excused tardy will carry no penalty.

Consequence for unexcused tardies:

- 1st tardy – Warning
- 2nd tardy – 3 days of detention
- 3rd tardy – 5 days of detention
- 4th tardy – 3 days ISS

Teachers will be responsible for documenting tardies in their classroom. Teachers will assign detention and upon the 4th Tardy a discipline referral will be sent to the office for ISS assignment. All tardies after four (4) will be an office referral.

CLASSROOM RULES

Classroom rules evolve from the Gary E. Cobb Middle School rules. Each teacher will further define and post classroom-specific rules.

CONSEQUENCES ACCORDING TO VIOLATIONS:

10 Violations - Student conference/3 days lunch detention

15 Violations - Student conference/1 day lunch detention to serve as a reminder of the consequences for 20 violations

20 Violations - 3 days I.S.S./Parent Notification

30 Violations - 5 days I.S.S./Parent Notification

40 Violations - Mandatory Parent Conference/10 days I.S.S.

50 Violations - Discipline hearing

*Any one (1) teacher giving five (5) violations to an individual student must make parent contact and present documentation to the teacher and principal. The same procedure should be followed for each additional five (5) violations.

Verbal warning/Constructive assignment/Corporal punishment

Conference with student/parent or legal guardian/principal

Change seating assignment

Lunch detention

Violations will result in conduct grade being lowered

NO BACKPACKS ALLOWED

The students can have a book bag for traveling to and from school, as long as it will fit inside their locker. Small drawstring bags can be used for PE clothes. No backpacks are allowed. Many students tend to use their backpacks as a catch-all, and the halls and classrooms are not big enough to accommodate all the backpacks. They are a tripping and fire hazard. Backpacks are also a tempting place to stash prohibited items.

LOCKERS

Students use only lockers that are assigned to them. ONE (1) locker will be assigned to each student. Locks will be rented from the school office for \$3.00 per year. This will alleviate the need for locks to be cut off when students misplace keys or combinations. The school is not responsible for items lost or stolen from students' lockers. Lockers should be cleaned and tidied on a regular basis. Failure to tidy and clean lockers regularly will result in a lowered mark in citizenship. No stickers, paint, writing, or scratches are to be put on lockers. Students must not open lockers other than their own. Lost locks must be replaced at a cost of \$5.00.

PLAYGROUND RULES

1. Do not throw anything that is not a ball.
2. Practice safety on all playground equipment.
3. Respect all other students.
4. Follow the instructions of duty teachers.
5. Stay in your' class's designated area in sigh of all duty teachers.
6. Report any complaint to duty teacher immediately.
7. The track, agri yard and building, woods, inside buildings, parking lot, gym, P.E. building and school building are all off limits to school students during lunch break.
8. Harassment (bullying) of any form, unacceptable language, and extreme rough games are prohibited.
9. Use appropriate trash cans for trash and litter.
10. Avoid any activity that could cause injury or destruction of property.

NOTE: Students who do not conform to playground rules are subject to losing playground privileges.

STUDENTS EXPELLED FROM OTHER SCHOOLS

Act 472 of the Arkansas Legislature allows the Genoa Central School District to refuse to enroll any person who has been expelled or is under process of expulsion as a student from any other school district until the expulsion has expired. Act 574 requires parents registering a child to indicate whether the child has been expelled or is a party to expulsion proceedings in another district.

HONORS (ACCELERATED) CLASSES (5th GRADE)/PRE-AP CLASSES (6-8)

Highly motivated students are encouraged to take these classes. They will have a curriculum that is more enriched and differentiated in levels of complexity, pace of learning, and degree of abstraction. Students in these programs are expected to achieve at a greater degree of proficiency in skills of critical thinking, creative thinking, independent learning, and problem solving and logic.

The criteria for Accelerated classes are: Benchmark scores, previous grades, STARR reading level, Measures of Academic Progress (MAP) percentile.

PROMOTION/RETENTION

Students must pass all core subjects to be promoted to the next grade level. Core subject at 5th and 6th grade level are Literacy, Math, Science, and Social Studies. 7th grade core subjects are Math, Literacy,

Science, Social Studies, and Keyboarding/Health. 8th grade core subjects are Math, Literacy, Science, Social Studies, and Keyboarding/Careers. Students should maintain a passing average in all non-core subjects such as Physical Education, Music, Art, etc. Students not passing may be eligible for summer school. Promotion/Retention will be determined by a school committee.

ASSESSMENT AND REMEDIATION

Achievement testing is required in the middle school. Students shall be assessed for developmentally appropriate grade level performance. State test results will be used to diagnose strengths and weaknesses in student performance and the school curriculum. Students who do not achieve or perform on grade level will enter a mandated, planned program of intervention strategies (AIP). Since the goal is for all students to show “growth,” all students may be pulled from elective classes for a period of enrichment/remediation. Parents will be given assessment results when they are available and result will be explained during the annual Test Talk held at the middle school. Conferences will be set up as soon as possible after school begins. Students requiring Academic Improvement Plans (AIPs) must have them signed by parents/legal guardian. Students who do not participate in remediation per their AIPs shall be retained.

COUNSELOR

Gary E. Cobb Middle School has a full-time guidance counselor. The counselor’s primary role is to assist students, teachers, and parent(s)/legal guardian(s) with educational and/or personal concerns. Professional confidentiality is exercised in all guidance matters.

Parents needing teachers to complete questionnaires to diagnose such problems as ADD or ADHD must go through the counselor. All such forms must be returned directly to the doctor or clinic. Teachers are not obligated to give their professional opinion on such matters and are not required to put their names on any such forms. This is due to legality concerns.

STUDENT DRESS CODE

Students at Genoa Central School should have sufficient maturity to wear clothing that is appropriate for school. However, any extremes in clothing or hairstyle, which distract from the learning process will not be permitted. Below are some items that have been addressed more specifically:

1. All shorts, skirts, dresses or pants must be hemmed. All hems must come no higher than a dollar bill length from the middle of the knee when standing. All the above-mentioned articles of clothing must be worn at the waistline. No sagging will be allowed. There can be no visible cleavage. Spandex or similar articles of clothing are not to be worn when present at school or participating in school related activities. Leggings are not pants and should not be worn as such. If leggings are worn, long tunic tops must be worn with them.
2. No tank tops or spaghetti type clothing is allowed to be worn when present at school or participating in school related activities. All shirts or blouses must be of sufficient length as to not expose skin or undergarments underneath.
3. No bedclothes are to be worn at school or school related activities. This includes but is not limited to pajamas, house shoes, slippers, and quilts.
4. No head covering can be worn in any building.
5. Clothing that has vulgar language or vulgar pictures, or pictures that depict illegal drugs, drug

- paraphernalia, alcoholic beverages, or nudity will not be allowed.
6. Sunglasses are not to be worn in school buildings or classrooms unless a written medical statement/prescription is on file with the main office.
 7. Ripped clothing or clothes with holes above the knee must meet the dollar bill length requirement referred to in #1. If holes are above the knee, a garment must be worn underneath (i.e. sliders).

Recognizing that this dress code does not cover all possibilities, the judgment of the administration or a designee as to the appropriateness of the clothing worn must be respected and adhered to. The administration or designee shall be the final authority as to what is appropriate.

GENOA CENTRAL HIGH SCHOOL

Welcome to the 2017-2018 school year! GCHS is committed to working with all students to provide a safe environment that fosters your intellectual and social growth. Our programs, both academic and extracurricular, will offer you many choices that will help you receive a full and profitable year. Discipline policies included in this handbook are supplementary to and fall within the guidelines established in the District's policies adopted by the Genoa Central School Board. It is the hope of the Genoa Central administration and staff that you will take pride in your school, help build and maintain a school atmosphere that will invite learning, and prepare you for a rewarding and productive life. We encourage you to take advantage of the many opportunities our school provides. We BELIEVE all students have the capability to learn, and through the cooperation of parents, students, and the school, each one will have the opportunity to be successful. Please read the following so that you will understand the expectations and requirements of all GCHS students.

CHECK-OUT and CHECK-IN PROCEDURES

1. Students who drive to school may check out so long as parental permission has been given to the administration, and the student follows the correct sign-out procedure. Generally speaking, the parent/legal guardian must either personally check a student out of school, make contact with the school office or send a note to the principal. Any student eighteen (18) years old or older must also have a note to check out signed by a parent/legal guardian. The student cannot write and sign his/her own note.
2. Students who wish to check out during the day, or those who arrive at school after the school day has started **MUST REPORT TO THE OFFICE AND PROPERLY SIGN IN OR OUT.**
3. All students will attend Genoa Central School for the full day with the exception of those students who attend college. Students will not be allowed to check out for a period or more and check back in, except in case of emergency or with a doctor's note. **UPON CHECKING OUT ALL STUDENTS WILL LEAVE CAMPUS IMMEDIATELY.**

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 upon his/her return to school for the parent or legal guardian stating such reason. A written statement presented for an absence having occurred more than five (5) school days prior to its presentation will **not** be accepted.

1. The student's illness or when attendance could jeopardize the health of other students. A maximum of Six (6) such days are allowed per semester unless the condition(s) causing such absences is of a chronic or recurring nature, is medically documented, and approved by the principal;
2. Death or serious illness in their immediate family;
3. Observance of recognized holidays observed by the student's faith;
4. Attendance at an appointment with a government agency;
5. Attendance at a medical appointment;
6. Exceptional circumstances with prior approval of the principal.
7. Participation in the election poll workers program for high school students.
8. 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.

9. 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 and twelve.
10. 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.

Parent notes will be accepted as excuses for up to six (6) days per semester. All absences after six (6) days per semester must be explained by a signed and dated note from a professional agency (doctors, dentist, etc.) or it will be designated unexcused.

ASSESSMENT AND REMEDIATION

Achievement testing is required in the high school. Students shall be assessed for developmentally appropriate grade level performance. State test results will be used to diagnose strengths and weaknesses in student performance and the school curriculum. Students who do not achieve or perform on grade level will enter a mandated, planned program of intervention strategies (AIP). Since the goal is for all students to show "growth," all students may be pulled from elective classes for a period of enrichment/remediation. Parents will be given assessment results when they are available and result will be explained during the annual Test Talk held at the middle school. Conferences will be set up as soon as possible after school begins. Students requiring Academic Improvement Plans (AIPs) must have them signed by parents/legal guardian. Students who do not participate in remediation per their AIPs shall be retained.

SEMESTER TESTS

Semester tests are mandatory and may count 10-15% of the final semester grade. Semester tests may be cumulative and over the coursework for the entire semester.

EXEMPTIONS

All students in grades 9-12 may be exempt from a semester test provided they have met the following criteria:

1. Attendance and grades that meet one of the following criteria:
 - a. Two (2) absences or less and an "A" for both nine (9) weeks
 - b. One (1) absence or less and a "B" for both nine (9) weeks
 - c. No absences at all and a "C" for both nine (9) weeks
2. No discipline infractions that result in ISS, OSS, or expulsion
3. All fines paid including: textbook, cafeteria, library, and clubs/organizations

Criteria will be determined by each class to determine exemption eligibility for each period on the student's schedule.

On semester test days, students will not be allowed to leave the classroom before the testing period has ended. When the student has finished all testing periods for the day, he/she may check out following

normal check-out procedures.

Students not able to take the semester test at the scheduled times must make up the test at a time schedules by the teacher and/or principal.

An exception to semester tests may be permitted due to the death of an immediate family member.

LOCKERS

Individual lockers will be assigned to each student in grades 9-12. Students are encouraged to keep books, valuables, and other items locked in their assigned locker. All items must be carried with student or in locker at all times, failure to do so will result in a warning. Failure to comply will result in a category II referral.

BEHAVIOR CODE

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

Disciplinary action for refractory conduct can take a wide variety of forms. The staff at Genoa Central School is encouraged to explore all avenues to effect a change in a student's undesirable behavior. Students should be aware that these avenues have been approved by the Genoa Central Board of Education.

DISCIPLINARY ACTIONS

1. Reprimand/Warning
2. Parent Contact – Conference
3. Corporal Punishment
4. Detention Policy
5. Revocation of Privileges
6. Probation
7. In-School Suspension (I.S.S.)
8. Out-of-School Suspension (O.S.S.)
9. Expulsion
10. Prosecution
11. FINS referral

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

Listed below EACH RULE is a set of disciplinary actions to be taken. Under normal circumstances, this

list will be adhered to in the order shown. However, the gravity and **severity** of the rule infraction may cause the initial punishment to be **implemented at some point other than the beginning of the list of consequences**. The administration may also choose disciplinary actions that are lesser than those listed below each rule when appropriate.

VO-TECH GUIDELINES

All students who attend the Vo-Tech Center at Arkansas High in the afternoon are expected to follow all rules and guidelines set forth by both schools. All students are expected to ride the bus provided. Each student is expected to behave in such a manner that is conducive to good order while riding the bus. Bus conduct policy is also included in this handbook.

A student is allowed to drive only when a note is brought and turned in to the principal signed by a parent and the appropriate date is also included. This student cannot allow anyone else to ride with them to and from Vo-Tech.

A student must be on the bus daily at the appropriately assigned time. There will be consequences for any student that misses the bus. Anyone who rides with a student who has permission to drive will also suffer consequences. **Consequences will be same as Bus Conduct Policy.**

INTERNET USE POLICY

Act 912 “An Act to establish an Internet use policy for public school libraries.”

Educational Purpose

Genoa Central School District, LAN, genoa.local, has a limited educational purpose. Activities that are acceptable on genoa.local include classroom activities, career development, and high-quality personal research. genoa.local may not be used for entertainment purposes. genoa.local is not a public access service or a public forum. The District has the right to place reasonable restrictions on the material accessed or posted through this system. Cisco web filter and DIS managed firewall are the designated monitor of our system and will prevent computer users from accessing material harmful to minors. All users are expected to follow the rules set forth in the District handbook in the use of the Internet.

Disciplinary Actions

Students are to use technology as directed by the staff in conformity of school curriculum. Students who use technology in an inappropriate manner and/or not as directed by the school are in violation of school policy and are subject to discipline, up to and including the loss of the right to use the technology, which may involve loss of credit if the technology use was coursework.

Users should expect only limited privacy in the contents of personal files or record of Internet activities. Routine maintenance and monitoring of Genoa.local may lead to discovery that users have violated the District policy. The Genoa Central School District reserves the right to conduct individual searches if there is reasonable suspicion of misuse.

Consequences

- Warning; verbal reprimand
- Loss of technology privileges
- In-School suspension
- Out-of-School suspension
- Recommended expulsion

The severity of the offense will determine the consequence.

Limitation of Liability

The district makes no warranties that the functions or the services provided through the District system will be error free or without defect. The District is not responsible for the accuracy of the quality of the information obtained through the system. The District will not be responsible for financial obligations arising through the unauthorized use of the system. Users can be held financially responsible for any harm to the system as a result of intentional misuse.

Category I

CLASSROOM VIOLATIONS

Classroom Rule Violation
Lack of cooperation, lying
Misbehavior in Class Causing Disruption
Sleeping in class
Throwing/Sliding/Tossing Objects
Eating/Drinking

Consequences

1st Offense – Student Conference

2nd Offense – 3 Days detention or Corporal Punishment/Parent Call

3rd Offense – 5 Days detention/Parent Call

4th Offense – Referral to Category 2. Staple documentation

Each day of detention missed, without the teacher's approval, will result in 1 day of ISS for each day.

CHEATING

Cheating on homework, class work, and tests cannot be tolerated if each student is to be evaluated and graded according to his/her own abilities and efforts. Any student who allows another student to look on or copy his/her work shall be deemed to be cheating. Any student who has in his/her possession a "cheat sheet," looks on or copies another student's work, uses any unauthorized device to acquire correct responses, talks after being told not to, or otherwise gains an unfair advantage over other students shall be deemed to be cheating.

Consequences

Student(s) will receive a "0" grade for the assignment

Category II

INSUBORDINATION

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

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

REFUSING TO IDENTIFY ONESELF TO SCHOOL PERSONNEL

DISRESPECT TO STAFF

A student will not commit written or verbal abuse to any school personnel.

CLOSED CAMPUS

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

STEALING

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

Consequences

Replace property stolen at replacement value and refer to category 2 consequences.

DAMAGE OR DESTRUCTION OF SCHOOL PROPERTY

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

Consequences

Restitution by the student or parents/legal guardians of the student(s) and refer to category 2 consequences.

DISORDERLY CONDUCT

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

PROFANITY, VERBAL ABUSE, OBSCENE GESTURES

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

PUBLIC DISPLAY OF AFFECTION

The public display of affection is not appropriate behavior at school. Failure to comply with reasonable expectations of school staff will lead to disciplinary action. Any behavior of this nature will not be considered acceptable.

TOBACCO (SMOKE OR SMOKELESS)

The use or possession of tobacco in any form by any student is prohibited on the school campus or during any school activity whether on or off campus.

Act 1555 enacted by the General Assembly of the State of Arkansas of 1999:

Section 1. Arkansas Code 6-21-609 is amended to read as follows:

(A) Smoking or use of tobacco or products containing tobacco in any form in or on any property owned or leased by a public-school district, including school buses is prohibited at any time or day of the week 24 hours a day.

(B) Any person violating the provision of this section shall be guilty of a misdemeanor and upon conviction thereof, shall be punished by a fine of not less than ten dollars (\$10.00), nor more than one hundred dollars (\$100.00).

FIREWORKS/OTHER DISRUPTIVE DEVICES

A student shall not possess, handle or store firecrackers, smoke bombs, or any other kind of fireworks that could be a danger to himself/herself or to others that could cause damage to school property, or that could be disruptive to the learning climate of the school. A student shall not bring to school any device such as paint, eggs, shoe polish, shaving cream, water guns, water balloons, etc., which will serve to disrupt the educational process at any time during the school year.

GAMBLING

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

EXTRACURRICULAR ACTIVITIES

Students will conduct themselves in a manner consistent with other school behavioral policy.

Consequences

The severity of the offense will determine the consequence.

1st Offense – 3 Days ISS

2nd Offense – 5 Days ISS

3rd Offense – 10 Days ISS

4th Offense – 1 Day OSS Possible FINS Referral

5th Offense – 3 Days OSS

6th Offense – 5 Days OSS

7th Offense – 10 Days OSS/Recommend for Expulsion

Excessive discipline may result in a (FINS) Family in Need of Services Petition being filed

Category III

INDECENT EXPOSURE AND SEXUAL ADVANCES

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

THREATS – HARMFUL ACTIONS

No student shall make a threat – verbal, written, or implied – or engage in any action that would endanger the health or safety of students and/or employees of the Genoa Central School District. The severity of the offense shall determine whether or not the consequences shall be In-School Suspension, Out-of-School Suspension, or recommended expulsion and notification of the proper authorities for possible prosecution. If a student physically makes contact with a faculty member, recommended expulsion will take place.

Act 1046 “An Act to establish the offense of communicating a death threat concerning a school employee or student is a Class D Felony.”

POSSESSION OF HAND HELD LASER POINTER BY MINOR

1. It is unlawful for a person under eighteen (18) years of age to possess a hand held laser pointer without the supervision of a parent, legal guardian, or teacher.
2. The hand held laser pointer shall be seized by the law enforcement officer as contraband.
3. No student of any age is permitted to have a laser pointer in their possession on school grounds or at any school activity at any time.

Consequences

Confiscation of laser pointer, call the parent/legal guardian, law enforcement contact, and refer to Category 3 consequences

ALCOHOL AND/OR DRUG USE AND DISTRIBUTION

Students will not be in the possession of drug paraphernalia, under the influence of, or in the act of using or offering for sale or distribution alcoholic beverages or any drugs for which the student does not have a prescription from a duly recognized physician while at school, on school buses, at any school sponsored event which is on or off school property, during or after regular school hours.

VANDALISM

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

Consequences

- Restitution by the student or parent/legal guardian of the guilty student(s) and refer to Category 3 consequences.

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

offense.

THEFT

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

Consequences

10 Days OSS/Recommend for expulsion/Possible FINS Referral

FIGHTING

Fighting among students is unacceptable behavior. Students will not fight while at school, on school buses, or at any school sponsored event regardless of where or when that event takes place.

Consequences

1st Offense - 10 days I.S.S.

2nd Offense - 10 days O.S.S.

3rd Offense - Recommend expulsion.

Other disciplinary action may be taken at discretion of the principal.

LEAVING CAMPUS WITHOUT PERMISSION

Once a student arrives at school, he/she may not leave campus, which includes Purifoy's Grocery, for any reason unless the specific procedures spelled out elsewhere in this handbook are followed. Also, students may not check out to "go eat lunch" and then come back (even with parent/legal guardian permission). Students who are considered truant will be punished as follows:

SKIPPING CLASS

A student shall not skip or be absent from class unless the student has prearranged permission by the teacher or administration. All teachers will be checking his/her roll every class period.

TRUANCY

A student shall not be absent from school without parent and/or school authorities prior knowledge and consent. If a student is absent without prior knowledge and consent of parent(s)/legal guardian(s) or school administration that student shall be considered truant.

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

Consequences for leaving campus without permission, skipping, and truancy are listed below:

- 1st Offense – 1 Days ISS
- 2nd Offense – 3 Days ISS
- 3rd Offense – 5 Days ISS Possible FINS Referral
- 4th Offense- 7 Days ISS
- 5th Offense- 10 Days ISS

Excessive absences from school may result in a (FINS) Family in Need of Services Petition being filed

TARDIES

All students shall be considered tardy to class if he/she is not in his/her room before the tardy bell begins to ring. An excused tardy will carry no penalty.

Consequences for unexcused tardies

- 1st Tardy - Warning
- 2nd Tardy - Warning
- 3rd Tardy - 3 days of detention
- 4th Tardy - 5 days of detention
- 5th Tardy - 1 day of ISS
- 6th Tardy - Referral to Category II

Excessive tardies may result in a (FINS) Family in Need of Services Petition being filed

POSSESSION AND USE OF CELLPHONES AND OTHER ELECTRONIC DEVICES

Students are not permitted to use any electronic devices at school during school hours, with the exception of teacher permission for academic purposes only. Devices such as beepers, cell phones, smart watches, first responder radios, first responder scanners, headphones, speakers, earbuds, chargers, or other such items are applicable to this rule. These are not allowed in the hallway at any time.

Phones used to film or take photos of activities which break school rules, such as fighting, will be confiscated and students using them will be assigned to I.S.S.

Consequences

- 1st Offense - Confiscation of cell phone/electronic device; device will be kept in office for remainder of the day. Contact parent.
- 2nd Offense - 3 days I.S.S. or device will be kept in office for ~~five (5)~~ three (3) days; confiscate cellphone/electronic device and keep for the remainder of the day. Contact parent.
- 3rd Offense - 5 days I.S.S. or device will be kept in office for five (5) days; confiscate cellphone/electronic device and keep for the remainder of the day. Contact parent.

Refusal to turn in any devices will result in automatic next offense

Once consequence is picked, it's final, the consequence can't be changed in the following days.

Act 447 “An Act to allow students to possess electronic communication devices on school campuses after normal school hours for extracurricular activities only.”

Section 1, Arkansas Code 6-18-5-2 (b)

Exemption to the policy:

1. A student who is required to use such a device for health or other compelling reasons.
2. After normal school hours for extracurricular activities only.

STUDENT DRESS CODE

Students at Genoa Central School should have sufficient maturity to wear clothing that is appropriate for school. However, any extremes in clothing or hairstyle which distract from the learning process will not be permitted. Below are some items that have been addressed more specifically:

1. All shorts, skirts, dresses or pants must be hemmed. All hems must come no higher than a dollar bill length from the middle of the knee all around the leg when standing. All the above-mentioned articles of clothing must be worn at the waistline. No sagging will be allowed. There can be no visible cleavage. Spandex or leggings are to be worn with long tunic tops that cover the buttocks.
2. No tank tops or spaghetti type clothing is allowed to be worn when present at school or participating in school related activities. All shirts or blouses must be of sufficient length as to not expose skin or undergarments underneath.
3. No bedclothes are to be worn at school or school related activities. This includes but is not limited to pajamas, house shoes, slippers, and quilts.
4. No head covering can be worn in any building.
5. Clothing that has vulgar language or vulgar pictures, or pictures that depict illegal drugs, drug paraphernalia, alcoholic beverages, or nudity will not be allowed.
6. Sunglasses are not to be worn in school buildings or classrooms unless a written medical statement/prescription is on file with the main office.
7. Ripped clothing or clothes with holes above the knee must meet the dollar bill length requirement referred to in #1. If holes are above the knee, a garment must be worn underneath (i.e. sliders).

Recognizing that this dress code does not cover all possibilities, the judgment of the administration or a designee as to the appropriateness of the clothing worn must be respected and adhered to.

Consequences

1. Warning/ISS until change of clothes arrives then student is able to return to normal schedule
2. Warning/ISS until change of clothes arrives then student is able to return to normal schedule
3. 3 days of ISS and change of clothes
4. 5 days of ISS and change of clothes
5. 10 days of ISS and change of clothes

STUDENT PARKING ON CAMPUS

A motor vehicle registration form will be properly filled out by each student desiring to drive a vehicle on campus. Those forms are available in the principal’s office and must be filled out within five (5) days of the time a student starts driving. A copy of the student’s driver’s license, vehicle registration, and liability insurance will be required for all automobiles, motorcycles, and 4-wheelers.

Driving recklessly or sitting in the vehicle while parked on campus, including before school, is forbidden. Nor may students congregate around vehicles during the school day. Students may park only in those areas designated for student parking. Once a student parks a vehicle, it may not be moved until the student leaves for the day. Students must have permission to return to their vehicles during the school day. Upon being dismissed, students driving cars are to wait until the last bus leaves before moving their cars out of their parking spot. The drivers should leave the campus in a safe, orderly manner.

Consequences

1. Warning, disciplinary referral, and appropriate punishment when necessary
2. Revocation of parking privileges for one (1) week
3. Revocation of parking privileges for one (1) month
4. Revocation of parking privileges for remainder of semester.
If a month or less is left in semester, privileges will be revoked for at least one (1) month into the next semester.
5. Referral to authorities for prosecution

EXPULSION POLICY

The Genoa Central Board of Education may expel students from school for the remainder of the current semester or for one (1) year. Expulsions may be the consequence for serious violations of the District's discipline policies.

Expulsion due process

1. The student should immediately be advised of the particular conduct in question.
2. The District should immediately notify in writing the student's parent(s)/legal guardian(s) and state the charges against the student and the District's intended action.
3. The District shall hold a full evidentiary hearing before the school board to consider whether or not the student should be expelled.
4. At the hearing, the student may represent himself/herself or he/she may select a representative.
5. The student/representative may hear all testimony, and the student and/or representative may cross-examine all witnesses.
6. The student/representative is entitled to offer evidence in his/her favor.



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