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OPENING REMARKS

This handbook is not intended to be all-inclusive. It does not and cannot contain all the rules, regulations and procedures that are needed for the efficient and effective function of South Side School as an educational institution. New information will be given and new rules will be made to fit each new situation that might occur.

It is our wish that each student at this school conduct himself/herself in a way that will be acceptable to all concerned.

We are all here for one purpose - to see that each student receives an education that will allow him/her to develop to his/her fullest potential and to ensure his/her mental and physical growth which, in turn, will ensure his/her happiness.

ALMA MATER

*Oh South Side High
We'll always be proud of you
Oh South Side High
We'll be forever true
Oh South Side High
We will be cheering for you
Oh South Side High
We Love You
And when the going gets tough
The tough get going
For the blue and white
We'll fight-fight-fight
And whether we win or
Whether we lose
We'll always stay with you
Oh South Side High
We will be loyal to you
Oh South Side High
WE LOVE YOU
By: Brad Green*

SOUTH SIDE SCHOOL DISTRICT PHILOSOPHY AND GOALS

The intention of South Side School is to provide a controlled environment that allows for the educational preparation of the individual as a productive and responsible citizen. We recognize that students differ in backgrounds, interests, and aptitudes. We continually assess these differences in developing a comprehensive educational program, which will offer a broad scope of opportunities for each student's individual goals and aspirations.

Therefore, the following philosophies have been identified:

- A. The South Side Public Schools seek to achieve the greatest education possible for each of its students.
- B. The South Side Public Schools seek to promote in each student: self-confidence, self-esteem, a positive self-image and other qualities of emotional stability.
- C. The South Side School District seeks to teach its students the skills of thinking in order that they may be especially adept at solving problems and developing new ideas throughout life.
- D. The South Side Public Schools seek to instill within each student the basic moral responsibilities and successful social attitudes necessary to secure a fair, free and cohesive society.
- E. It is the aim of the South Side Public Schools to sufficiently prepare its students for advancement to appropriate secondary institutions of learning.
- F. It is the aim of the South Side Public Schools to furnish each student with the skills necessary to obtain and keep at least survival employment.
- G. It is the aim of the South Side Public Schools to promote within each student an appreciation for and willingness to defend the American way of life, democracy as a form of life, democracy as a form of government and freedom as a vital right of the individual.
- H. It is the aim of the South Side Public Schools to assist the effort of home and other institutions in preserving good and noble characteristics of the past while serving also as a stable catalyst for positive changes.
- I. It is the aim of the South Side Public Schools to encourage each student to engage in regular physical activity during his/her years at South Side and throughout life, for both mental and physical alertness and development and to foster the spirit of competition so vital to the American system.

SCHOOL CODE OF ETHICS

- A. To display a school loyalty and spirit which will be recognized wherever I go.
- B. For me as a student to be known as one whose honor is trusted and who is capable of accepting responsibility.
- C. To be a good sportsman. To be able to lose as well as to win, not only in games but also in contests and arguments. Never to lose my smile nor courage when the going gets tough.
- D. To take advantage of my opportunity to get an education to the best of my ability so that I may be better suited for life.
- E. To control myself in thoughts, works and actions so that I may form better character habits.
- F. To search for and uphold the truth. To respect rules, laws and authority.
- G. To be willing to give some time for any worthy cause that will promote a better school, community or state.
- H. Last but not far from least, to strive to achieve these purposes so that I may be a better student and a better citizen.

4.11—EQUAL EDUCATIONAL OPPORTUNITY

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

Inquiries on non discrimination may be directed to the Superintendent, who may be reached at Office of Superintendent, 334 Southside Road, Bee Branch, AR 72013. Phone number is 501-654-2242

BELL SCHEDULE

1st Bell	7:52
1st Period	7:55 - 8:40
2nd Period	8:44 - 9:29
X-Period	9:29 - 9:48
3rd Period	9:52 - 10:37
4th Period	10:41 - 11:26
5th Period	11:30 - 12:15
Lunch	12:15 - 12:45
6th Period	12:49 - 1:34
7th Period	1:38 - 2:22
8th Period	2:26 - 3:10

GRADUATION AND PROMOTION

4.45.1—Smart Core Curriculum And Graduation Requirements For The Classes Of 2021 And Thereafter

All students are required to participate in the Smart Core curriculum unless their parents or guardians, or the students if they are eighteen (18) years of age or older, sign a Smart Core Waiver Form to not participate. While Smart Core is the default option, 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 (7th) grade, or when a seventh (7th) through twelfth (12th) grade student enrolls in the district for the first time and there is

not a signed form in the student's permanent record. Parents must sign one of the forms and return it to the school so it can be placed in the students' permanent record. This policy is to be included in student handbooks for grades six (6) through twelve (12) and both students and parents must sign an acknowledgement they have received the policy. Those students not participating in the Smart Core curriculum will be required to fulfill the Core curriculum or the requirements of their IEP (when applicable) to be eligible for graduation. Counseling by trained personnel shall be available to students and their parents or legal guardians prior to the time they are required to sign the consent forms.

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

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

- Inclusion in the student handbook of the Smart Core curriculum and graduation requirements;
- Discussion of the Smart Core curriculum and graduation requirements at the school's annual public meeting, PTSO meetings, or a meeting held specifically for the purpose of informing the public on this matter;
- Discussions held by the school's counselor 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.

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—ENTRANCE REQUIREMENTS.

Graduation Requirements

The number of units students must earn to be eligible for high school graduation is to be earned from the categories listed below. A minimum of twenty-two (22) units are required for graduation for a student participating in either the Smart Core or Core curriculum. In addition to the twenty-two (22) units required for graduation by the DESE, the district requires an additional 3 units to graduate for a total of 25 units. The additional required units may be taken from any electives offered by the district. There are some distinctions made between Smart Core units and Graduation units. Not all units earned toward graduation necessarily apply to Smart Core requirements.

All students must pass the test approved by DESE that is similar to the civics portion of the naturalization test used by the United States Citizenship and Immigration Services in order to graduate.

Digital Learning Courses

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

Personal and Family Finance

In the ninth (9th), tenth (10th), eleventh (11th), or twelfth (12th) grade, all students shall cover the Personal and Family Finance Standards by receiving credit for:

Smart Core: Sixteen (16) units

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

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

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

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

2) Geometry or 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 DESE 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 ($\frac{1}{2}$) unit
- World History - one unit
- American History - one unit

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

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

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

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

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

Career Focus: - Six (6) units

All career focus unit requirements shall be established through guidance and counseling based on the student's contemplated work aspirations. Career focus courses shall conform to the curriculum policy of the district and reflect state curriculum frameworks through course sequencing and career course concentrations where appropriate.

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

Core: Sixteen (16) units

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

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

Mathematics: four (4) units

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

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

Science: three (3) units

- 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 ($\frac{1}{2}$) unit
- World history, one (1) unit
- American History, one (1) unit

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

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

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

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

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

Career Focus: - Six (6) units

All career focus unit requirements shall be established through guidance and counseling based on the student's contemplated work aspirations. Career focus courses shall conform to the curriculum policy of the district and reflect state curriculum frameworks through course sequencing and career course concentrations where appropriate.

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

4.55—Student Promotion And Retention

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

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

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

Grades 7 and 8: Students may be retained if they fail two (2) subjects where one of which is Language Arts, Mathematics, Science and/or Social Studies. If a student fails two (2) subjects other than the subjects listed above, they will be promoted. Grades are all based upon a yearly average.

Grades 9-12 are promoted by the number of credits they receive. Credits are earned by successfully completing the course with a passing grade. Failure to do so will result in the student retaking the course to gain credit.

Student Classification

To be classified as a sophomore, a student must have earned **Six** (6) academic units/credits.

To be classified as a junior, a student must have earned **Twelve** (12) academic units/credits.

To be classified as a senior, a student must have earned **Eighteen** (18) academic units/credits.

All students in grades 7-12 must be enrolled in six (6) academic courses to be considered a full-time student. Any students not meeting these requirements will be denied participation in all club, organization, and extracurricular activities.

Courses taken at post-secondary institutions by qualified seniors may count as one or more of these required courses.

If there is doubt concerning the promotion or retention of a student or his/her required retaking of a course, a conference between the building Principal, the student's teacher(s), counselor, a 504/special education representative (if applicable), and the student's parents shall be held before a final decision is made. The conference shall be held at a time and place that best accommodates those participating in the conference. The school shall document participation or non-participation in required conferences. If the conference attendees fail to agree concerning the student's placement or receipt of course credit, the final decision shall rest with the Principal or the Principal's designee.

Student Success Plan

Beginning with the 2018-2019 school year, each student shall have a Student Success Plan (SSP) developed by school personnel in collaboration with the student's parents and the student that is reviewed and updated annually. A student's SSP shall use multiple academic measures to personalize learning in order for students to achieve their grade-level expectations and individual growth. The SSP will identify if the student is in need of additional support or acceleration. Academic measures to be used in creating and updating a student's SSP shall include, but are not limited to:

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

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

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

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

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

An SSP shall be created:

- By no later than the end of the school year for a student in grade eight (8) or below who enrolls in the District during the school year; or
- As soon as reasonably possible for a student in grade nine (9) or above who enrolls in the District at the beginning or during the school year.

A student's individualized education program (IEP) may act in the place of the student's SSP if the IEP addresses academic deficits and interventions for the student's failure to meet standards-based academic goals at an expected rate or level and includes a transition plan that addresses college and career planning components. Promotion/retention or graduation of students with an IEP shall be based on their successful attainment of the goals set forth in their IEP.

Students who either refuse to sit for a Statewide assessment or attempt to boycott a Statewide assessment by failing to put forth a good faith effort on the assessment as determined by the assessment administrator/proctor, or whose parents do not send their student to school on the dates the assessments are originally administered or scheduled as make up days shall not be permitted to participate in any non-curriculum related extracurricular activity, including school dances, prom, homecoming, senior events, and may be prevented from walking or participating in graduation exercises. The student shall remain ineligible to participate until the student takes the same or a following Statewide assessment, as applicable. The Superintendent or designee may waive this paragraph's provisions when the student's failure was due to exceptional or extraordinary circumstances. Students falling under the provisions of this paragraph shall be permitted to attend curriculum related field trips occurring during the school day.

5.15—Grading

Parents or guardians shall be kept informed concerning the progress of their student. Parent-teacher conferences are encouraged and may be requested by parents, guardians, or teachers. If the progress of a student is unsatisfactory in a subject, the teacher shall attempt to schedule a parent-teacher conference. In the conference, the teacher shall explain the reasons for difficulties and shall develop, cooperatively with the parents, a plan for remediation, which may enhance the probability of the student succeeding. The school shall also send timely progress reports and issue grades for each nine(9)-week grading period to keep parents/guardians informed of their student's progress. Parents may also check students' grades at any time in the Home Access Center (HAC). Log-in and password information is sent out at the beginning of each school year.

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

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

A = 100 – 90

B = 89 – 80

C = 79 – 70

D = 69 - 60

F = 59 and below

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

A = 4 points

B = 3 points

C = 2 points

D = 1 point

F = 0 points

Upon completion of state requirements for the course, the grade point values for Advanced Placement (AP), International Baccalaureate (IB), and approved honor courses shall be one (1) point greater than for regular courses with the exception that an F shall still be worth zero (0) points.

Report Cards And Progress Reports

Report cards will be given out as soon as possible following the end of the nine week grading period. Progress reports will be given out during the 4th week of each nine weeks grading period.

5.17—Honor Roll And Honor Graduates

Honor Roll

Students in grades 7-12 who earn As and Bs for the grading period will be recognized as honor roll students for that grading period. Semester grades will determine the honor roll at the end of each semester.

Honor Graduates

Students who have successfully completed the minimum core of courses recommended for preparation for post secondary education as defined by the State Board of Higher Education and the State Board of Education must have:

- A cumulative GPA of 3.5 or higher
- Received a 19 composite on the ACT
- Have passed and tested in a minimum of 2 of the following:
 - AP course(s) and/or
 - Concurrent credit class(es)

The GPA shall be derived from courses taken in public schools in grades nine (9) through twelve (12) and 7th and 8th where applicable.

Valedictorian And Salutatorian

The honor student with the highest GPA and who has been enrolled in public/private school in grades 9 through 12 and in South Side Bee Branch High School for his/her entire senior year shall serve as the Valedictorian of his/her graduating class.

The honor student with the second highest GPA and who has been enrolled in public/private school in grades 9 through 12 and in South Side Bee Branch High School for his/her entire senior year shall serve as the Salutatorian of his/her graduating class.

Parents or guardians of a student, or a student eighteen (18) years of age or older, who choose to not have the student publicly identified as an honor roll or honor graduate student must submit a written request that the student not be so identified

5.21—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 college courses approved for weighted credit by the DESE 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 Department of Elementary and Secondary Education (DESE) 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 receives in the course as if it were a non-AP course.

"Honors Courses" are those courses that have been approved by the 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. Honors courses do not receive weighted credit.

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

Teachers teaching the above mentioned courses must meet appropriate training or DESE guidelines for students to receive weighted credit.

5.22—Concurrent Credit

A ninth (9th) through twelfth (12th) grade student who successfully completes a college course(s) from an institution approved by the DESE shall be given credit toward high school grades and graduation at the rate of one (1) high school credit for each three (3) semester hours of college credit.

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

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

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

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

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

Correspondence Courses

No student will be permitted to graduate ahead of his/her class by taking correspondence courses. Correspondence courses, taken for the purpose of making up failed work or for supplementing the normal school offerings, may be accepted for credit if approved by the Principal and taken under the supervision of the counselor. A maximum of four (4) units may be earned per an individual transcript. (Special circumstances may be approved by administration).

Credit Recovery Classes

Students may take a Credit Recovery Class(es) for the purpose of making up failed work or may retake the failed course.

Enrollment

4.1—Residence Requirements

Definitions:

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

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

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

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

Any person eighteen (18) years of age or older may establish a residence separate and apart from his or her parents or guardians for school attendance purposes.

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

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

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

4.2—Entrance Requirements

To enroll in South Side High School, the child must be one of the following:

- A resident of the District as defined in District policy 4.1—RESIDENCE REQUIREMENTS
- Eligible for the criteria outlined in policy 4.40—HOMELESS STUDENTS
- A foster child per policy 4.52—STUDENTS WHO ARE FOSTER CHILDREN
- Accepted as a transfer student under the provisions of Policy 4.4 STUDENT TRANSFERS
- Participate under a school choice option Policy 4.5 SCHOOL CHOICE

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

Immigrant Policy

The district shall make no attempt to ascertain the immigration status, legal or illegal, of any student or his/her parent or legal guardian present 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 county recorder certifying the child's date of birth
 - 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
 - Previous school records
3. The parent, guardian, or other responsible person shall indicate on school registration forms whether the child has been expelled from school in any other school district or is a party to an expulsion proceeding. The Board of Education reserves the right, after a hearing before the Board, not to allow any person who has been expelled from another school district to enroll as a student until the time of the person's expulsion has expired.
4. In accordance with Policy 4.57—IMMUNIZATIONS, the child shall be age appropriately immunized or have an exemption issued by the Arkansas Department of Health.

Uniformed Services Member's Children

For the purposes of this policy:

"Active duty members of the uniformed services" includes members of the National Guard and Reserve on active duty orders pursuant to 10 U.S.C. Section 1209 and 1211.

"Uniformed services" means the Army, Navy, Air Force, Marine Corps, Coast Guard as well as the Commissioned Corps of the National Oceanic and Atmospheric Administration, and Public Health Services.

"Veteran" means: a person who served in the uniformed services and who was discharged or released there from under conditions other than dishonorable.

"Eligible child" means the children of:

- Active duty members of the uniformed services
- Members or veterans of the uniformed services who are severely injured and medically discharged or retired for a period of one (1) year after medical discharge or retirement
- 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:

- 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;
- 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;
- 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;
- 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;

- 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;
- 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;
- 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;
- be eligible to continue attending District schools if he/she has been placed under the legal guardianship of a noncustodial parent living outside the district by a custodial parent on active military duty.

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.

- The child is enrolled in private or parochial school.
- The child is being homeschooled and the conditions of policy 4.6—Homeschooling have been met.
- 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.
- The child has received a high school diploma or its equivalent as determined by the State Board of Education.
- The child is age sixteen (16) or above and is enrolled in a post-secondary vocational-technical institution, a community college, or a two-year or four-year institution of higher education.
- The child is age sixteen (16) or seventeen (17) and has met the requirements to enroll in an adult education program as defined by A.C.A. § 6-18-201 (b).

4.4—Student Transfers

The South Side 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 regularly scheduled board meetings.

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

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

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

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.

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**

Transfers into the District

Capacity Determination and Public Pronouncement

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

The District shall advertise in appropriate broadcast media and either print media or on the Internet to inform students and parents in adjoining districts of the range of possible openings available under the School Choice program. The public pronouncements shall state the application deadline and the requirements and procedures for participation in the program. Such pronouncements shall be made in the spring, but in no case later than March 1.

Definition

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

Application Process

The student's parent shall submit a school choice application on a form approved by DESE to this District. The transfer application must be postmarked or hand delivered on or before May 1 of the year preceding the fall semester the applicant would begin school in the District. The District shall date and time stamp all applications as they are received in the District's central office. It is the District's responsibility to notify the student's resident district of the receipt of the student's application within ten (10) days of the District receiving the application; the notification shall include the student's name and the date and time the District received the application. Applications postmarked or hand delivered on or after May 2 will not be accepted. Statutorily, preference is required to be given to siblings of students who are already enrolled in the District. Therefore, siblings whose applications fit the capacity standards approved by the Board of Directors may be approved ahead of an otherwise qualified non-sibling applicant who submitted an earlier application as identified by the application's date and time stamp.

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

The Superintendent will consider all properly submitted applications for School Choice. By July 1, the Superintendent shall notify the parent and the student's resident district, in writing, of the decision to accept or reject the application.

Accepted Applications

Applications which fit within the District's stated capacity standards shall be provisionally accepted, in writing, with the notification letter stating a reasonable timeline by which the student shall enroll in the District by taking the steps detailed in the letter, including submission of all required documents. If the student fails to enroll within the stated timeline, or if all necessary steps to complete the enrollment are

not taken, or examination of the documentation indicates the applicant does not meet the District's stated capacity standards, the acceptance shall be null and void.

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

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

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

Rejected Applications

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

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

Rejection of applications shall be in writing and shall state the reason(s) for the rejection. A student whose application was rejected may request a hearing before the State Board of Education to reconsider the application which must be done, in writing, to the State Board within ten (10) days of receiving the rejection letter from the District.

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

Transfers Out of the District

All Standard School Choice applications shall be granted unless the approval would cause the District to have a net enrollment loss (students transferring out minus those transferring in) of more than three percent (3%) of the average daily membership on October 15 of the immediately preceding year. By December 15 of each year, DESE 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 students are not counted if the student transfers from a school or district in:

- Academic Distress or classified as in need of Level 5 Intensive Support under A.C.A. § 6-18-227;
- Facilities Distress under A.C.A. § 6-21-812.; or
- Foster Child School Choice under A.C.A. § 6-18-233.

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

Facilities Distress School Choice Applications

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

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

Opportunity School Choice

Transfers Into or Within the District

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

Unless there is a lack of capacity at the District's school or the transfer conflicts with the provisions of a federal desegregation order applicable to the District, a student who is enrolled in or assigned to a school classified by the DESE to be in academic distress or in a district classified by DESE as in need of Level 5 Intensive Support is eligible to transfer to the school closest to the student's legal residence that is not in academic distress or in a district classified as in need of Level 5 Intensive Support. The student's parent or guardian, or the student if over the age of eighteen (18), must successfully complete the necessary application process by July 30 preceding the initial year of desired enrollment.

Within thirty (30) days from receipt of an application from a student seeking admission under this section of the policy, the Superintendent shall notify in writing the parent or guardian, or the student if the student is over eighteen (18) years of age, whether the Opportunity School Choice application has been accepted or rejected. The notification shall be sent via First-Class Mail to the address on the application.

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

If the District rejects the application, the District shall state in the notification letter the specific reasons for the rejection. A parent or guardian, or the student if the student is over eighteen (18) years of age, may appeal the District's decision to deny the application to the State Board of Education. The appeal must be in writing to the State Board of Education via certified mail, return receipt requested, no later than ten (10) calendar days, excluding weekends and legal holidays, after the notice of rejection was received from the District.

A student's enrollment under Opportunity School Choice is irrevocable for the duration of the school year and is renewable until the student completes high school or is beyond the legal age of enrollment. This provision for continuing eligibility under Opportunity School Choice does not negate the student's right to apply for transfer to a district other than the student's assigned school or resident district under the Standard School Choice provisions of this policy.

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

Transfers Out Of or Within the District

If a District school has been classified by the DESE as being in academic distress or the District has been classified by DESE as in need of Level 5 Intensive Support, 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 or in need of Level 5 Intensive Support designation is made of all the options available under Opportunity School Choice. The District shall offer the parent or guardian, or the student if the

student is over eighteen (18) years of age, an opportunity to enroll the student in any public school or school district that has not been classified by the DESE as a public school in academic distress or school district in need of Level 5 Intensive Support.

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

Unsafe School Choice Program

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

4.6—Homeschooling

Enrollment in Home School

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

- Fourteen (14) calendar days prior to withdrawing the child (provided the student is not currently under disciplinary action for violation of any written school policy, including, but not limited to, excessive absences) and at the beginning of each school year thereafter; or
- Within thirty (30) calendar days of the parent or legal guardian establishing residency within the district during the school year.

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

- Electronically, including without limitation by email;
- By mail; or
- In person.

The notice shall include:

- a. The name, sex, date of birth, grade level, and the name and address of the school last attended, if any
- b. The mailing address and telephone number of the homeschool
- c. The name of the parent or legal guardian providing the homeschool
- d. Indicate if the homeschooled student intends to participate in extracurricular activities during the school year
- e. A statement of whether the homeschooled student plans to seek a high school equivalency diploma during the current school year
- f. A statement if the homeschool student plans to seek a driver's license during the current school year
- g. A statement that the parent or legal guardian agrees that the parent or legal guardian is responsible for the education of their children during the time the parents or legal guardians choose to homeschool
- h. A signature of the parent or legal guardian, which must be notarized if the homeschooled student plans to seek a driver's license during the school year

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 that might indicate the need for special education services.

Enrollment or Re-Enrollment in Public School

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

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

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

A homeschooled student who enrolls or re-enrolls in the District will be placed in the grade level and academic course level according to the following:

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

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

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

Foreign Exchange Program Policy

All students from foreign exchange programs must be accredited by the Council on Standards for International Education Travel. In addition, the following requirements must be met:

1. Students and/or the foreign student exchange program shall furnish a transcript written in the English language upon entering school. The transcript shall include the following information:
 - a) course titles for each course taken
 - b) the school year each course was taken
 - c) number of class meetings for each subject per week
 - d) number of minutes in each class meeting
 - e) grade earned for each class converted to the South Side District system
2. Credit will not be awarded to students not proficient in the English language. Students affected by this situation will be considered to have a cultural experience only. Others will be evaluated individually for credit.
3. Students must be permanently placed in an American host family prior to enrollment.

Although the South Side School District is dedicated to providing a good cultural experience for foreign exchange students, these students may not be eligible to receive a high school diploma from the South Side School District. Regular graduation will be decided on a case-by-case basis of the individual student.

STUDENT INFORMATION

4.7—Absences

Education is more than the grades students receive in their courses. Important as that is, students' regular attendance at school is essential to their social and cultural development and helps prepare them to accept responsibilities they will face as an adult. Interactions with other students and participation in the

instruction within the classroom enriches the learning environment and promotes 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 rather than the student's physical presence at school. Students who are scheduled to have a dedicated period for a digital class shall not be considered absent if the student logs the correct amount of time and completes any required assignments; however, a student who fails to be physically present for an assigned period may be disciplined in accordance with the District's truancy policy.

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

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:

- The student's illness or when attendance could jeopardize the health of other students
- Death or serious illness in their immediate family
- Observance of recognized holidays observed by the student's faith
- Attendance at an appointment with a government agency
- Attendance at a medical appointment
- Participation in a 4-H sanctioned activity
- Participation in the election poll workers program for high school students
- Absences granted to allow a student to visit his/her parent or legal guardian who is a member of the military and been called to active duty, is on leave from active duty, or has returned from deployment to a combat zone or combat support posting. The number of additional excused absences shall be at the discretion of the Superintendent or designee
- Absences granted, at the Superintendent's discretion, to seventeen (17) year-old students who join the Arkansas National Guard while in eleventh (11th) grade to complete basic combat training between grades eleven (11) and twelve (12)
- Absences for students excluded from school by the Arkansas Department of Health during a disease outbreak because the student has an immunization waiver or whose immunizations are not up to date
- Exceptional circumstances with prior approval of the Principal

The student must bring a written statement to the Principal or designee upon his/her return to school from the parent/legal guardian or medical office stating reason for absence. A maximum of four (4) written parent notes will be accepted per semester. Written documentation of the event (i.e funeral, 4-H, military etc.) must be presented upon return to school. A written statement presented for an absence having occurred more than five (5) school days prior to its presentation will **not** be accepted.

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.

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 eleven (11) unexcused absences in a course in a semester may not receive credit for that course. At the discretion of an attendance committee, the student may be denied promotion or graduation. Excessive absences shall not be a reason for expulsion or dismissal of a student.

When a student has three (3), five (5) and seven (7) unexcused absences, his/her parents, guardians, or persons in loco parentis shall be notified by letter. Whenever a student reaches ten (10) 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 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 conditions of the agreement and the consequences for failing to fulfill the agreement's requirements. The agreement shall be signed by the student, the student's parent, guardian, or person in loco parentis, and the school or district administrator or designee.

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

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

4.8—Make-up Work

Students who miss school shall be allowed to make up 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
5. The amount of time given to complete make up work shall be determined by the teacher
6. Make-up work which is not turned in within the make up schedule for that assignment shall receive a zero
7. Students are responsible for turning in their make up work without the teacher having to ask for it
8. Students who are absent on the day their make up work is due must turn in their work the day they return to school whether or not the class for which the work is due meets the day of their return
9. Work missed while a student is suspended or expelled from school may be completed during the suspension and must be turned in upon their return to school.
10. As required/permitted by the student's Individual Education Program or 504 Plan

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 are encouraged to model and help develop in our school's students. At the same time, promptness is the responsibility of each student. Students who are late to class show a disregard for both the teacher and their classmates which compromises potential student achievement. Students who are late to class will receive a tardy. Three (3) tardies per class count as one day's absence toward semester test exemption status.

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. Failure to abide by the closed campus policy will result in disciplinary consequences according to the truancy policy.

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 publication 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 reasonably be perceived to advocate drug or alcohol use, irresponsible sex, or conduct otherwise inconsistent with the shared values of a civilized social order, or to associate the school with any position other than neutrality on matters of political controversy.
4. Prohibited publications include:
 - Those that are obscene 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 Publications on School Web Pages

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. Additionally, student web publications shall;
2. Adhere to the restrictions regarding use of Directory Information as prescribed in Policy 4.13 including not using a student's photograph when associated with the student's name unless written permission has been received from the student's parent or student if over the age of 18.
3. State that the views expressed are not necessarily those of the School Board or the employees of the district.

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

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

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 or designee and scheduled in advance. This includes visits made by former students, friends, and/or relatives of teachers or students. Any visitation to the campus shall be allowed only with the permission of the school Principal/designee and all visitors must first register at the office.

6.5—Visitors To The Schools

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

Parents and legal guardians are encouraged to participate in regularly scheduled visitation events such as school open houses and parent/teacher conferences. Additional conferences are best when scheduled

in advance. Conferences shall be scheduled at a time and place to accommodate those participating in the conference. Visits to individual classrooms during class time are permitted on a limited basis with the Principal's prior approval and the teacher's knowledge.

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

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

4.29— Internet Safety And Electronic Device Use Policy

The South Side School District makes computers and/or computer Internet access available to students, to permit students to perform research and to allow students to learn how to use computer technology. Use of district computers is for educational and/or instructional purposes only. It is the policy of this school district to equip each computer with Internet filtering software designed to prevent users from accessing material that is harmful to minors. No student will be granted Internet access until and unless a computer-use agreement, signed by both the student and the parent or legal guardian (if the student is under the age of eighteen [18]) is on file. The current version of the computer use agreement is incorporated by reference into board policy and is considered part of the student handbook.

Student use of computers 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 computer use, including email, and that monitoring of student computer use is continuous. Students must not disable or bypass security procedures, compromise, attempt to compromise, or defeat the district's technology network security or Internet filtering software, alter data without authorization, or disclose passwords to other students. Students who misuse district-owned computers or Internet access in any way, including using computers to violate any other policy or contrary to the computer use agreement, or using the computers to access or create sexually explicit or pornographic text or graphics, will face disciplinary action, as specified in the student handbook and/or computer use agreement.

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

Student Acceptable Use Guidelines School Network and Internet

Network storage areas may be treated like school lockers. Administrators and/or staff may review files and communications to maintain system integrity and insure that users are using the system responsibly. Users should, therefore, not expect that files stored on school servers will always be private.

Introduction

We are pleased to offer students of the South Side Bee Branch School District access to the school's computer network resources and the Internet. In making decisions regarding student access to the Internet, the South Side Bee Branch School District considers its own stated educational mission, goals, and objectives. 21st Century skills are now considered to be necessary educational skills. Access to the Internet enables students to explore thousands of libraries, databases, and other resources. The faculty of your child's school has received professional development training on how to blend thoughtful use of the Internet throughout the curriculum as well as how to provide guidance and instruction to students in its proper use. Therefore, all students in the South Side Bee Branch School District will be instructed in how to use the Internet safely and appropriately. As much as possible, access from school to Internet resources will be structured in ways which point students to those sites that have been evaluated prior to use. While it is our intent to make Internet access available to further educational goals and objectives, students may find ways to access other non-educational materials as well. We believe that the benefits to students from access to the Internet, in the form of informational resources and opportunities for collaboration, exceed any disadvantages. To use these resources, all students must sign and return the attached form and must obtain parental permission.

Internet Safety

The safety of our students is of utmost importance. Educating the students about the proper and safe use of the Internet is a priority. South Side Bee Branch School District will educate minors about appropriate online behavior, including interacting with other individuals on social networking websites and in chat

rooms and cyberbullying awareness and response. Therefore, the district will present Internet Safety curriculum to the students. Rules and guidelines for safe Internet use are posted near all computers where students have Internet access. Teachers are trained in using these rules and guidelines and are required to review them with their students at the beginning of the school year.

Email, social media, chat rooms and other forms of direct electronic communications are prohibited unless temporarily allowed by a teacher or administrator in a controlled situation.

General Internet Use

Internet access is provided to students for online educational purposes. Access to Internet services is given to students who agree to act in a considerate and responsible manner. Access is a privilege – not a right. As such, general school rules for behavior apply, and users must honor the agreement they have signed on the Student User Agreement section of this document.

Any violations of this Acceptable Use Policy may result in a loss of access as well as other possible disciplinary and/or legal actions. Based on the acceptable use guidelines stated in this document, the system administrators will deem what is inappropriate and their decision is final.

The following uses of school-provided Internet access are considered violations of the policy:

Level 1 offenses include but are not limited to:

1. Sending, displaying or accessing obscene, pornographic, and/or sexually explicit material on any school computer, including offensive messages or pictures
2. Harassing, insulting, defaming, or attacking others
3. Damaging or modifying computers, computer systems, or computer networks
4. Transmitting any material in violation of any state or federal law
5. Using another person's password or identifier without permission
6. Sending electronic information from accounts that do not belong to you without the owner's authorization
7. Deleting, copying, modifying, or forging another's files or data
8. Moving, deleting, or altering any applications or files that belong to the system, school, or other users
9. Accessing unauthorized or inappropriate areas on the school's network
10. Using the network for commercial purposes, financial gain, or fraud
11. Using a proxy site designed to bypass school blocking filters
12. Hacking or attempting unauthorized access of any school computer or files
13. Attaching a computer or other device that is not the property of South Side Bee Branch School District to the network without first receiving approval from a technology administrator
14. Installing any software on any computer without permission from a technology administrator

Level 2 offenses include but are not limited to:

15. Using the system without a signed Internet Use Agreement
16. Using obscene language
17. Giving personal information, such as complete name, phone number, address or identifiable photo, without permission from the supervising teacher or giving network credentials to other individuals
18. Knowingly violating copyright laws
19. Misusing resources such as network storage space and printers

20. Accessing personal email accounts without specific permission from the supervising teacher

21. Downloading non-educational, entertainment files without permission

Student 1:1 Computing Policy and Guidelines

The South Side Bee Branch School District promotes the use of mobile devices for educational use. Students in grades 7 through 12 will have multiple opportunities throughout the school day to use a school-owned Chromebook. All parents/guardians and students will be required to read and abide by the rules set forth in technology policies. In addition, parents and students must sign the Acceptable Use Policy (an AUP) and 1:1 Computing Policy form before a Chromebook can be used.

I. Goals

- A. Promote 21st Century skills so that students can create, evaluate, and effectively utilize information, media, and technology.
- B. Promote collaboration among students and between students and teachers
- C. promote a greener environment by encouraging teachers and students to adopt a paperless classroom

II. Implementation

- A. Orientation
 - 1. Students will be expected to attend a grade level orientation at the beginning of the school year.
- B. School Property
 - 1. All devices are the property of the South Side Bee Branch School District and as a result may be subject to inspection at any given time and must remain within the school district.
 - 2. In the case of loss, abuse, neglect, or intentional damage, the student/parent/guardian will be charged a fee for needed repairs or replacement and must be reported to the appropriate personnel.
 - 3. Administration will make the final determination of any fees assessed.
- C. Inventory
 - 1. All Chromebooks will be labeled with a barcode. Students are not to tamper with these labels at any time.
- D. Storage
 - 1. All Chromebooks will be stored in labeled carts in specific classrooms. All carts include AC adaptors.
 - 2. Students are responsible for returning Chromebooks to the correct slot within the assigned cart.
 - 3. Chromebooks are not to leave the assigned classroom unless specified by a teacher.
 - 4. Chromebooks must never be left in an unlocked locker, on top of a locker, in any unsupervised area, or a location that is not temperature controlled.

III. Care Guidelines

- A. General Precautions
 - 1. Treat Chromebooks with care and respect.
 - 2. Keep food and drinks away from Chromebooks.
 - 3. Avoid using sharp objects near a Chromebook.
 - 4. Do not place a heavy object on top of Chromebooks.
 - 5. Clean Chromebooks with lint-free cloth and recommended cleaners; do not use window cleaners, household cleaners, aerosol sprays, alcohol, ammonia, or abrasives.
 - 6. Do not slide or throw a Chromebook.
 - 7. Carry Chromebooks with both hands on the underside of the device.
 - 8. Cords and cables must be inserted carefully into the Chromebook.
 - 9. Do not personalize the outside of a Chromebook with stickers, writing, or drawings.
 - 10. Personalized screensavers or backgrounds are permitted, but inappropriate or provocative images including but not limited to pornographic images, guns, weapons, inappropriate language, threatening language, drug, alcohol, or gang related images are not permitted and are subject to disciplinary action.
- B. Technical Precautions
 - 1. If a Chromebooks fails to work or is damaged, turn the Chromebook into the library or the technology department.

2. Do not attempt to gain access to the internal electronics or repair a Chromebook.
3. Do not attempt to gain access to the school's network or any network equipment via VPN or proxy.

IV. General Use

- A. School Use
 1. Chromebooks are meant to be used in an educational setting, as such students will have access to the school's network and Internet.
 2. Students are expected to comply with teachers' expectations for Chromebooks in their classrooms.
- B. Accessories
 1. Students may bring a wireless mouse to use with Chromebooks, but the school district will not be held responsible for lost or misplaced personal items.
- C. Sound, Music, and Games
 1. Sound must be muted at all times unless permission is obtained from the teacher.
 2. Students will provide their own headsets or earbuds.
 3. Music is only allowed on the Chromebook at the discretion of the teacher.
 4. Games should not be played unless approved by the classroom teacher.
- D. Software/Apps
 1. Software/apps/extensions originally installed by the school's technology department must remain on the Chromebook in usable condition and be easily accessible at all times.
 2. Students will not be allowed to synchronize Chromebooks or add apps to their assigned Chromebook to include personal accounts
 3. All apps/extensions downloaded must be district or teacher approved.
 4. If illegal software/apps are found or non-teacher approved apps are discovered, the Chromebook will be restored to a factory setting.
- E. Webcam
 1. The Chromebook comes equipped with both camera and video capacities. As with all recording devices, it is best practice and common courtesy to ask permission before recording an individual or group. Recording should be used in an educational manner. Chromebooks cameras may never be used in a locker room or restroom per state statute.
- F. Personal Information
 1. All students should recognize and guard their personal and private information. While on the Internet, students shall not reveal personal information, including a home address or phone number, or the address or phone number of another student.
 2. Students are responsible for remembering their network credentials.
 3. Students should not give other students access to their school network credentials.
- G. Managing Files
 1. Data storage will be through apps on the Chromebook.
 2. Nothing is to be downloaded to the device due to limited storage on a Chromebook.
 3. Students may use other Internet storage such as Dropbox, etc.
 4. Students may also email documents to themselves for storage on a flash drive.
 5. No data will be backed up if the device has to be re-imaged.
 6. It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion.
 7. There is no guarantee, written or implied, that materials on the Chromebook, including student work, will be safe from deletion or corruption, accidental or otherwise.
- H. Network Connectivity
 1. The school district makes no guarantee that the district's network will be functional 100% of the time. In the rare case that the network is down, the district will not be responsible for loss of missing data.

V. Acceptable Use

- A. Expectations
 1. Users are expected to use technology to further educational and personal goals consistent with the mission of the school district.
 2. Technology includes, but is not limited to, computers, tablets, notebooks, AV, digital equipment, local network, wireless network, printers, scanners, telephones, software, distance learning, and the Internet.

3. The use of all technology, including the Internet is a privilege, not a right; inappropriate use may result in cancellation or restriction of those privileges.
4. Guidelines are provided here so that students and their parents/guardians are aware of the responsibilities that accompany the privilege of using technology.

B. Acceptable Uses

1. Research, writing, creating media, taking notes, or engaging in peer to peer collaboration for class assignments
2. Use of school provided email within the district/domain
3. Knowing and using "Netiquette"
 - a) Being polite
 - b) Using appropriate language
 - c) Not revealing personal information online
4. Respecting and upholding copyright and all other applicable laws or regulations
5. Properly citing all electronic resources
6. Respecting the rights and privacy of others
7. Immediately disclosing inadvertent access to an appropriate site by notifying the appropriate personnel
8. Reporting rule violations or suspected security problems to staff without demonstration of the problem to other users.

C. Unacceptable Uses

1. Access to or transmission of materials that are obscene, sexually explicit, racist, inappropriate to the educational setting or disruptive to the educational process
2. Posting false or defamatory information, harassment of another person (including cyber-bullying), or engaging in personal attacks of any type including cyber bullying
3. Engaging in any illegal act, including, but not limited to, plagiarism and the violation of copyright laws or software licensing agreements
4. Exchanging, downloading, installing or copying software to or from any school computer
5. Revealing anyone's private personal identification information
6. Intentionally damaging computer equipment, software, files, data or the network
7. Attempting to access, harm modify, or destroy data of another user
8. Intentionally wasting limited resources including paper, time, and storage on a Chromebook
9. Purchasing any materials or service offered on the Internet, or employing the network for any commercial purpose
10. Using the Internet to conduct business for financial gain, for any commercial purpose, or for political lobbying
11. Using district computers to "hack" internally or externally into other computer systems, or attempting to access information that is protected by privacy laws
12. Knowingly spreading computer viruses or other harmful programming
13. Accessing, transmitting, or downloading large files, including chain letters or pyramid schemes, or entire programs

VI. Failure to Follow Policy

- A. The school district has developed a plan of action for any student who willfully ignores or disrespects the AUP Policy or 1:1 Computing Policy or fails to report violations by other students that come to the attention of the student.
1. Students will face the following consequences for inappropriate behavior or conduct:
 - a) 1st Offense - 1 day loss of Internet privileges
 - b) 2nd Offense - 3 days loss of Internet privileges
 - c) 3rd Offense - 5 days loss of Internet privileges
 2. Students will still be responsible for all work assigned during these times, and must work with the teacher to develop an alternate means of completing work that was assigned on a Chromebook.

VII. Monitoring

- A. Authorized school personnel may monitor the use of technology that may include, but is not limited to email documents, pictures, saved documents, or other data associated with all computers.
- B. CIPA

1. It is the responsibility of the SSBB staff to educate, supervise, and monitor appropriate usage of the online computer network and access to the Internet in accordance with the Children's Internet Protection Act.
2. In accordance with this act, technology protection measures shall be used to block or filter Internet, or other forms of electronic communications to limit student access to inappropriate information or images
 - a) Specifically, as required by the Children's Internet Protection Act (CIPA), blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors.
 - b) Such measures are not foolproof due to the changing nature of the Internet and should be used in conjunction with ...
 - (1) Educating students to be "Internet smart"
 - (2) Using Acceptable User Policy agreements (AUPs)
 - (3) Using recognized Homepages for students in order to facilitate access to appropriate material(s)
 - (4) Establishing consequences for inappropriate behavior that may result in the loss of Internet privileges
 - (5) Use of other monitoring software or technology

VIII. In addition, web sites visited may be recorded and monitored.

(Signature pages will be sent home in student packets.)

4.46—Pledge Of Allegiance

The Pledge of Allegiance shall be recited during 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.

5.14—Assignments

Assignments are considered to be part of the educational program of the District. Assignments shall be an extension of the teaching/learning experience that promotes the student's educational development. As an extension of the classroom, assignments must be planned and organized and should be viewed by the students as purposeful.

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

Assignments will be made periodically by teachers for the following reasons:

1. Provide parents with the opportunity to give their children individualized help with the material being taught in the classroom.
2. Extend the time available for formal learning.
3. Encourage students to work on their own.
4. Provide for the existence of different learning styles.
5. Students with absences will be allowed to make up their work according to the teacher's policy
6. Assignments will be sent to the student after three (3) consecutive days of absence due to illness upon the parent's request.
7. The amount of credit for late work and/or tests will be at the discretion of the teacher
8. Students missing three (3) assignments will be subject to discipline (approved by administration), which may include, but is not limited to, lunch detention and in-school suspension. Students will be responsible for completing and turning in homework when it is due. Teachers will be responsible for making homework assignments that are appropriate and promptly grading these assignments.

Testing Policy

9 Weeks Tests:

All students will take the first and third 9 weeks tests that are comprehensive in nature.

Semester Tests:

Students may be exempt from semester tests if:

- A. They have an A in the class and have missed three or less days in that class.
 - B. They have a B in the class and have missed two or less days in that class.
 - C. They have a C in the class and have missed one or less days in the class.
- Students who have a D or an F in a class will be required to take the semester test for that class.
 - **All** absences, aside from school business, will count towards the semester test policy.
 - For exemption purposes, three tardies in a class will count as one absence.
 - Any student who misses an exam may make up the exam if the absence is excused.

Awards

Awards consist of academic, athletic, leadership and departmental awards. Students who have a 3.5 cumulative GPA for the first three (3) quarters are eligible to attend the honor's banquet. This is for grades 7-12.

Textbooks

School textbooks will be furnished by the school. Students are asked to take care of their textbooks, as others will have to use them during the coming years. Students who lose or damage their textbooks will be expected to pay for the loss or damage. If a book is severely damaged or destroyed, the student or parent/guardian will have to pay the full cost of replacing the book. Any less damage will be prorated, and the Principal/designee will determine the amount paid.

Lockers

Lockers are to be locked at all times, and no sharing of lockers will be allowed. Students are responsible for keeping their lockers neat. Locker rental is \$3.00 yearly. If a student is found abusing their locker, they will be responsible for the cost of repair.

College/Career Day

Students are allowed one (1) college day as a Junior and two (2) college days as a Senior as approved by the Principal or his/her designee. Any days beyond these will require special approval by the Principal or his/her designee. There are qualifications for these days:

- These days must be scheduled through the counselor at least two days in advance
- These days must be taken on the date set for visitation by the various colleges
- Students must have verification of their visits and present it to the attendance clerk upon return to school

If a student is under 18 years of age, parental permission must be given in order for the student(s) to attend.

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

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

If the District makes a report to any law enforcement agency concerning student misconduct or if access to a student is granted to a law enforcement agency due to a court order, the Principal or the Principal's designee shall make a good faith effort to contact the student's parent, legal guardian, or other person having lawful control by court order, or person acting in loco parentis 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 or a warrant for arrest for the student, 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.

Interference With School

Due to class interruptions, delivery of flowers, balloons, etc. will be made to students at the end of the school day.

No animals or pets will be allowed without the approval of the administration.

CLUBS AND EXTRACURRICULAR ACTIVITIES

Clubs and extracurricular activities are important, but the main purpose of school is to learn in the various subject areas. If you should wish to join a club you should do your part.

If a student misses more than four (4) class periods, he or she cannot participate in extracurricular activities the night of the absence unless the absence is excused by administration.

4.12—Student Organizations/Equal Access

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

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

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

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

4.56—Extracurricular Activities

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 DESE. Any of the courses for which concurrent high school credit is earned may be from an institution of higher education recognized by DESE. If a student passes an academic course offered on a block schedule, the course can be counted twice toward meeting the requirement for students to pass four (4) academic courses per semester as required by this policy.

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

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

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

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 eligibility requirements. A student promoted from the seventh to the eighth grade automatically meets eligibility requirements for the

first semester. The second semester eighth-grade student meets the eligibility 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 eligibility 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 eligibility 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 eligibility rule by the end of the second semester in the ninth grade in order to be eligible to participate in the fall semester of their tenth-grade year.

Academic Requirements: Senior High

In order to remain eligible for competitive interscholastic activity, a student must have passed (4) academic courses the previous semester and have earned a minimum Grade Point Average (GPA) of 2.0 from all academic courses the previous semester.

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 a AAA governed extracurricular activity unless he or she is enrolled in a district school, to ensure all students are eligible for AAA catastrophic insurance.

Interscholastic Activities - AAA Governed Activities

Students participating in interscholastic 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 interscholastic 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 interscholastic extracurricular activities. Interscholastic activities designed for a particular grade(s) or course(s) shall require the student to be enrolled in the grade(s) or course(s).

Insurance

All students participating in extracurricular activities are encouraged to have insurance to cover any injuries that they may incur. Students will be handed a supplemental activity policy at the beginning of the school year.

Regulation For Holding Class Or Student Organization Office (High School)

- Students must have passed four subjects in the previous semester and have a 2.0 grade point average.
- A student will be removed from office if he/she receives an out-of-school suspension or is convicted of a criminal offense, excluding minor traffic offenses (DWI is not considered a minor traffic offense).

Club Sponsors

F.B.L.A.

F.C.A.

F.F.A.

Business Teacher

Coaches

Agriculture Teachers

F.C.C.L.A.	Family and Consumer Science Teacher
Fire Marshall	Principal
Jr. Beta	Certified Teacher
Library	Librarian
Science	Science Teachers
Foreign Language	Foreign Language Teacher
Sr. Beta	Certified Teacher
Student Council	Certified Teacher
E-Sports	Certified Teacher
Quiz Bowl	Certified Teacher

Beta Club

It is the desire of South Side High School that all students strive to achieve their best in academic studies. Two honor organizations are available for those students who do achieve: Junior Beta (grades 7-9) and Senior Beta (grades 10-12). The following criteria will be used in determining eligibility for these organizations:

Junior Beta

1. Invitation will be offered at the beginning of each school year.
2. Invitation will be based on cumulative grades obtained in grades 7-9.
3. Cumulative grade point must be 3.25. This grade point must be maintained or the student will be placed on academic probation for one semester. If the grade point is not brought back to the required level, the student will be dismissed from the organization.
4. While on probation, the student will be allowed to retain their membership but not participate in the organization's activities.

Senior Beta

1. Membership in Junior Beta does not automatically indicate an invitation to Senior Beta.
2. Invitation will be based on cumulative grade point in grades 9-12.
3. Invitation will be offered at the beginning of each school year. Senior Beta invitation will first be offered at the end of the second semester of the ninth grade year.
4. Cumulative grade point must be 3.25. This grade point must be maintained or the student will be placed on academic probation for one semester. If the grade point is not brought back to the required level, the student will be dismissed from the organization.
5. While on probation, the student will be allowed to retain their membership but not participate in the organization's activities.

Students Showing Animals At Any Livestock Show

Exhibiting animals or livestock at any livestock show is an important activity and should be treated as such. Students participating in these activities are our ambassadors for South Side Schools. In respect to these facts, the following guidelines have been implemented to assure the process of learning, whether intellectual or hands-on, will continue to be the first and utmost of importance.

- I. Days allowed
Students will be allowed the following days with respect to the species they are showing. However, if the show requires them to miss fewer days than allotted by the district, the student will receive that number of days only, and they will not carry over to the next show.
 - a. For the students with hogs, beef, dairy cattle, lambs and goats, days will be allotted for each species. (County, District, State and AYE, or other approved event)
 - b. For the students with fowl, poultry, and rabbits, days will be allotted for each species. (County, District, State, AYE, or other approved event)
- II. Participation at the different levels
 - a. All students with animals will be able to participate at the county level. To advance to the district and state level, the student's animals must meet the minimum or maximum weight or physical requirements for the show
 - b. Students participating at any level of competition will have to meet the grade requirements set by the district or organization. Students shall not have any outstanding assignments in any class prior to the day of the show. If there are assignments due during the time of the show that have been assigned in advance, they will be due the day before leaving for the show
- III. Make up work

- a. Absences for the shows will be treated like any absence, and the student will be responsible for getting their missed work from the teacher. They will have the same number of days to make up the work/test missed during class as if they were absent. All make up work, from multi-night events, shall be turned in before the next scheduled show or students will not be allowed to participate in the next events.

IV. Discipline Problems

- a. Because of the nature of the activity in which students are away from the normal classroom setting, any student proving themselves as a discipline problem, as determined by the sponsor and/or Principal, shall not be allowed to participate.

Students Participating In Extracurricular Activities Or Events

Extracurricular activities are an important part of the educational process, whether as an individual or team, and should not interfere with time devoted to instruction. Therefore, students participating in extracurricular events must be accountable for their academic responsibilities. The following covers the rules involved for maintaining their academics at South Side School:

Participation

Students participating must meet the grade requirements set by the district or organization. Students shall not have any outstanding assignments in any class prior to the event. If there are assignments due during the time of the event that have been assigned in advance, they will be due the day before leaving for the event.

- Make up work
 - Absences for the events will be treated like any absence, and the student(s) will be responsible for getting their missed work from the teacher. They will have the same number of days to make up the work missed as they were absent.
 - All make up work must be turned in before the next scheduled event or students will not be allowed to participate.
- Assignments
 - Assignments and/or tests, assigned at least three days in advance of a scheduled multi-day event, must be turned in and completed before or on the day the assignment is due.
- Discipline Problems
 - Because of the nature of the activity in which students are away from the normal classroom setting, any student proving themselves a discipline problem, as determined by the sponsor and/or Principal, shall not be allowed to participate.

Sportsmanship Policy

The purpose of extracurricular events is to allow our students to use what they have learned at school to express their interest as an individual, extend their knowledge outside the classroom, and to compete as an individual or as a team of their choice. It is the responsibility of the school board, administration, faculty members, parents, patrons, and student participants to set the example of appropriate sportsmanship behavior at any extracurricular event.

The following lists the offenses and consequences for this policy:

Offense	Offense	Consequence
Warning from an official or administrator.	1 st 2 nd	Conference with person and follow-up letter. Removal from event and suspension from the next event.
Use of profanity during an event.	1 st 2 nd	Removal from event and suspension from the next event. Suspension from the two next events.
Possession or use of a noisemaker or laser.	1 st 2 nd	Verbal warning Removal from event and suspension from the next event.
Throwing objects, threatening, fighting or entering the event area during the activity.	1 st 2 nd	Removal from event. Suspension from one or more events. (Decided upon by the administration)
Verbal confrontation or action toward official, sponsor, coach, or administrator.	1 st	Immediate removal from event and suspension from one or more events. (Decided upon by the administration)

Refusal to leave premises or physical confrontation toward official, sponsor, coach or administrator.	1 st	One-year suspension from all events and charges filed with the proper authorities.
Possession of or under the influence of alcohol or illegal substances.	1 st	One-year suspension from all events and charges filed with the proper authorities.
Constant badgering of the official, coach, or administrator.	1 st 2 nd	Warning from administration. Removal from event.

Dance Policy

Dances are for South Side students and their dates only. Students planning to bring a date who is not a South Side student must register that date with the sponsor at least two (2) days in advance for approval. Each student is allowed to bring one (1) registered date. (Any below statements are subject to change with regard to the age appropriateness of the dance by the administration.)

Rules:

1. When a person comes to a dance, he/she must remain inside the dance. If she/he leaves, she/he may not return and must leave the campus. She/he must sign in and out of the dance
2. All dances will be chaperoned by two (2) members of the faculty and the School Resource Officer
3. No alcoholic beverages, smoking, illegal drugs, or drug abuse will be permitted. It is against policy for there to be any sales, use, distribution, or possession of alcoholic beverages or illegal drugs at any school function or activity or to be under the influence of any of the above. Any student so involved will be disciplined by the school and charges pressed as deemed lawful and proper
4. If a student is ejected from any school dance because of conduct or a violation of school rules, that student could be prohibited forever from attending any further dances, either as a student or a graduate
5. Music should be chosen that meets guidelines set forth in the student handbook. Lyrics cannot be profane, drug promoting, or contain sexual overtures
6. Students will be responsible for the actions and behavior of their date and will be dealt with accordingly if issues arise
7. Students or dates must be at least in the 9th grade to 21 years of age for prom
8. Sponsors and students of the class/organization sponsoring the dance are responsible for cleaning up the facility being used

6.6 Student Fundraising

All high school fundraising activities must be pre-approved by the Principal. Approval will be predicated on the potential for return relative to the time and energy to be invested in the fund raising. Fundraising that conflicts excessively with and/or detracts from student or teacher instructional time in either the planning or the execution of the activity will not be approved.

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

Student participation in any fund raising activity shall:

1. Be voluntary. Students who choose not to participate shall not forfeit any school privileges, but may be responsible for their expenses. It shall not be considered discriminatory to reward those who participate
2. Not influence or affect the student's grade.

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

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

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

Online Fundraisers

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

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

- a. A school-affiliated online fundraiser without the permission of the Principal or the Principal’s designee;
or
- b. The employee does not get permission as the point of contact for a school-affiliated fund raiser from the Principal or the Principal’s designee.

STUDENT SERVICES

Alternative Education

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

Cafeteria And Lunch

Students should comply with the following rules:

- 1. Students should stay in line and do not push or run
- 2. Students should be polite to fellow students and to cafeteria workers and behave in an orderly manner
- 3. Students should remove their trays, trash, and milk cartons from tables
- 4. Food is to be eaten in the cafeteria only, unless students have a note from the club sponsor or duty teacher
- 5. Students are to be out of the cafeteria at the appropriate time
- 6. During lunch, students should remain in the cafeteria or the designated outside lunch area

Note: Parents/Guardians may eat with their children only in designated areas. They must check in at the high school office before going to the cafeteria.

The cafeteria is operated for the benefit of students, faculty, and other school personnel. A well-balanced lunch is provided each day at the minimum charge for health and enjoyment.

Due to the availability of the cafeteria, the South Side Campus is considered a closed campus. This does not allow students to leave campus once they get here to go and get something to eat.

Parents/Guardians have the right to send lunch with their children; however, these items must be for their children only and not conflict with any other rule in this handbook. All other food materials will follow the South Side School Wellness Policy.

4.51— Food Service Payment

The District participates in USDA’s Community Eligibility Provision (CEP) and provides meals to all students at no charge. The District does not provide credit for students to charge for a la carte or other food and beverage items available for purchase in the school food service areas. A la carte or other food and beverage items may be purchased by providing payment for such items at the time of receipt of the items. Students should submit cash or check payment to the cafeteria worker in charge of receiving funds.

The District does not provide alternative meals for students.

Students who have submitted proper documentation to receive a meal modification in accordance with Policy 4.50—School Meal Modifications.

Library

The SSHS Library is a hub for educational activities throughout the regular school day, as well as a gathering place for club meetings, guest speakers, and faculty members. The materials collection consists of fiction, non-fiction, class sets of novels, print and digital reference materials, makerspace materials, and Playaway audio books. The library maintains a free subscription to numerous digital reference materials (the Arkansas Traveler Database) through the generosity of Arkansas State Library. The library strongly promotes technology as well as reading and has a variety of digital tools to aid in creating future ready students by providing opportunities for computer literacy skills to be learned and utilized. The library maintains a subscription to several Scholastic Magazines (Scope, Action and Science World) to supplement literacy across the curriculum as well as a weekly subscription to the Van Buren County Democrat newspaper. Any book may be checked out for a period of two weeks and is subject to renewal. Students must pay for lost or damaged materials.

Mission And Purpose

The SSHS Library Exists:

- To assist students in the learning process by enhancing the curriculum
- To support and supplement the instructional needs of our faculty
- To ensure all patrons have access to a broad range of appropriate resources
- To provide entertaining books for the enjoyment of all
- To offer engaging programming activities
- To provide community and safe haven to those who might seek it

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.

As stated above, 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, keeping in mind that the library serves a range of ages/grades from 7th through 12th grade. Materials should be available to enhance the different interests, learning styles, and reading levels of the school's students and that will help attain the District's educational goals.

Selection Criteria

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

1. Support and enhance the curricular and educational goals of the district
2. Are appropriate for the ages, learning styles, interests, and maturity of the schools' students (Resources for determining this include, but are not limited to Common Sense Media, Titlewave/Follett, and Junior Library Guild recommendations/guidelines)
3. 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
4. Help develop critical thinking skills
5. Are factually and/or historically accurate, in the case of non-fiction works and/or serve a pedagogical purpose
6. Have literary merit as perceived by the educational community (i.e. state/nationally recognized awards, etc)
7. Are technically well produced, physically sound (to the extent appropriate), and represent a reasonably sound economic value

Retention and Continuous Evaluation

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

Gifts

Gifts to the media centers shall be evaluated to determine their appropriateness before they are placed on library shelves. The evaluation shall use the same criteria as for all other materials considered for inclusion in the media centers. Any items determined to be unacceptable shall be returned to the donor or disposed of at the discretion of the media specialist. The media specialist will assist any donors in their selection of materials if the opportunity arises.

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 to patrons 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 as chair and the building library 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 will 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 rather than a portion 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 reasons for its position plus a recommendation from 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.

Student Counseling Services

Counseling is one of the services South Side School offers its students. The counselor works with students in an attempt to help students toward better educational, vocational and personal adjustment and to help students grow in self-understanding and self-direction.

In guidance, the counselor will meet students in individual interviews and will try to assist with any problem (educational, vocational or personal) that is of concern to the student. Students are urged to return as many times as they feel necessary for them.

Use Of The School Phone

Pupils will not be called to the phone except on urgent matters or in case of an emergency. Parents and friends are asked to cooperate with the school in this matter.

Students must have permission to use the phones. The phones are not for personal business use.

Teacher Availability

All teachers, except those on duty or completing classroom work materials, are required to be in their rooms by 7:40 a.m. The teachers are there to help students with any problems that may arise. If a student feels that he/she needs additional help on class work, an appointment should be made to meet with the teacher before or after school or school or during the teacher's conference period.

MEDICAL POLICIES OR CONCERNS

4.34—Communicable Diseases And Parasites

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

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

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

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

The parents or legal guardians of students found to have live human host parasites (head lice) that are transmittable in a school environment will be asked to pick their child up at the end of the school day. The parents or legal guardians will be given information concerning the eradication and control of human host parasites. A student may be readmitted after the school nurse or designee has determined the student no longer has live human host parasites that are transmittable in a school environment. **Upon the above examination, if human host parasites are found, parents must have a signed document from a health official and/or organization to be readmitted into school.**

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

4.35—Student Medications

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

Unless authorized to self-administer, students are not allowed to carry any medications, including over-the-counter medications or any perceived health remedy not regulated by the US Food and Drug Administration, while at school. The parent or legal guardian shall bring the student's medication to the school nurse. The student may bring the medication if accompanied by a written authorization from the parent or legal guardian. When medications are brought to the school nurse, the nurse shall document, in the presence of the parent, the quantity 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.

Option Two

Students taking the Schedule II medications methylphenidate (e.g. Ritalin or closely related medications as determined by the school nurse), dextroamphetamine (Dexedrine), and amphetamine sulfate (e.g. Adderall or closely related medications as determined by the school nurse) shall be allowed to attend school.

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

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

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

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

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

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

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

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

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

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

Emergency Administration of Albuterol

The school nurse or other school employees designated by the school nurse as a care provider who have been trained and certified by a licensed physician, advanced practice registered nurse, or physician assistant may administer albuterol in emergency situations to students who have an IHP that provides for the administration of albuterol in emergency situations. The parent of a student who has an authorizing IHP, or the student if over the age of eighteen (18), shall annually complete and sign a written consent form provided by the school nurse authorizing the nurse or other school employee(s) certified to

administer albuterol to administer albuterol to the student when the employee believes the student is in perceived respiratory distress.

The school nurse for each District school shall keep albuterol on hand. The school nurse or other school employee designated by the school nurse as a care provider who has been trained and certified by a licensed physician, advanced practice registered nurse, or physician assistant may administer albuterol to those students who the school nurse, or other school employee certified to administer albuterol, in good faith professionally believes is in perceived respiratory distress.

Emergency Administration of Anti-opioid

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

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.

Admittance After Contagious Disease Or Medical Condition

A pupil, teacher or employee of the South Side School District who has suffered a contagious disease (chicken pox, influenza, diphtheria, German measles, impetigo, infectious hepatitis, measles, meningococcal infections, mumps, pediculosis poliomyelitis, ringworm, scabies, smallpox, streptococcal sore throat, typhoid fever, whooping cough, AIDS, or has suffered from head lice.) shall be readmitted only upon the presentation of a permit from a physician. (Chapter 6, Section 3, Rules, and Regulations of the State Board of Health.)

4.41—Physical Examinations Or Screenings

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

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

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

Body Mass Index

Arkansas State Law requires that each public school will record and report to the State every student's Body Mass Index (BMI). The information the school collects is reported confidentially to the state. Parents can request the information from the school and it will be made available to them.

4.57—Immunizations Definitions

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

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

General Requirements

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

- Poliomyelitis
- Diphtheria
- Tetanus
- Pertussis
- Red (rubeola) measles
- Rubella
- Mumps
- Hepatitis A
- Hepatitis B
- Meningococcal disease
- Varicella (chickenpox)
- Any other immunization required by the Arkansas Department of Health (ADH)

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

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

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

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

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

1. Proof of immunization showing the student to be fully age appropriately vaccinated;
2. Written documentation by a public health nurse or private physician of proof the student is in 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 aged, 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 revocation of the student's temporary admittance; such students shall be excluded from school until the documentation is provided.

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

Exclusion From School

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

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

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

It is the responsibility of the student or the student's parent/legal guardian to make sure that the student's assignments are collected.

Students excluded from school shall have five (5) school days from the day the student returns to school to submit any homework and to make up any examinations. State mandated assessments are not included in "examinations" and the District has no control over administering state mandated make up assessments outside of the state's schedule. Students shall receive a grade of zero for any assignment or examination not completed or submitted on time.

DRUG SCREENING POLICY

The South Side School District is dedicated to providing a drug-free learning environment. In an effort to protect the health and safety of students from illegal and/or performance-enhancing drug use and abuse and to curtail the use of such drugs, the South Side School District adopts the following policy for random drug testing of all students in grades seven (7) through twelve (12) who participate in extracurricular activities, co-curricular activities, or who seek a privilege for which a school permit is required i.e., operating a motor vehicle on campus).

Statement Of Purpose And Intent

Although the Board of Trustees, administration, faculty and staff desire that no student use illegal or performance-enhancing drugs, the authority to restrict use is limited. Therefore, this policy governs only the use of illegal and performance-enhancing drugs by students engaging or participating in activities identified above. This policy supplements and complements all other federal, state, and local policies, rules, and regulations regarding use and possession of drugs, including, but not limited to, policies, rules, and regulations regarding student searches, student conduct, and reasonable suspicion of use or

possession of drugs.

The purposes of this policy are as follows:

- To prevent injury, illness, and harm to students that may arise from illegal and/or performance-enhancing drug use.
- To offer students school activities free of illegal and/or performance-enhancing drug use.
- To undermine the effects of peer pressure by providing a legitimate reason for eligible students to refuse to use illegal drugs.
- To encourage eligible students who use drugs illegally to participate in treatment programs.

Definitions

"Eligible Students" - All students in grades seven (7) through twelve (12) who participate in extracurricular activities, co-curricular activities, or who seek a privilege for which a school permit is required (i.e., operating a motor vehicle on campus) are included in the pool of eligible students to be randomly selected for drug testing. Parents/guardians of a student who does not participate in any of the activities, programs, and/or privileges covered under this policy may request that their child be included in the pool of eligible students. Procedures and consequences are the same for all participating students.

"Drug Use Test" - A scientifically substantiated method to test the presence of illegal or performance-enhancing drugs, or the metabolites thereof, performed by an independent drug testing agency will be used for purposes of this policy.

"Random Selection Basis" - Eligible students will be selected randomly by means of a mechanism that 1) results in an equal probability that any eligible student will be selected, 2) does not give the school district the discretion to waive the selection of any eligible student, and 3) is administered by a professional drug testing agency employed by the district.

"Illegal Drugs"- Drugs considered to be illegal include any substance that a student may not sell, possess, use, distribute, or purchase under either federal or Arkansas law. Illegal drugs also include, but are not limited to, all controlled drugs as defined by state or federal law, all prescription drugs obtained without authorization, and all prescription and over-the-counter drugs being used for an abusive purpose.

"Performance-Enhancing Drugs" - Drugs considered to be performance-enhancing include anabolic steroids and any other natural or synthetic substance used to increase muscle mass, strength, endurance, speed, or other athletic ability. The term does not include dietary or nutritional supplements such as vitamins, minerals, and proteins that can be lawfully purchased over-the-counter.

"Positive Test Result" – The results of a toxicological test that reveals the presence of an illegal or performance enhancing drug, or the metabolites thereof, by using the standards customarily established by the drug testing agency administering the drug test is considered to be a positive test result.

Procedures

Participation in activities/programs which causes a student to be defined as an "eligible student" is a privilege. Consent to drug testing is a mandatory prerequisite for students to participate in any such activity/program. Each eligible student shall be given a copy of this policy and of the South Side School District Participant's Consent Form. Both the student and his/her parent/guardian must read, sign, and date the form. No student shall be allowed to practice or participate in any activity/program to which the policy applies until he/she has returned the fully executed form.

Annually, Principals and a representative of the independent drug testing agency will present an informational session to students to educate them about the sample collection process, privacy arrangements, drug testing procedures, consequences of positive drug tests and related procedures and

practices. The purpose of the session is to reassure the student, to avoid embarrassment or uncomfortable feelings about the drug testing process, and to give notice of the consequences of a positive test result.

Eligible students will be chosen on a random selection basis from a list of student identification numbers of all eligible students regardless of whether the activities/programs are off-season or in season. Ten percent (10%) of eligible students will be randomly selected a minimum of four times during the school year. An independent drug testing agency will select the student identification numbers at random and will present the numbers to the Superintendent or his/her designee. The Superintendent/designee will deliver the list to the Principals at South Side High School to identify names of students whose ID numbers have been selected. A designated restroom will be secured, and a certified collector will be posted at the door. Students will be called in individually to provide a urine specimen. The specimen will be placed in a tamper proof bag and placed in a secure location until all specimens have been collected.

The drug testing agency shall conduct all aspects of the drug-testing program, including the taking of urine specimens, so as to safeguard the student's personal and privacy rights to the maximum degree practicable. The test specimen shall be obtained in a manner designed to minimize intrusiveness to the student. If, at any time during the sampling procedure, the drug testing agency employee has reason to believe or suspect that a student is tampering with the specimen, the drug testing agency employee may stop the procedure to determine if a new sample should be obtained.

The drug testing agency employee shall give each student a form on which he/she may list any legally prescribed medication he/she has taken in the preceding thirty days. The student's parent/guardian shall be able to confirm the medication list submitted by the student during the twenty-four hour period following any drug test. The medication list shall be submitted to the drug testing agency in a sealed and confidential envelope so that district employees shall not see the confidential medication list. If test results are positive for use of prescription drugs the student did not list, the drug testing agency will attempt to contact directly the student's parent/guardian to obtain a list of all prescription medications the student is taking or has taken for the preceding thirty days and to permit the parent/guardian to submit verification of prescriptions within twenty four (24) hours. If the parent/guardian does not respond to the drug testing agency's calls within forty-eight (48) hours of its first attempt to contact, the drug testing agency shall have no further duty to attempt to contact the parent/guardian. The school will continue its attempt to contact the parent/guardian as outlined in the consequences section of this policy.

If the drug testing agency reports a positive test result for prescription medications to a student's parent/guardian, they may submit additional information to the drug testing agency within twenty four (24) hours of notification of the positive test result. The student will be allowed to continue to participate in an activity/program until the drug testing agency has completed its review of the additional information and make a report of a positive test result to the Principal and the Superintendent/designee.

Tested Substances

The Board will maintain a list of substances for which students may be screened. The list is subject to review and change without advance notice. The list may include, but not be limited to the following:

- alcohol
- amphetamines
- barbiturates
- benzodiazepines
- benzoylecgonine-cocaine
- metabolites
- marijuana metabolites
- methadone
- methaqualone
- opiates
- phencyclidine
- propoxyphene

Any illegal or illicit drug may be included on the list, and any student who is included in the screening pool is subject to being tested for all or any combination of drugs on the screening profile without advance notice.

Test Day Check-outs, Check-ins, Or Absences

A student who is subject to random testing and is absent on the day of the random drug screening will not be

penalized should his/her name be on the random list for testing that day; however; his/her name may be included in the next screening.

A student who is subject to random testing and is absent when the random drug screening process begins but checks in before the process is complete will be subject to a drug test at the time of check-in should his/her name be on the list of randomly generated names for that day.

A student who possesses a check-out note from a parent or guardian that specifies a time and date when a student should be permitted to check out will be permitted to check out at the predetermined time. Should his/her name be on the randomly generated list of testing on that day, he/she may be included in the next screening.

It will be considered a refusal to test if a student whose name is on the randomly generated list of students to be tested asks to call his/her parents to come and check him/her out after the drug testing agency has come on campus.

Confidentiality

The drug testing agency will notify the Principal of the school the eligible student attends and will also notify the Superintendent or his/her designee of any positive test results. To keep the results confidential, the Principal will notify only the student, the student's parent/guardian, and the coach/teacher/sponsor of the activity/program in which the student participates of the test results. Test results will be kept in files separate from the student's other educational records, shall be disclosed only to those school personnel who have a need to know, and will not be turned over to law enforcement authorities. Records of a student's positive initial or confirmation drug and/or alcohol test results shall be kept until he/she turns 18 years old or leaves the school system whichever comes later.

Consequences

Eligible students who have a positive drug test under this policy shall be subject to the following consequences:

First Positive Test

- Parents/guardians are notified by the drug testing agency of the positive drug test by phone. School officials will follow up with the parent once notified by the drug testing agency.
- Upon receipt of a positive test result for any student, a student may request a retest at his/her expense within a twenty-four (24) hour period of a positive result. The specimen must be given at a pre-designated doctor's office.
- The student is excluded from all activities, programs, and privileges until a meeting of the student, his/her parent/guardian, and school administration is held. At this time, the student must agree to submit to a second drug test within twenty (20) calendar days of the meeting and re-test negative before he/she can resume participation in any activity, program or privilege. **Exception:** Certain chemicals that take more than twenty (20) days to leave the student's system will be considered differently if a doctor's written opinion details said residual effects of that particular substance.
- Once a re-test is negative, the student will be allowed to resume participation in any activity.
- Counseling/rehabilitation for the student will be strongly recommended for the student who tests positive. This will be at the expense of the student.

Second Positive Test

- Parents/guardians are notified by the drug testing agency of the positive drug test by phone. School officials will follow up with the parent once notified by the drug testing agency.
- Upon receipt of a positive test result for any student, a student may request a retest at his/her expense within a twenty-four (24) hour period of a positive result. The specimen must be given at a pre-designated doctor's office.
- The student is excluded from all activities, programs, and privileges until a meeting of the

student, his/her parent/guardian, and school administration is held. At this time, the student will not be allowed to continue in school activities for 90 days. The student cannot participate in any form of extra-curricular activity involving South Side Schools during this time. To regain eligibility for participation in activities, a student must have a negative drug screening test at the end of the 90-day non-participation period. This must be administered by the pre-designated doctor at the student's expense or with the drug testing agency affiliated with the school.

- If the student participates in more than one activity, program or privilege and both or all are in season at the time of the positive test, upon the meeting with school officials, the student will be excluded from both or all activities, programs, and privileges for the prescribed term.
- If the student is not participating in any in-season activity, program or privilege, he/she will serve the exclusion period no earlier than the opening game/performance of the next season in which he/she participates; however, the re-testing portion will begin immediately.
- If the student who is excluded from an activity, program or privilege serves a portion of such exclusion but reaches the end of all games, meetings, performances within that activity, program or privilege, the student will complete his/her exclusion period in his/her next in-season sport or activity.
- If a student who is excluded from an activity, program or privilege serves a portion of such exclusion but reaches the end of all games, meetings, performances within that activity, program or privilege and does not belong to any other sport or activity through which he/she may complete the exclusion period, the student's remaining exclusion period will continue with the first in-season activity or sport in which he/she participates in the next school year.

Subsequent Positive Tests

- Parents/guardians are notified by the drug testing agency of the positive drug test by phone. School officials will follow up with the parent once notified by the drug testing agency.
- A meeting with the student and parent/guardian is held with the administration.
- The student is excluded from all activities, programs, and privileges for a period of one (1) calendar year. To regain eligibility for participation in activities, a student must have a negative drug screening test at the end of the one-year non-participation period to be administered by the pre-designated doctor at the student's expense or with the drug testing agency affiliated with the school.
- Counseling/rehabilitation for the student will be strongly recommended for the student who tests positive. This will be at the expense of the student.

Refusal To Submit To Drug Use Test

If an eligible student refuses to submit to a drug test, he/she shall be considered in violation of the consent agreement and shall be barred from specified activities, programs, and privileges for one calendar year.

Appeal

The school district will rely solely on the opinion of the drug testing agency to determine whether the positive test result was produced by something other than consumption of an illegal or performance-enhancing drug. There can be an appeal of the test results of the drug testing agency to the Principal, the Superintendent, and finally to the Board of Trustees. If, however, the student has tested positive for a second time, the student may appeal to the Superintendent who will make a determination which can then be appealed to the Board of Trustees.

Grievances

The procedure for appealing is found in the South Side Student Handbook.

TRANSPORTATION TO SCHOOL

Every student residing in the South Side Bee Branch School District is eligible to ride the school bus.

Loading And Unloading Zone For Buses

The drive in front of the school is restricted to buses only during the time loading and unloading of students is taking place. Parents who bring their children to school or pick them up in the afternoon are asked to use the student parking lot. The main building will be open to students each morning at 7:45 a.m. Students should not arrive at school before this time. School will be dismissed at 3:10 p.m. Students cannot remain at school after this time unless involved in a school activity and supervised. The school will not be responsible for students unless they are involved in a school activity.

Bus Evacuation Drill (Fire)

The signal for a bus evacuation drill (fire) is the verbal command of the bus driver. When the command is given, steps to be taken are as follows:

- A. Students should exit the bus (Half through the front door and half through the back door) to an area designated by the bus driver.
- B. Students should remain in the designated area until the bus driver indicates it is safe to return to the bus.

Bus Evacuation Drill (Tornado)

The signal for a bus evacuation drill (tornado) is the verbal command of the bus driver. When the command is given, steps to be taken are as follows:

- A. Students should exit the bus (half through the front door and half through the back door) to an area designated by the bus driver. If buses are loading or unloading in front of the school, students should enter the school building and follow the steps taken during a normal tornado drill at school.

If buses are en route to school or in the process of returning students to their homes, the steps to be taken are as follows:

- Students should exit the bus (half through the front and half through the back door) and proceed to the nearest ditch. Students should lie face down with their arms covering their heads.
- Students should remain in this position until the bus driver signals it is safe to return to the bus.

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 the 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 and given the policies for riding the school bus. 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.

Rules For Students Riding School Bus

Violation of the following rules will result in disciplinary action as outlined in the student handbook:

- Rule 1. Students shall remain seated while on the bus.
- Rule 2. All objects shall be kept inside the bus.
- Rule 3. Students shall not act in a vulgar or disruptive manner.
- Rule 4. All talking shall be kept to an acceptable level.

The following guidelines are also essential to ensure the safety of students riding the school bus:

1. Students shall be at the bus stop at the scheduled time. Students are to stand back about ten feet from the bus stop and wait until the door is open before moving closer to the bus. Students are

not to play on the highway or road. If the bus is missed, an attempt shall not be made to hitchhike a ride or walk to or from school

2. While loading or unloading, students shall 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 the bus
4. Students are not to distract the attention of their driver or disturb other riders on the bus
5. No knives, sharp objects of any kind, or firearms are allowed
6. No pets or other living animals are allowed unless they are approved service animals
7. Students are not to tamper with any of the safety devices such as door latches, fire extinguishers, etc. Pupils must keep seated while the bus is in motion and remain seated except as the bus driver directs. Pupils are not to put their hands, arms, heads or bodies out of the windows. Yelling at anyone outside the bus is not allowed
8. Students are not to deface the bus or any school property. Students shall not write on the bus or damage the seats, etc. Paper, food or other objects shall not be thrown on the floor of the bus. The aisle of the bus shall be kept clear from books, lunches, coats, etc. Feet shall not be in the aisle
9. Act 729 of 1977 makes it illegal to smoke on school buses. The penalty for violating this law is a fine ranging from \$10 to \$100
10. Act 814 of 1977 makes it unlawful to threaten, curse or use abusive language to a school bus driver in the presence of students in this state. Any person who violates the Act shall be guilty of a misdemeanor and, upon conviction, shall be punished by a fine of no less than \$25 nor more than \$100
11. Students shall not ask the driver to let them off the bus at any place except their regular stop
12. If a student has to cross the road or highway to enter the bus, he shall always try to be on the right side of the road waiting on the bus. If they arrive at the stop just as the bus approaches the stop, he shall wait until the bus has come to a complete stop and the driver has signaled for him to cross in front of the bus (unless the driver directs him differently)
13. Pupils who cross the road after leaving the bus in the afternoon must go to a point on the shoulder of the road ten feet in front of the bus. They shall cross the road only after the driver signals them to do so
14. Pupils must have a signed permission note from their parents to ride another bus. These notes must be presented to the office to receive an official bus note from the school secretary in order to ride another bus. With the exception of emergency, these matters shall be taken care of before the student comes to school. **Parents are asked not to make phone arrangements for students daily for bus routes**
15. This is not intended to cover all the "dos" and "don'ts" but is a very specific guide. The driver may find it necessary to interpret these policies in light of their own bus needs
16. Riding the school bus is a privilege that should not be abused

4.33—Student 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 for any reason unless given permission to do so by school personnel during the school day.

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

4.17—Student Discipline

The South Side School Board of Education has a responsibility to protect the health, safety, and welfare of the District's students and employees. To help maintain a safe environment conducive to high student achievement, the Board establishes policies necessary to regulate student behavior to promote an orderly school environment that is respectful of the rights of others and ensures the uniform enforcement of student discipline. Students are responsible for their conduct that occurs at any time on the school grounds, off school grounds at a school sponsored function, activity, or event or going to and from school or a school activity.

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

The District's licensed handbook committee shall review the student discipline policies annually and may recommend changes in the policies to the South Side School Board. The Board has the responsibility of determining whether to approve any recommended changes to student discipline policies. This committee will include a student representative.

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 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 School Board of any such report made to law enforcement.

The district further recognizes that with these rights there are responsibilities which are designed to help all participants acquire the full benefits of the educational program, regardless of race, sex, creed, national origin or handicapped condition.

The contents of this handbook should not be construed to limit or deny your rights and responsibilities on your own campus as a member of the student body or as a citizen, neither should it be construed as limiting or denying your Principal the right and responsibility to develop such necessary rules and regulations that are not inconsistent with federal and state laws and Board of Education policies and regulations.

These discipline policies were reviewed and updated by a committee representing students, teachers, parents, administrators and the school board and were accepted by the South Side School Board.

Who Is Responsible For Student Conduct?

All students are expected to conduct themselves at all times in a manner that will contribute to the best interest of the school and not infringe on the rights of others. The school staff has the authority and the responsibility to take customary and reasonable measures to maintain proper control and discipline among students placed under their care and supervision. Such measures may include the use of reasonable force in the exercise of lawful authority to restrain or correct students and maintain order. A student who is well-informed, concerning his rights and responsibilities and the standards of behavior expected, should not require disciplinary action. However, infractions to avoid and recommended disciplinary actions are presented in this handbook.

Freedom is a constitutional right, but it does not mean the absence of reasonable rules and regulations, which serve to guide the actions of individuals. Along with freedom comes the responsibility to act in such a manner as to ensure that all participants may enjoy the same freedom. To obtain the greatest possible benefit to the students, teachers, administrators, parents, Board of Education and the entire community, it is essential that everyone work together to ensure that all persons are treated equally and with dignity in respect to their rights and responsibilities.

Students

Students have the responsibility to pursue their education in the South Side School District in a manner that shows respect for other students, faculty members, parents and other citizens. Students should be aware that they have a responsibility to cooperate with and assist the school staff in ensuring that orderly conduct and efficient operation of the school is maintained by abiding by the rules and regulations established by the Board of Education and implemented by the teachers and school administrators. Each student is responsible for his/her own conduct at all times.

Parents Or Guardians

Parents or guardians are responsible for exercising the required controls so that their children's behavior at school will be conducive to their own progress and not disruptive to the school's educational program. They are responsible for alerting school personnel when they have reason to believe that their children are experiencing difficulties at school or at home. By actively soliciting the help of the school, behavior standards may be maintained.

Teachers

All teachers are responsible for the supervision of the behavior of all the students in the school. This includes not only the students who are regularly assigned to the teacher, but also all other students with whom the teacher comes in contact. Each teacher is expected to maintain the kind of atmosphere and decorum that will promote the learning process and to utilize sound techniques, which seem appropriate. These techniques include conferences with students and parents, referral to counselor, or referral to other supportive personnel of the district. The teacher is authorized to administer corporal punishment according to guidelines established by district policy. When the teacher is incapable of assisting the student in maintaining proper control of his/her behavior, the student will be referred to the Principal. The Principal will then handle the problem according to the rules. All teachers are responsible for their own classroom discipline. Rules and regulations must be posted at the beginning of each semester and discussed with each class.

Principal

The Principal and/or their designee is expected to supervise the dissemination of the rules and regulations currently in effect to all students and to each new student. The Principal is expected to inform the parents or guardians of any student whose behavior is in serious conflict with established laws, rules, and procedures. The Principal is here to assist teachers in maintaining an orderly learning environment.

The Principal and/or his designee of the South Side School District shall report incidents that may constitute felonies to local law enforcement agencies for investigation and to the South Side School Board for adjudication. A Principal shall make such a report when he/she has direct knowledge or has received information leading to a reasonable belief that a student has committed a felony on school property, a felony while under school supervision, or a violent criminal act against a teacher, Principal, employee, or student. (Act 888 of 1995)

Superintendent

The Superintendent is responsible for exercising leadership in establishing all necessary procedures, rules and regulations to make effective the Board of Education policies relating to standards of student behavior.

School Resource Officer

The school resource officer is responsible for working with school administrators, security staff, and faculty on developing comprehensive safety plans to ensure schools are safe places for students to learn. The SRO does not handle disciplinary matters pertaining to school rules.

Board Of Education

The Board of Education of the South Side School District, starting through the Superintendent, holds all school employees responsible for the supervision of the behavior of students while legally under the supervision of the school. The board expects all employees to be concerned with student behavior and when and where unacceptable behavior occurs, to take appropriate action.

Definitions:

- **Expulsion:** Prohibition of a student from entering the school or school grounds (except for a prearranged conference with an administrator) until the end of the semester, the end of the current school year or permanently, depending upon the severity of the offense.
- **Out of School Suspension:** An administrative action prohibiting a student from entering the school grounds (except for a prearranged conference with an administrator) for a period of time set by the Principal, the Superintendent or the Board of Education. Suspensions by the Principal may not exceed ten (10) school days including the day action is taken. Suspension does not carry with it loss of credit for the semester. Suspended students may do make up work from home and return it on their first day back to school. If a student is suspended from school, the student's parent/guardian will be required to come to school and remove the child from the school grounds within a reasonable amount of time. If this does not occur, the sheriff's department will be called to remove the student. A conference will be held the next day with the Principal. Students will be denied participation in all extracurricular activities during the time suspended.
- **In School Suspension:** An administrative action in which a student will remain on campus but is removed from regular classes for a period of time set by the Principal, Superintendent or Board of Education. The student will not be allowed to associate with other students until the suspension has been lifted. A student will only be placed in this three (3) times per semester.
- **Detention:** An administrative action in which a student is required to attend.
- **Probation:** When a student is placed on probation, that student must obey the rules and regulations for the rest of the school year. If probation is broken by the student, expulsion will be recommended.
- **Reasonable Force:** The minimum amount of force necessary to stop or restrain a student from conducting himself/herself in an inappropriate manner or in a manner which could cause physical injury to an individual.
- **Alternative Learning Environment:** Initiative within a public school established to serve at-risk students whose needs are not being met in the traditional school setting. (Will be used at the discretion of the Principal as an alternative to suspension.)

4.30—Suspension From School

Students who are not present at school cannot benefit from the educational opportunities the school environment affords. Administrators, therefore, shall strive to find ways to keep students in school as participants in the educational process. There are instances, however, when the needs of the other students or the interests of the orderly learning environment require the removal of a student from school. The Board authorizes school Principals or their designees to suspend students for disciplinary reasons for a period of time not to exceed ten (10) school days, including the day upon which the suspension is imposed. The suspension may be in school or out of school. Students are responsible for their conduct that occurs:

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

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

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

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

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

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

When possible, notice of the suspension, its duration, and any stipulations for the student's re-admittance to class will be given to the parent(s), legal guardian(s), or to the student, if age 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. It is the parents' or legal guardians' responsibility to provide current contact information to the 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 possible.

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 OSS are not 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 or participate in any school-sponsored activities during the imposed suspension.

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

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

4.31—Expulsion

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

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

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 or relevance of any questions asked during the hearing.

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

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

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

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

4.39—Corporal Punishment

The South Side Bee Branch School Board authorizes the use of corporal punishment to be administered in accordance with this policy by the Superintendent or his/her designated staff members who are required to have a state-issued license as a condition of their employment.

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

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

Discipline For Handicapped

Federal law requires that students who have been identified as being handicapped under the Individuals with Disabilities Education Act or Section 504 of the Rehabilitation or Americans with Disabilities Act will be disciplined in accordance with their Individual Educational Plan (IEP) and with any applicable state and federal law guidelines.

- A. Handicapped students who engage in misbehavior are subject to normal school disciplinary rules and procedures so long as such treatment does not abridge the right to free appropriate public education.
- B. The Individualized Education Plan (IEP) team for a handicapped student will consider whether particular discipline procedures should be adopted for the student and included in the IEP.
- C. Handicapped students can be suspended up to 10 (ten) days with prior determination of whether the student's misconduct is a manifestation of the student's disability.

Teacher Discipline

Teacher discipline can include, but is not limited to, in no specific order:

- Warning
- Parent contact
- Sentences/letter or essay
- Lunch detention
- Referral to office

Infractions To Avoid

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

Below each rule is a standardized list of disciplinary actions to be taken, and the order in which they will be taken. However, the administration may exercise more extreme action in severe situations or in situations which a student has been involved in other rule infractions. The administration may also administer a lesser form of discipline depending on the age of the student(s) involved, the degree of guilt, and other factors which may affect a particular situation.

ADMINISTRATIVE DISCIPLINE

Disciplinary actions listed below are not all-inclusive and can be altered depending on the severity of the situation by district administrators.

Codes 1 & 2: Students Under The Influence Of Alcoholic Beverages And/Or Controlled Substances

4.24 An orderly and safe school environment that is conducive to promoting student achievement requires a student population free from the harmful 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 South School District shall possess, attempt to possess, consume, use, distribute, sell, buy, attempt to sell, attempt to 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 indigestible 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, attempting to sell or distribute, or using over-the-counter or prescription drugs not in accordance with the recommended dosage is prohibited.

4.18 Sharing, diverting, transferring, applying to others (such as needles or lancets), or in any way misusing medication or any medical supplies in their possession is prohibited.

- A. Five (5) days suspension and reported to proper authorities, and possible recommendation for an Alternative Learning Environment (ALE)
- B. Ten (10) days suspension and recommendation for expulsion, and possible recommendation for an Alternative Learning Environment (ALE)

Code 3: Smoking And Smokeless Tobacco.

4.23—Tobacco And Tobacco Products

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

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

- A. Corporal punishment or three (3) days in-school suspension (ISS). Parental contact will be initiated
- B. Five (5) days of in-school suspension (ISS)
- C. Five (5) days out-of-school suspension (OSS)
- D. Ten (10) days out-of-school suspension (OSS) and recommended for expulsion or an Alternative Learning Environment (ALE)

Code 4: Student Absence From School Or Class Without Permission

A student shall not be absent from school or class without a parent and/or school authorities prior knowledge and consent. Parents must send a note and notify school personnel by phone or in person, on a daily basis, that a student has permission to leave. After arrival on campus, a student absent from his assigned learning station without permission from school authorities shall be considered truant. Students skipping class without permission will be considered an unexcused absence. Any active student, including those 18 years or older, must be checked out by a parent.

- A. ISS (amount of days to be determined by administration) or corporal punishment (amount determined by administration).
- B. ISS for five (5) days and parent conference.
- C. Three (3) days out-of-school suspension (OSS) and parent conference
- D. Recommendation for an Alternative Learning Environment (ALE)

Code 4: Tardiness

Tardy - any individual absence from a class for a period of 15 minutes or less. If a student misses more than the allotted time in an individual class, the student will be considered absent. This includes having to leave class to get required materials. Three (3) tardies in one class period will count as one (1) unexcused absence regarding the semester exam policy. Tardies start over at the beginning of each semester.

- A. 1st tardy-Warning
- B. 2nd tardy-Teacher discipline
- C. 3rd tardy-Referral to the office with administrative discipline, which may include, but is not limited to:
 - a. Parent notification
 - b. One (1) day in-school suspension (ISS) or corporal punishment

- D. Any subsequent tardies will result in discipline as determined by the administrator

Code 5: 4.21 Physical Abuse or Assault by a Student on Another Student or Adult/Fighting

A student shall not threaten, physically abuse, attempt to physically abuse, or behave in such a way as to be perceived to threaten bodily harm to any other person (student, school employee, or school visitor). Any gestures, vulgarity, 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.

- A. Corporal punishment or three (3) days in-school suspension (ISS) and parent contact
- B. Suspension until parent conference and in-school suspension five (5) days. Incident reported to proper authorities
- C. Suspension until parent conference and three (3) days out-of-school suspension. All parties must meet with a counselor two (2) times during next week upon return. Incident reported to proper authorities
- D. Out of school suspension (10 days) and possible recommendation for expulsion or an Alternative Learning Environment (ALE). Incident reported to proper authorities

Code 6: Physical Abuse Or Assault By A Student On A School Employee

A student who commits assault and/or battery upon a member of the faculty or staff of the South Side School District shall be expelled from the South Side School District and be subject to prosecution by law. Incidents will be reported to the proper authority.

Codes 7-11: 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, nunchucks, pepper spray, mace or other noxious spray, explosive, Taser or other instrument that uses electrical current to cause neuromuscular incapacitation, or any other instrument or substance capable of causing bodily harm. 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 above policies do not apply to a firearm and/or knife brought to school for the purpose of participating in activities approved and authorized by the district. Such activities may include ROTC programs, hunting safety or military education, before or after-school hunting or rifle clubs, AYSSP, and FFA activities. Firearms brought to school for such purposes shall be brought to the school employee designated to receive such firearms. The designated employee shall store the firearms in a secure location until they are removed for use in the approved activity.

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

Code 12: 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 signs associated with membership in, or representative of, any gang
2. Engaging in any verbal or nonverbal act such as throwing signs, gestures, or handshakes representative of membership in any gang
3. Recruiting, soliciting, or encouraging any person through duress or intimidation to become or remain a member of any gang
4. Extorting payment from any individual in return for protection from harm from any gang

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

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.

Code 13: Arson, Damage, Destruction, And Vandalism

A student shall not cause or attempt to cause damage to property while on campus or on a school-sanctioned event. The school district will attempt to recover damages from the student destroying school property. Parents of any minor student under the age of 18 living with the parents may be liable for damages caused by said minor in an amount not in excess of \$2,000. If possible, the offender is responsible for the restoration of all property and are subject to the following:

- A. Parent conference and in-school suspension or corporal punishment
- B. Suspension five (5) days and placed on probation
- C. Suspension ten (10) days and recommended expulsion

Code 14: Disregard Of Directions Or Commands (Insubordination/Disrespect For Authority)

A student shall comply with reasonable directions or commands of teachers, substitute teachers, teacher aides, Principals, administrative personnel, school bus drivers or other authorized personnel. Students shall also show reasonable respect when dealing with personnel having positions of authority.

- A. Teacher Discipline
- B. Two (2) days of in-school suspension or corporal punishment at the discretion of the Principal, with parent notification and conference
- C. Three (3) days of suspension or additional in-school suspension at the discretion of the administration
- D. Five (5) days suspension or in-school at the discretion of administration with possible recommendation of expulsion or an Alternative Learning Environment (ALE)

Code 15: Disruptive Behavior

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.

- A. Teacher Discipline
- B. Corporal punishment or ISS (Administration Decision)
- C. Three (3) days in-school suspension
- D. Three (3) days suspension at the discretion of administration and possible recommendation for expulsion

Code 15: Profanity, Obscene Gestures And Language, Possession Of Obscene Materials

A student shall not use abusive, vulgar or irreverent language on the school campus at any time. Students shall not possess, view, distribute or electronically transmit sexually explicit or vulgar images or representations, whether electronically, on a data storage device or in a hard copy form. Punishment for this will be evaluated by the administration and may consist of, but is not limited to:

- A. Teacher discipline
- B. Corporal punishment or three (3) days in-school suspension and parent conference
- C. Suspension of three (3) days
- D. Suspension of five (5) days
- E. Recommendation for expulsion or an Alternative Learning Environment (ALE)

Code 15: Misbehavior On The School Bus

South Side students are to follow the bus policy, which is described in this handbook. Failure to follow these rules will result in the consequences below:

- A. Corporal punishment or two (2) day suspension from the bus
- B. Corporal punishment or a three (3) additional day suspension from the bus
- C. Five (5) day suspension from the bus
- D. Suspension from the bus for an amount of time determined by the administration. Parent, student, and Principal/designee conference must be held prior to re-admittance to the bus.

Code 17: Sleeping In Class

A student shall not be allowed to sleep in class. A student who becomes ill should go to the nurse's office.

- A. Teacher Discipline
- B. Two (2) days in-school suspension or corporal punishment and parent meeting
- C. Three (3) days in-school suspension
- D. Two (2) days out-of-school suspension

Code 17: Student Dress And Appearance

High School Dress Code- Dress/attire must be appropriate for a school environment. All students are encouraged to exercise neatness and modesty in appearance and manner of dress. If the student must go home in order to change clothes, it will result in the absence of the class time missed. The following general statements are made in regard to student dress:

As a public education system, it is South Side Bee Branch’s responsibility to prepare students for all aspects of a successful career, which includes adhering to the standards of appropriate work attire. The matter of dress and appearance of students should be the primary responsibility of the student and parents, with the school serving in a supporting capacity.

The following items are inappropriate for school hours/school-sponsored events:

- o Bare midriffs, “walking” midriffs, tank tops, spaghetti strap shirts, muscle shirts, etc.
- o Low-cut shirts/blouses/dresses
- o Bare feet
- o Caps, hats, beanies, or toboggans must be kept in one’s locker throughout the school day, unless required for a school activity
- o Strapless tops
- o Sunglasses
- o Transparent or “see-through” apparel
- o Unbuttoned shirts, blouses, etc. without an undershirt
- o Bandannas
- o Shorts, skirts, and/or dresses will be no shorter than mid-thigh
- o No pants or shorts with holes above the mid-thigh may be worn unless leggings are worn underneath
- o No leggings are allowed unless worn with a shirt that is no shorter than mid-thigh
- o Pajamas
- o Any clothing or accessories deemed gang related
- o Shirts promoting drugs, alcohol, tobacco, violence, racism, inappropriate language, and/or sexual references or innuendos
- o Blankets
- o Any clothing or hairstyle that is deemed disruptive
- o Students will be allowed to have visible body piercings so long as those piercings are not disruptive in the classroom. Students may be asked to remove piercings while participating in extracurricular activities or student organizations, or for safety purposes

Disregard of these rules will result in the following:

- A. The student will be asked to change
- B. The student will be asked to change and parents will be contacted
- C. Corporal punishment or two (2) days in-school suspension (ISS)
- D. Five (5) days of in-school suspension (ISS)
- E. Three (3) days of out-of-school suspension (OSS)
- F. Five (5) days of out-of-school suspension (OSS)
- G. Recommendation for an Alternative Learning Environment (ALE)

Code 17: Loitering By Suspended Students

A student provided written notification that, because of an act of misbehavior, he/she is prohibited from being in a school building or on a school campus for a specified period of time, shall not enter such building or be present on school grounds.

- A. Student will be warned and asked to leave the premises
- B. Student may be arrested and charged in accordance with Arkansas Law (Act 75 or 1971)

Code 17: Violation Of Parking And Driving Regulations

A student using any type of vehicle as a means of transportation to and from school shall not violate the rules and regulations set forth by the Principal of the school. Students may lose driving privileges at any time for violation of rules. Abuse shall be considered but not limited to: driving too fast, spinning gravel, not parking in an organized fashion, racing the engine, playing music too loud, staying in the vehicle for a prolonged period of time, and etc. Upon arrival to school, students must immediately exit the vehicle and report to the designated waiting area.

- A. Student Warning and parent contact
- B. No driving for three (3) days and parent contact
- C. Driving privileges revoked for a semester and parental contact
- D. Driving privileges revoked for the remainder of the school year and parental contact

Code 17: Cheating On Test Or Assignments

Cheating is prohibited.

- A. Student will be subject to teacher discipline and may receive a zero
- B. Student will receive a zero and three (3) days in-school suspension (ISS)
- C. Student will receive a zero and three (3) days out-of-school suspension (OSS)

Code 18: 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.

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

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

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

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

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

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

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

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

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

Students found to be in violation of this policy shall be subject to disciplinary action up to and including expulsion. In determining the appropriate disciplinary action, consideration may be given to other violations of the student handbook which may have simultaneously occurred.

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.

Disciplinary Action

After an investigation, any student(s) found breaking this policy will be subject to the following consequences depending upon the age, grade and severity of the action:

1. First Offense-Referred to the counselor with a parent/Principal conference.
 - Students will be given literature and/or meet three sessions with the counselor to discuss conflict and/or anger management.
2. Second Offense-Five days In-school-suspension.
3. Third Offense-Five-day suspension with parent notification.
4. Fourth Offense-Ten-day suspension with parent notification.

Code 20: Use Of Cell Phone And Electronic Devices

A "personal communication device" is any device that emits an audible signal, vibrates, displays a message or otherwise summons or delivers a communication to the possessor.

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, which may include cell phones, smart watches, MP3 players, PDAs, iPods, personal gaming systems, or tablets. Students that are observed to be using any personal electronic device will have it confiscated. All confiscated devices will be turned in to the Principal or Assistant Principal. Confiscated devices will be kept in the office until picked up by a parent or guardian. Any additional consequences for offenders are listed in each school's handbook. For after school activities, the use of these devices shall be at the discretion of the activity sponsor.

The Principal or Principal designee may grant a student permission to use a personal communication device at the Principal's or Principal designee's discretion. The school system does not assume responsibility for any of these devices that may be lost, damaged, stolen, or confiscated.

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

To protect the security of statewide assessments, no electronic device, as defined in this policy, shall be accessible by a student at any time during assessment administration unless specifically permitted by a student's individualized education program (IEP), 504 plan, 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 any audible sound to come from the device when not being used for reason #1 above

3. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, or wrongfully obtaining test copies or scores
4. Using the device to take photographs and/or videos in locker rooms or bathrooms
5. Creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction of oneself or another person
6. Using an electronic device to contact a parent during the school day without permission from the office
7. Phones should not be seen or heard from the hours of 7:52 a.m.-3:10 p.m.

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

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

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

- A. Confiscation until parent conference with school officials and two (2) days of in-school suspension (ISS)
- B. In-school suspension (ISS) for 3 (three) days and placed on probation
- C. Four (4) days of in-school suspension (ISS) and loss of privilege to bring devices to school
- D. Three (3) days out-of-school suspension (OSS)
- E. Five (5) days suspension/recommendation of expulsion or an Alternative Learning Environment (ALE)

Code 23: Public Display Of Affection

Public display of affection is not appropriate behavior at school **or school functions**. Failure to comply with reasonable expectations of the school staff will lead to disciplinary action. (PDA is defined as making inappropriate contact with another person; but it is not limited to: holding hands, kissing, hugging, sitting in another person's lap, etc.)

- A. Student/Principal and/or teacher conference and warning
- B. Two (2) days lunch detention and parent notification
- C. Three (3) days of in-school suspension (ISS) or corporal punishment. with parent conference
- D. Five (5) days of in-school suspension (ISS) with parent conference
- E. Three (3) days out-of-school suspension (OSS)

Code 23: Indecent Exposure

A student shall not deliberately commit indecent exposure in school or at school-sponsored events.

- A. Discipline at the discretion of administration and reported as required.
- B. Ten (10) day suspension and placed on probation. Reported to authorities.
- C. Suspended with the possible recommendation of expulsion and loss of credit. Reported to authorities.

Code 24: Theft And Extortion

A student shall not cause or attempt to cause damage to, steal, or attempt to steal the property of another person, school property, or any property while on a school-sanctioned event. A student shall not obtain or attempt to obtain something from another person by either physical force or threat. Any student guilty of this offense may be subject to prosecution by law in addition to the following action by the school district:

- A. A parent conference within 24 hours and three (3) days in-school suspension.
- B. Suspension five (5) days and placed on probation.
- C. Suspension ten (10) days and possible recommended expulsion or an Alternative Learning Environment (ALE)

Code 25: Terroristic Threatening Of Students Or Staff

Any student that commits or threatens to commit a violent act against any other student or staff may be subject to the following consequences based on the severity of the offense:

- A. Ten (10) days out-of-school suspension (OSS) and a recommendation for expulsion or Alternative Learning Environment (ALE) for the remainder of the school year. The local authorities will be notified
- B. Any serious threat to a school employee or student or any serious threat of damage to a school structure will be considered a Class C felony as required by Act 1046. Students are expected to report knowledge or suspicion of terroristic threats immediately to school authorities. Any student who fails to do so will be disciplined accordingly

Code 26: 4.27—Student Sexual Harassment

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

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.

Students shall not sexually insult or assault or abuse by word or action another student, employee, or guest on the school grounds, school buses, or at school sponsored activities.

1. Procedures

- Any person who alleges sexual harassment by any staff member or student in the district may use the district's complaint procedure or may complain directly to the building Principal, guidance counselor, or other individual designated to receive such complaints. Filing of a complaint or otherwise reporting sexual harassment will not reflect upon the individual's status nor will it affect future employment, grades, or work assignments.
- The right to confidentiality, both of the complainant and accused, will be respected consistent with the district's legal obligations, and with the necessity to investigate allegations of misconduct and take corrective action when this conduct has occurred.
- A substantiated charge against a staff member in the district shall subject such staff member to disciplinary action, including discharge. A substantiated charge against a student in the district shall subject that student to disciplinary action, including suspension or expulsion, consistent with the Student Discipline Code.

2. Disciplinary Action

- Upon the report of an allegation of sexual harassment, an investigation will be conducted
- The findings of this investigation will be reported to the proper authorities
- Disciplinary action will be determined based on the findings of the investigation

In compliance with Act 1108 of 1997, it is required to report to the proper activities any criminal activities that occur at school, such as, but not limited to, the reporting to the proper authorities of any criminal activities that occur at school such as but not limited to sexual harassment, fighting, theft, and assault.

Substantial charges against a staff member in the district shall cause the staff member to be subject to disciplinary action, as outlined in the personnel policy handbook.

Code 27: Technology Use Violation

Students who use school issued computers for non-school purposes, except as permitted by the district's Internet/computer use policy, shall be subject to discipline, up to and including suspension or expulsion.

- A. Warning, or depending on the severity of the offense, the following consequences could be applied:
- a. Parent contact
 - b. Two (2) days of in-school suspension (ISS) and possible loss of internet privileges

BEHAVIOR NOT COVERED ABOVE:

The South Side School District reserves the right to pursue disciplinary or legal action for behavior which is subversive to good order and discipline in the schools even though such behavior is not specified in the preceding written rules. (Example: taunting, degrading or ridicule of a person on the basis of race, ethnicity, national origin, sex, and/or disability, and hazing.)

6.7—Complaints

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

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

- 1. Teacher, coach, or other staff member against whom the complaint is directed**
- 2. Principal**
- 3. Superintendent**

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

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

Complaints that are related to district use or administration of federal funds generated through specific programs identified by the Division of Elementary and Secondary Education (DESE) and authorized in the Elementary and Secondary Education Act may be taken directly from a patron or by referral from the DESE. If taken directly from a patron, the complaint may be submitted by either a signed statement or by a certified, recorded deposition or statement in which the complainant is identified. The complaints shall be addressed in the following manner:

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

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.

EMERGENCY DRILLS

4.37—Emergency Drills

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

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

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

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

Tornado Drill

The signal for a tornado drill will come over the intercom system. When the signal for a tornado drill is sounded steps to be taken are as follows:

- A. Students should immediately walk to a designated area.
- B. Students should remain in the designated area until the Principal or student marshal indicates it is safe to return to class.

Fire Drill

The signal for a fire drill will come over the intercom system. When the signal sounds, students are to proceed in an orderly fashion following the exit diagrams in each classroom to the designated areas. Students should remain in the designated area until instructed to return to the classroom. Teachers are to take their roll book and take roll when in the designated areas.

Crisis Intervention Program

South Side School District has a crisis intervention plan on file.

GENERAL INFORMATION

3.30—Parent/Teacher Communication

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

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

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

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

4.13—Privacy Of Students’ Records/Directory Information

Except when a court order regarding a student has been presented to the district to the contrary, all students’ education records are available for inspection and copying by the parent of his/her student who is under the age of eighteen (18). At the age of eighteen (18), the right to inspect and copy a student’s records transfers to the student. A student’s parent or the student, if over the age of 18, requesting to review the student’s education records will be allowed to do so within no more than forty five (45) days of the request. The district forwards education records, including disciplinary records, to schools that have requested them and in which the student seeks or intends to enroll, or is already enrolled so long as the disclosure is for purposes related to the student’s enrollment or transfer. The district shall receive written permission before releasing education records to any agency or individual not authorized by law to receive and/or view the education records without prior parental permission. The District shall maintain a record of requests by such agencies or individuals for access to, and each disclosure of personally identifiable information (PII) from the education records of each student. Disclosure of education records is authorized by law to school officials with legitimate educational interests. A personal record kept by a school staff member is **not** considered an education record if it meets the following tests:

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

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

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

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

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

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

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

For purposes of this policy, the South Side 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 a parent or guardian, alone, enables that parent or guardian to review and copy his child's records.

If there exists a court order which directs that a parent not have access to a student or his/her records, the parent, guardian, person acting in loco parentis, or an agent of the Department of Human Services must present a file-marked copy of such order to the building Principal and the Superintendent. The school will make good-faith efforts to act in accordance with such court order, but the failure to do so does not impose legal liability upon the school. The actual responsibility for enforcement of such court orders rests with the parents or guardians, their attorneys and the court which issued the order.

A parent or guardian does not have the right to remove any material from a student's records, but such parent or guardian may challenge the accuracy of a record. The right to challenge the accuracy of a record does not include the right to dispute a grade, disciplinary rulings, disability placements, or other such determinations, which must be done only through the appropriate teacher and/or administrator, the decision of whom is final. A challenge to the accuracy of material contained in a student's file must be initiated with the building Principal, with an appeal available to the Superintendent or his/her designee. The challenge shall clearly identify the part of the student's record the parent wants changed and specify why he/she believes it is inaccurate or misleading. If the school determines not to amend the record as requested, the school will notify the requesting parent or student of the decision and inform them of their right to a hearing regarding the request for amending the record. The parent or eligible student will be provided information regarding the hearing procedure when notified of the right to a hearing.

Unless the parent or guardian of a student (or student, if above the age of eighteen [18]) objects, "directory information" about a student may be made available to the public, military recruiters, post-secondary educational institutions, prospective employers of those students, as well as school publications such as annual yearbooks and graduation announcements. "Directory information" includes, but is not limited to, a student's name, address, telephone number, electronic mail address, photograph, date and place of birth, dates of attendance, his/her placement on the honor roll (or the receipt of other types of honors), as well as his/her participation in school clubs and extracurricular activities, among others. If the student participates in inherently public activities (for example, basketball, football, or other interscholastic activities), the publication of such information will be beyond the control of the District. "Directory information" also includes a student identification (ID) number, user ID, or other unique personal identifier used by a student for purposes of accessing or communicating in electronic systems and a student ID number or other unique personal identifier that is displayed on a student's ID badge, provided the ID cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a personal identification number (PIN), password or other factor known or possessed only by the authorized user.

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

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

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

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

4.15—Contact With Students While At School

Contact By Parents

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

Contact By Non-custodial Parents

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

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

4.38—Permanent Records

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

4.40—Homeless Students

The South Side 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:

- A. Receive appropriate time and training in order to carry out the duties required by law and this policy;
- B. coordinate and collaborate with the State Coordinator, community, and school personnel responsible for education and related services to homeless children and youths;
- C. Ensure that school personnel receive professional development and other support regarding their duties and responsibilities for homeless youths;
- D. Ensure that unaccompanied homeless youths:
 - a. Are enrolled in school;
 - b. Have opportunities to meet the same challenging State academic standards as other children and youths; and
 - c. 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;
- E. Ensure that public notice of the educational rights of homeless children and youths is disseminated in locations frequented by parents or guardians of such youth, and unaccompanied

homeless youth, including schools, shelters, public libraries, and soup kitchens, in a manner and form that is easily understandable.

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

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

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

- A. 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
- B. The designated receiving school at the next grade level for all feeder schools when the child completes the final grade provided by the school of origin.

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

- A. Continue the child's or youth's education in the school of origin for the duration of homelessness;
- B. In any case in which a family becomes homeless between academic years or during an academic year; and
- C. For the remainder of the academic year, if the child or youth becomes permanently housed during an academic year; or
- D. 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:

- A. 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;
- B. 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 unaccompanied youth with a written explanation of the reasons for its determination, in a manner and form understandable to such parent, guardian, or unaccompanied youth, including information regarding the right to appeal. For an unaccompanied youth, the District shall ensure that the LEA liaison assists in placement or enrollment decisions, gives priority to the views of such unaccompanied youth, and provides notice to such youth of the right to appeal.

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

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

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

- A. Sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason;

- B. Living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations;
- C. Living in emergency or transitional shelters;
- D. Abandoned in hospitals; or
- E. Awaiting foster care placement;
- F. 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;
- G. Are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
- H. Are migratory children who are living in circumstances described in clauses (a) through (c).

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

4.42—Student Handbook

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

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

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

Annual Notice

This notice is to notify you that some of the buildings in the South Side School District contain asbestos materials. However, the district has a Management Plan to safely control the asbestos. This plan can be viewed at the Administration Office during normal business hours.

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. Other than video recordings being retained under the provisions of this policy's following paragraph, the district's video recordings may be erased any time greater than one day after they were created.

Videos, automatic identification, or data compilations containing evidence of a violation of student conduct rules and/or state or federal law shall be retained until the issue of the misconduct is no longer subject to review or appeal. 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.

6.4—Volunteers

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

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

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

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

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

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

- Football
- Basketball
- Track and field

Background Checks for Volunteers

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

- A background check was performed on the potential school volunteer in accordance with A.C.A. §§ 12-12-1601 et seq.;
- The potential school volunteer has not committed any of the crimes or offenses contained in A.C.A. §§ 6-17-410, 6-17-411 or 6-17-414 according to both the National and Arkansas background checks; and
- The potential school volunteer's name was not found on the Child Abuse Central Registry.

A person wishing to volunteer in a capacity that requires a background check may not perform volunteer services requiring a background check until a clear background check is received by the District. Once received, a clear background check is good for 5 years; a background check renewal must be applied for and a clear background check received prior to the time of renewal or an interruption of permitted volunteer service could occur. A clear background check will be accepted of any individual wishing to volunteer provided it was conducted within the timeframe provided for in this policy.

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

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

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

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

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

The District shall maintain the following information on volunteers:

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

Volunteers will be made aware that the Arkansas Department of Human Services (DHS) considers volunteers for school districts to be mandated reporters of child maltreatment and will receive training on the responsibilities of a mandated reporter.

6.12—Parental/Community Involvement

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

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

7. Find ways to eliminate barriers that work to keep parents from being involved in their child's education. This may include providing transportation and child care to enable parents to participate, arranging meetings at a variety of times, and being creative with parent/teacher conferences;
8. Find and modify other successful parent and community involvement programs to suit the needs of our school;
9. Train parents to enhance and promote the involvement of other parents;
10. Provide reasonable support for parental involvement activities as parents may reasonably request.

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

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

South Side High School shall, at least annually, involve parents in reviewing the school's Title I program and parental involvement policy in order to help ensure their continued improvement.

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

