

CURRENT INFORMATION/EMERGENCY NUMBERS

Important note to parents/guardian: *By state law Lafayette County High School may not allow your Student to leave campus with someone whose name is NOT listed on this sheet. Include several names on this sheet so that the school will be able to find a responsible person in case of illness, discipline problem or an emergency. Please give accurate phone numbers. It is imperative that the school is able to reach a responsible person for your Student. Your Student will not be released to anyone under 21 years of age. You will always be called first, and if you are unavailable, the next person on the list will be called. Students must be picked up inside the office where they will sign out and the person picking them up will also sign.*

The sheet will be kept in your Student's file. You may delete or add names at any time. Your signature indicates that you understand the responsibility to the school and to your Student in supplying the information and keeping it current. If your address or phone number changes, please notify the office at (870) 533-4464.

Signature of Parent/Guardian

PLEASE PRINT

Student Name: _____
Last First Middle

Address: _____
Street/P.O. Box City Zip Code

Student Social Security Number: _____

Parent/Guardian Name: _____

Parent/ Guardian Phone Number: (Home) _____ (Work) _____

(Cell phone): _____

Others to contact are:

Name _____ Phone No. _____

Name _____ Phone No. _____

Name _____ Phone No. _____

Name _____ Phone No. _____

Please return form by Friday, August 22, 2014

LAFAYETTE COUNTY HIGH STATEMENT OF RESPONSIBILITY

Dear Parents:

Act 104 of 1983 of the State of Arkansas requires that all parents or guardians of Students in a school district receive a copy of the school's discipline policies. Included in this handbook are the policies that govern Student behavior in Lafayette County High School (LCHS).

Please read this handbook carefully, and if you have any questions concerning these guidelines, call your child's principal. State law also requires that both you and your child sign, date, and return this notification to verify that you have received your copy. This acknowledgment will be kept on file in the school office for the current school year. Thank you for your cooperation in helping us work with and for your child.

Opal Anderson

Opal Anderson, Principal
Lafayette County High School

I have received the Lafayette County High School Student Handbook. Please circle one

YES

NO

I give permission to administer corporal punishment to my child. Please circle one:

YES

NO (Students will be assigned out-of-school suspension instead of corporal punishment.)

PARENT/GUARDIAN

SIGNATURE _____ DATE _____

Phone No. (Home) _____ Phone No. (Work) _____ Cell _____

As a Student in the Lafayette County School District and LCHS, I accept responsibility for my behavior. I understand that I must follow rules and regulations for school, school-sponsored events, and bus behavior so that education for all can occur.

Student SIGNATURE _____ DATE _____

Please return form by Friday, August 22, 2014

MEDIA RELEASE FORM

Read the statement below. Please mark Yes or No. Sign and date the bottom of the form.

I hereby give permission for my child to appear in media releases as deemed necessary for the purpose of promoting the positive image of the Lafayette County School District.

(Check One)

_____ Yes, I give permission for my child to appear in media releases.

_____ No, I do not give permission for my child to appear in media releases.

Parent/ Guardian Signature: _____

RETURN FORM

Please return form by Friday, August 22, 2014

STUDENT ELECTRONIC DEVICE and INTERNET USE AGREEMENT

Student Name (Please Print) _____ Grade Level _____

School _____ Date _____

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

1. Conditional Privilege: The Student’s use of the district’s access to the Internet is a privilege conditioned on the Student’s abiding to this agreement. No Student may use the district’s access to the Internet whether through a District or Student owned electronic device unless the Student and his/her parent or guardian have read and signed this agreement.
2. Acceptable Use: The Student agrees that he/she will use the District’s Internet access for educational purposes only. In using the Internet, the Student agrees to obey all federal and state laws and regulations. The Student also agrees to abide by any Internet use rules instituted at the Student’s school or class, whether those rules are written or oral.
3. Penalties for Improper Use: If the Student violates this agreement and misuses the Internet, the Student shall be subject to disciplinary action. **[Note: A.C.A. § 6-21-107 requires the district to have”...provisions for administration of punishment of students for violations of the policy with stiffer penalties for repeat offenders, and the same shall be incorporated into the district’s written student discipline policy.” You may choose to tailor your punishments to be appropriate to the school’s grade levels.]**
4. Misuse of the District’s access to the Internet” includes, but is not limited to, the following:
 - using the Internet for other than educational purposes;
 - gaining intentional access or maintaining access to materials which are “harmful to minors” as defined by Arkansas law;
 - using the Internet for any illegal activity, including computer hacking and copyright or intellectual property law violations;
 - making unauthorized copies of computer software;
 - accessing “chat lines” unless authorized by the instructor for a class activity directly supervised by a staff member;
 - using abusive or profane language in private messages on the system; or using the system to harass, insult, or verbally attack others;
 - posting anonymous messages on the system;
 - using encryption software;
 - wasteful use of limited resources provided by the school including paper;
 - causing congestion of the network through lengthy downloads of files;
 - vandalizing data of another user;
 - obtaining or sending information which could be used to make destructive devices such as guns, weapons, bombs, explosives, or fireworks;
 - gaining or attempting to gain unauthorized access to resources or files;
 - identifying oneself with another person’s name or password or using an account or password of another user without proper authorization;
 - invading the privacy of individuals;
 - divulging personally identifying information about himself/herself or anyone else either on the Internet or in an email unless it is a necessary and integral part of the student’s academic endeavor. Personally identifying information includes full names, address, and phone number.
 - using the network for financial or commercial gain without district permission;
 - theft or vandalism of data, equipment, or intellectual property;
 - attempting to gain access or gaining access to student records, grades, or files;
 - introducing a virus to, or otherwise improperly tampering with the system;

- degrading or disrupting equipment or system performance;
 - creating a web page or associating a web page with the school or school district without proper authorization;
 - providing access to the District's Internet Access to unauthorized individuals;
 - failing to obey school or classroom Internet use rules; or
 - taking part in any activity related to Internet use which creates a clear and present danger of the substantial disruption of the orderly operation of the district or any of its schools.
 - Installing or downloading software on district computers without prior approval of the technology director or his/her designee.
5. Liability for debts: Students and their cosigners shall be liable for any and all costs (debts) incurred through the student's use of the computers or access to the Internet including penalties for copyright violations.
6. No Expectation of Privacy: The Student and parent/guardian signing below agree that if the Student uses the Internet through the District's access, that the Student waives any right to privacy the Student may have for such use. The Student and the parent/guardian agree that the district may monitor the Student's use of the District's Internet Access and may also examine all system activities the Student participates in, including but not limited to e-mail, voice, and video transmissions, to ensure proper use of the system. The District may share such transmissions with the Student's parents/guardians.
7. No Guarantees: The District will make good faith efforts to protect children from improper or harmful matter which may be on the Internet. At the same time, in signing this agreement, the parent and Student recognize that the District makes no guarantees about preventing improper access to such materials on the part of the Student.
8. Signatures: We, the persons who have signed below, have read this agreement and agree to be bound by the terms and conditions of this agreement.

Student's Signature: _____ Date _____

Parent/Legal Guardian Signature: _____ Date _____

Please return form by Friday, August 22, 2014

MEDICATION SELF-ADMINISTRATION CONSENT FORM

Student's Name (Please Print) _____

The following must be provided for the Student to be eligible to self-administer asthma inhalers and/or auto injectable epinephrine. Eligibility is only valid for this school for the current academic year. This consent form must be renewed each year and/or anytime a Student changes schools.

A written medical statement from a health-care provider who has prescriptive privileges that he/she has prescribed the asthma inhaler and/or auto-injectable epinephrine for the Student and that the Student needs to carry the medication on his/her person due to a medical condition;

The specific medications prescribed for the Student

An individualized health care plan developed by the prescribing health-care provider containing the treatment plan for managing asthma and/or anaphylaxis episodes of the Student and for medication use by the Student during school hours; and

A statement from the prescribing health-care provider that the Student possesses skill and responsibility necessary to use and administer the asthma inhaler and/or auto-injectable epinephrine.

If the school nurse is available, the Student shall demonstrate his/her skill level in using the asthma inhalers and/or auto-injectable epinephrine to the nurse.

Medications for self-medication shall be supplied by the Student's parent or guardian and be in the original container labeled with the Student's name. The parent or guardian may choose to provide the school with additional appropriate medication for the school to have available to deal with an asthma or anaphylaxis emergency.

My signature below is an acknowledgment that I understand that the District, its Board of Directors, and its employees shall be immune from civil liability for injury resulting from the self-administration of medications by the Student named above.

Parent or legal guardian signature: _____

Date: _____

When you wish for medication to be administered by the school, please sign and return this form to the school office.

Please return form by Friday, August 22, 2014

Health Services
MEDICATION ADMINISTRATION CONSENT AND RELEASE

Student's Name _____ Grade _____ Date of Birth _____

Name of Medication _____ Time to be taken _____ Dosage _____

Reason for Medication _____ Prescribing Physician _____

IN CASE OF EMERGENCY CALL

Parent /Guardian _____ Home _____ Work _____ Cell _____

Other Authorized Person _____ Home _____ Work _____ Cell _____

Medication Policy Guidelines

1. A CURRENT physician's or pharmacist's written order and/or CURRENT label on prescription bottle must be provided: The Student's name, name of the medication, the dosage and time to be given must be included. Medication must be in its original container; child's pharmacist can provide a labeled bottle for home and one for school.
- 2) A "Medication Administration Consent & Release" form must be completed and signed by parent/guardian.
- 3) No medication to be given three times a day or less will be given. These can be given outside of school hours.
- 4) Non -prescribed drugs will not be administered by school personnel except in extenuating circumstances!
- 5) *All medication will be stored in the school nurse's office in a locked cabinet.
- 6) It is the responsibility of the Student to report to school office to take his/her medication each day.
- 7) *Students MUST NOT transport medication to/from school. Students ARE NEVER to have medication in their possession. Parents are responsible for transporting medication to the school office. Medication will not be sent home with Students.
- 8) Medications not picked up by parent/guardian by the end of the school year will be destroyed.

***Exceptions**—Lafayette County High School Students are allowed to carry 1-2 doses of over-the-counter medications such as Tylenol or Ibuprofen, and Students in 7-12 grades may carry their asthma inhalers. EPI-pens and inhalers may be carried by any Student who has physician, parent, principal, and school nurse authorization completed.

AGREE TO THE FOLLOWING TERMS:

- I have read & will abide by the Board of Education's guidelines listed above.
- I WILL IMMEDIATELY NOTIFY THE SCHOOL IF MEDICATION IS CHANGED/DISCONTINUED.
- The school nurse has my permission to share information about the medication with involved faculty as necessary.
- I authorize the school nurse, principal, or person designated by the principal to administer medication to the above named Student. I hereby waive, release, and relinquish any claim which I might have individually or on behalf of my child against the Board of Education, the District, or the school staff responsible for any undesired effect arising out of the administration of the medication or the supervision thereof.

Signature _____ Date _____

Parent/Guardian

Date	Medication/ Strength	# of Pills Received	# of Pills on Hand	Total	Signature

In compliance with the Family Educational Rights and Privacy Act (FERPA) (U.S.C. § 123g; 34 CFR Part 99)

I, _____, give permission for my child, _____'s
(Parent/Guardian Name) (First and Last Name)
Personally identifiable information/student education records to be disclosed to a Third Party Billing Agent for the purpose of billing Medicaid and/or private insurance

Printed Name of Parent/Guardian

Parent/Guardian Signature

Date Signed

RETURN FORM

Please return form by Friday, August 22, 2014

PERMISSION TO DISPLAY PHOTO OF STUDENT ON WEB SITE

I hereby grant permission to the Lafayette County School District to display the photograph or video clip of me/my Student (if Student is under the age of eighteen {18}) on the District's web site, including any page on the site, or in other District publications without further notice. I also grant the Lafayette County School District the right to edit the photograph or video clip at its discretion.

The Student's name may be used in conjunction with the photograph or video clip. It is understood, however, that once the photograph or video clip is displayed on a web site, the District has no control over how the photograph or video clip is used or misused by persons with computers accessing the District's web site.

Name of Student (Printed)

Signature of Student (only necessary if Student is over 18)

Signature of parent (required if Student is under 18)

Date

Please return form by Friday, August 22, 2014

OBJECTION TO PUBLICATION OF DIRECTORY INFORMATION
(Not to be filed if the parent/student has no objection)

I, the undersigned, being a parent of a Student, or a Student eighteen (18) years of age or older, hereby note my objection to the disclosure or publication by the Lafayette County School District of directory information, as defined in Policy No. 4.13 (Privacy of Students' Records), concerning the Student named below. **The district is required to continue to honor any signed opt-out form for any Student no longer in attendance at the district.**

I understand that the participation by the below-named Student in any interscholastic activity, including athletics and school clubs, may make the publication of some directory information unavoidable, and the publication of such information in other forms, such as telephone directories, church directories, *etc.*, is not within the control of the District.

I understand that this form must be filed with the office of the appropriate building principal within ten (10) school days from the beginning of the current school year or the date the Student is enrolled for school in order for the District to be bound by this objection. Failure to file this form within that time is a specific grant of permission to publish such information.

I object and wish to deny the disclosure or publication of directory information as follows:

Deny disclosure to military recruiters _____

Deny disclosure to Institutions of postsecondary education _____

Deny disclosure to Potential employers _____

Deny disclosure to all public and school sources _____

Selecting this option will prohibit the release of directory information to the three categories listed above along with all other public sources (such as newspapers), **AND** result in the Student's directory information **not** being included in the school's yearbook and other school publications.

Deny disclosure to all public sources _____

Selecting this option will prohibit the release of directory information to the first three categories listed above along with all other public sources (such as newspapers), but permit the Student's directory information **to be included** in the school's yearbook and other school publications.

Name of Student (Printed)

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

Please return form by Friday, August 22, 2014

PARENTAL/COMMUNITY INVOLVEMENT

Student Name (Please Print) _____

Grade Level _____

Lafayette County 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, Lafayette County 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 Lafayette County High 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 embrace the involvement strategies of other programs such as Head Start, Parents as Partners, ABC, and Pre-K programs;
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 the Parent Resource Center 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 other parental involvement activities as parents may reasonably request.

The Lafayette County 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.

The Lafayette County 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.

A complete copy of the Lafayette County Parental Involvement Plan can be obtained from the principal's office or from the webpage @ lafayette.k12.ar.us.

We, the persons signed below, have read and understand this policy.

Student Signature: _____ Date: ____/____/____

Parent/Guardian Signature: _____ Date: ____/____/____

Please return form by Friday, August 22, 2014

SCHOOL-PARENT-STUDENT COMPACT

Student Name (Please Print) _____ Grade Level _____

Lafayette County High School appreciates your involvement in your child's education. Together we share the responsibility for assisting your child's achievement of high academic and performance standards. Our *School-Parent-Student Compact* clarifies our roles and serves as a guide to maintaining a partnership for supporting your child's learning.

School Staff's Responsibility:

- Provide high quality curriculum, instruction, materials and equipment in an effective, caring and safe learning environment,
- Provide opportunities for ongoing communication through:
 - o Parent-teacher conferences, including information on academic and performance standards, assessments, and related goals for improvement,
 - o Frequent reports regarding your child's progress,
 - o Opportunities to talk with staff, volunteer in class, observe classroom activities and other parent involvement activities that support a strong school-home partnership.

Parent's Responsibility:

- Encourage my child to attend school regularly and participate in learning,
- Encourage my child to engage in positive school behavior,
- Provide a quiet place for homework completion; review my child's completed homework assignments,
- Monitor television watching and other distractions, and encourage productive use of my child's extracurricular time,
- Volunteer in my child's school and classroom, and
- Attend parent-teacher conferences, serve on advisory groups (such as Parent Advisory Committee), and decisions relating to the education of my child.

Student's Responsibility:

Contribute to a safe school environment by being a productive Student through:

- o Attending school regularly, ready to learn,
- o Helping develop and following school and class rules,
- o Completing and turning in my assignments, and

Respecting and assisting others at school.

Please review this School-Parent-Student Compact with your child. Thank you for your support and involvement in your child's education.

We, the persons signed below, have read and understand this agreement.

Student Signature: _____ Date: ____/____/____

Parent/Guardian Signature: _____ Date: ____/____/____

Please return form by Friday, August 22, 2014

STUDENT INSURANCE

TO: Parents or Guardians of ALL Students Who Participate In Athletics and/or AAA Sponsored Activities

FROM: Lafayette County School District

RE: Accident Insurance for Students in AAA Activities

- 1) The following facts should be fully understood by the parents and guardians of all Lafayette County School District athletics and Students who participate in school sponsored activities in grades K through 12.
- 2) The Lafayette County School District has entered into a contractual agreement with Health Special Risk Insurance for athletic and extracurricular insurance underwritten by Health Special Risk Insurance Company for Students in grade PK-12. This coverage is for AAA sponsored activities, including all AAA athletic events. Your child will be covered while participating in, practicing for, and traveling to and from such an activity in a school furnished vehicle. Lafayette County School District assumes no responsibility as a result of injuries that occur during an athletic or AAA event, however, this insurance is provided at school expense. This is SECONDARY INSURANCE to whatever health insurance the parent or guardian has for their children, and all claims should be filed with the primary health insurance company and with Health Special Risk Insurance. You will need to indicate on the claim form the name and address of your regular insurance carrier.
- 3) If the Student has no other insurance coverage, Health Special Risk Insurance will become the primary carrier and will pay accordingly. The parent or guardian should indicate on the claim form if they have no other health insurance.
- 4) All policies have limitations. Health Special Risk Insurance will pay up to the amounts that are listed on the Student brochure. Parents will be responsible for any amounts remaining after both the primary health insurance and Health Special Risk Insurance limitations have been reached.
- 5) **The Lafayette County School District and its employees are NOT responsible for any costs for treatment to your child by any doctor.**
- 6) In case of an injury, it is the responsibility of the parent to file a claim form. These forms are available in the principal's office, from the trainer or coach, or the Administration Office, located at 712 Chestnut Street – Lewisville, AR. Claim forms can also be printed from Health Special Risk Insurance website @ www.k12Studentinsurance.com. The coaches, trainer, sponsors or administrative personnel will be happy to help complete the form, however, no School District employee is responsible for filing your claim.
- 7) As with any policy, there are policy exclusions. Please review the Policy Exclusions and Limitations that are listed in the brochure.
- 8) Treatment must begin within 30 days from the injury and claims must be filed within 90 days of the injury. Benefits will be paid for covered expenses incurred within 52 weeks from the date of the accident.
- 9) Since the insurance is for AAA sponsored events only, you may wish to purchase the additional insurance that is available to your child. This should be purchased at the beginning of the school year and is the same basic coverage. The At School Coverage provides coverage for injuries that occur at school or during school-sponsored activities during the regular school year. The 24 Hour Coverage provides coverage 24 hours a day until one year after the date the school year begins.

If you have any questions, feel free to call 870-921-5500/870-533-4464, or ask your sponsor or coach.

I have read and understand that the coverage provided by Lafayette County School District has certain limitations and is considered primary coverage only if I have no other coverage for my child(ren). I further understand that Lafayette County School District is not responsible for payment of any medical expenses not paid by Health Special Risk Insurance.

Student's Name: _____ School: _____

Signed: _____ Date: _____

Parent or Guardian

Please return form by Friday, August 22, 2014

CONSENT FORM DRUG POLICY

I understand that my performance as a participant and the reputation of my school are dependent, in part, on my conduct as an individual. I hereby agree to accept and abide by the standards, rules and regulations set forth by the Lafayette County School District and the sponsors for the activities in which I participate.

I authorize the Lafayette County School District to conduct a test for drugs and/or alcohol use on a urine specimen which I provide. I also authorize the release of information concerning the results of such a test to the Lafayette County School District and my parents and/or guardians.

This shall be deemed a consent pursuant to the Family Education Right to Privacy Act for the release of above information to the parties named above.

Student Signature

Date

Parent or Guardian Signature

Date

Date Received in Principal's Office

Board Adopted: April 15, 2008

Please return form by Friday, August 22, 2014

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GENERAL INFORMATION

PRINCIPAL

Mrs. Opal Anderson

COUNSELOR

Mrs. Stephanie Shepherd

SECRETARY

Mrs. Linda Cole

SUPERINTENDENT

Mr. Robert Edwards

PHYSICAL ADDRESS

Lafayette County High School
1209 Alexander Lane
Stamps, Arkansas

MAILING ADDRESS

Lafayette County High School
P. O. Box 950
Lewisville, Arkansas 71845

E-MAIL ADDRESS

lcscougars.org

TELEPHONE NUMBER

OFFICE (870) 533-4464
FAX (870) 533-2367

BOARD OF EDUCATION

Mrs. Lindsay Nutt, President
Mr. Johnny Brown, Vice President
Mrs. Stacey Modisette, Secretary
Mr. Robert Thomas
Mrs. Tonya Clark
Mr. Brad Lloyd
Mr. Frank Herrera

INTRODUCTION

MISSION STATEMENT

The mission of the Lafayette County High School is to empower all Students in academic excellence while preparing them to become responsible members of a changing global society.

ACCREDITING ASSOCIATION

The Arkansas State Department of Education accredits the Lafayette County High School.

THE PLEDGE OF ALLEGIANCE

The Pledge of Allegiance shall be recited during the first class period of each school day. Those Students choosing to participate shall do so by facing the flag with their right hands over their hearts while reciting the Pledge. Students choosing not to participate shall be quiet while either standing or sitting at their desk. 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 comment, retaliation, or disciplinary action.

SCHOOL COLORS

Navy and silver are the official school colors of Lafayette County Schools.

SCHOOL MASCOT

The cougar is the mascot for Lafayette County Schools.

ALMA MATER

All hail Lafayette County High
Symbol of unity
And to the Blue and Silver
We Pledge our Loyalty
Lafayette County strong and true
We lift our song in praise of you
We pledge to fly your colors high
Through all the years to be
All hail Lafayette County High
Symbol of unity

SCHOOL MOTTO

The school motto for Lafayette County High is “Empowering Student Success”

STUDENT HANDBOOK

It shall be the policy of the Lafayette County School District that the most recently adopted version of the Student Handbook be incorporated by reference in 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 most recently adopted language will be considered binding and controlling on the matter provided the parent(s) of the Student if 18 years of age or older have acknowledged receipt of the controlling language.

Principal's Message

Dear Students, Parents and Citizens of Lafayette County High School:

On behalf of the faculty, staff and administration, I welcome you to a new and exciting school year. Lafayette County High School is a caring, learning community where all stakeholders actively participate and contribute to the education of all children. As the new school year begins, please take some time to familiarize yourselves with this handbook.

As one of many tools designed to help Students find success, this handbook includes our school's Code of Conduct. Understanding the Code of Conduct will help Students better appreciate what the school expects of them as learners and as responsible, contributing members of Lafayette County High School. It will also help guide Students to make wise decisions throughout the year.

It is impossible to list in this handbook all of the rules and guidelines for Students and staff. Therefore, the contents of this handbook should not be construed to limit or deny your rights and responsibilities as a member of the Student body or as a citizen; neither should it be construed to limit or deny the school administration the right and responsibility to develop such necessary rules and regulations consistent with federal, state and Board of Education policies and regulations. As new policies are handed down throughout the year, policies will be made available to you.

The State requires that each Student receive a copy of this handbook. ACT 104 of 1983 requires that parents and Students sign the Statement of Responsibility Form and return it to the school office. In addition to completing and signing the **Student Data Information, Sheet, Statement of Responsibility Form**, please sign and return the additional **forms** that are located at the front of the Handbook by **August 22, 2014**. When you wish for medication to be administered by the school, please sign and return the Medication Administration Consent Form or the Medication Self-Administration Consent Form and return it to the school office.

The administration and staff look forward to an exciting and profitable year. We hope that your year at LCHS be full of personal growth, service to community and academic achievement.

Sincerely,

Opal Anderson

Opal Anderson, Principal

BUILDING REGULATIONS

Building regulations are those guidelines that are developed to facilitate Student life and learning in Lafayette County High School.

1. Students should not report to school before 7:15 a.m. unless they ride a bus or arrangements are made with school personnel. Teachers are not on duty before 7:35 a.m., and the school cannot be responsible for Students until that time
2. Students who miss one or more periods must check in through the office before going to class. Students arriving after 8:20 a.m. will be considered absent from their first period class for that day.
3. Students needing to enter the building before the bell rings in the morning must enter the designated doors.
4. Once Students have reported to school, they shall not leave the campus without permission from the principal's office. A Student is considered on campus if he or she is in a vehicle which is on school property. Students must get out of vehicles immediately upon arrival to campus.
5. Students must be signed out by a parent, guardian or designated adult before being allowed to leave school.
6. Students are to be in assigned classes or areas or have a hall pass from the assigned teacher before leaving class.
7. Students eating in the cafeteria must consume all food in the cafeteria.
8. Students bringing their lunch may eat outside in an area designated by the principal. Students must clean up behind themselves. All trash must be placed in the trash can. Failure to follow rules will result in privileges being revoked. Lunches must be brought to school with Students. Lunches may not be delivered to Students.
9. Students will not be called from class to take phone calls except in emergencies, but the office staff will deliver necessary messages when time permits. The office staff will send to a Student necessary school items brought to the office by a family member.
10. The school will not accept items for delivery to Students. Neither will mail be delivered to Students. Under no circumstances may a Student accept a delivery from a vehicle. When time permits, the office staff will send to a Student necessary school items brought to the office by a family member.
11. School announcements will be read daily over the intercom by the Student Council president or another Student Council officer. Students are responsible for information given in the announcements. The announcements will be posted on bulletin board, the LCHS web page, and each teacher will receive a copy by e-mail. If a Student arrives at school after the announcements are made, it is the Student's responsibility to become familiar with the content of the day's announcements.
12. Students may not organize school social activities without the approval of the building principal. Overnight trips must be approved by the Lafayette County School District Superintendent.
13. Radios, tape players, electronic games, and other such devices may be disruptive to the educational process and are, therefore, not allowed on the school campus or buses without special permission. A violation will result in confiscation and other disciplinary action as determined by the school administration.
14. After being absent, the Student must have a note from the parent, medical, or professional personnel documenting their absence before returning to class. Students must present attendance slip to teacher upon entering class.
15. No gum chewing!
16. No beverages are allowed inside the building.

Authority for Student Discipline

Teachers, principals, administrators, bus drivers, paraprofessionals, and security officers have the authority 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 pupils and maintain order.

Due Process

Students have the right to be immediately informed of alleged violations of standards of behavior as established by Board policy and/or school regulations and to be informed of appeal procedures. Students have the responsibility to know and obey school rules, to express grievances in a polite and hospitable manner, and to give parents correct information concerning misconduct. Principals and teachers have the responsibility to follow Board established procedures in disciplinary actions against Students. Principals are responsible for notifying and conferring with parents and Students in cases involving suspension and expulsion recommendations. Parents have the responsibility to call principals for conferences when needed and to arrange with proper school authorities for desired Student hearings.

The due process rights of Students and parents are as follows:

Prior to any suspension, the school principal or his/her designee shall advise the pupil in question of the particular misconduct of which he/she is accused, as well as the basis for such accusations. The pupil shall be given an opportunity at that time to explain his/her version of the facts to the school principal or his/her designee. Written notice of suspension and the reasons for the suspension shall be provided to the parent(s) of the pupil. Any parent(s) tutor or legal guardian of a pupil assigned in in-school suspension shall have the right to appeal to the superintendent level only.

Closed Campus

The Lafayette County High School operates under a "Closed Campus" policy. Students will not be permitted to leave campus without parental permission any time during the day, without checking out through the office. Students leaving campus for any reason without the approval of the office will be subject to disciplinary action.

Check Out Policy

Child safety is a very high priority at Lafayette County High School; therefore, the following procedure will be followed.

Procedures:

Any Student leaving the school campus before the end of the day must check out through the office. Students must sign out in the office in all instances before leaving the campus. Students under the age of 18 must be checked out by the parent or the persons designated by the parent on the Student's data sheet. **Students not signing out in the office will be considered truant.**

Students shall not be taken from school by anyone except a person who has custodial rights (parent, or legal guardian,) unless permission is granted in writing by the parent/guardian and is on file in the principal's office. **No Student may be checked out by anyone 21 years of age or younger.**

No Student shall be taken from class or school and sent on errands except by permission of the principal and consent from the parent/guardian.

In emergency situations or extenuating circumstances, any Student 18 years or older may legally check out without parental approval. The Student will be personally responsible for their attendance. The school does not recommend Students exercise this right. Students checking out will also be personally responsible for supplying the school with notes of excuse from their parents, guardian, court, or doctor.

Students 18 or older may not check out of school at anytime to go off campus and then return to school during that day unless they have a doctor's, judge's, or attorney's excuse to return to class that day; otherwise they may not return until the next morning.

Emancipation

Students who are 18 years of age must have a parent or legal guardian sign all school related documents unless the 18 year old Student is emancipated (no longer under parental or legal guardian control.)

Patriotic and Religious Exercises

Students have the right to participate in or abstain from such exercise as the flag salute, oaths or pledges, anthems, and religious observances. Students have the responsibility to respect the choice of those who choose to participate in or abstain from such exercises. Parents and Students have the responsibility of informing the administrators of their religious or ethical objections to participating in selected activities.

Drug Dog

A registered, trained drug dog may be used by the Lafayette County School District to prevent the use and/or possession of prohibited drugs or alcohol on school district property. The dog is gentle and has been specially trained to locate marijuana, alcohol, and other illegal drugs. Periodic, unannounced visits to all District schools and school sponsored activities will be made by the drug dog and handler. Lockers, automobiles, and all areas of the buildings may be searched. A Student will be held responsible for any prohibited items found in his or her locker, automobile, or possessions at school. If prohibited items are found during a school check, the violator(s) shall be disciplined under school district policies and the local police shall be notified.

Students are encouraged to seek treatment and/or counseling for substance abuse.

A list of local rehabilitation resource agencies for substance abuse counseling and treatment is available upon request in the counselor's office.

Metal Detectors

Metal detectors, owned by the District, will be used during school activities or as needed as a safety precaution. All Students will walk through the portable metal detectors to check bags, purses, clothing, etc. If prohibited items are found in a metal detector check, the violator(s) shall be disciplined under school district policies.

Video Monitoring

In our goal to provide a safe and secure learning environment, Lafayette County High School buildings and campus are monitored by closed circuit television

and audio monitoring. Signs have been placed around the building and campus warning that all activities are recorded to aid in the prosecution of any crime against this facility.

Nondiscriminatory Policy

It is the policy of Lafayette County School District that Students will have the opportunity to tell their side of any problem at the time the building administrator questions them in reference to a discipline problem. Students will not be able to show up at a later date, change their stories, and expect the administrator to change his/her position after the Student has had an opportunity to fabricate a story. This promotes telling the truth the first time questioned.

It is also the policy of the Lafayette County School that all vocational opportunities will be offered without regard to race, color, national origin, sex, or handicap. Furthermore, it is Lafayette County School District's policy to provide equal opportunity to all its employees, staff, and Students and to assure that there will be no discrimination against any persons on grounds of race, color, religion, national origin, sex, handicap, political affiliation or belief, or age or on the basis of citizenship.

Visitors Policy

Visitors are always welcome, but must first receive permission from the principal's office to visit or observe any activity on campus. Any visitation to the classroom shall be allowed only by the permission of the school principal. Student visitation is not allowed in the classroom.

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

Unless prior arrangements have been made with the school's principal, Arkansas law provides that the transfer of a child between his/her custodial parent and non-custodial parent, when both parents are present, shall not take place on the school's property on normal school days during normal hours of school operation.

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

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

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

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

Conduct to and from School

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

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

School Organizations

Fraternalities, 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.

School Sponsored Trips

A teacher will be in charge of all Students who participate in a school trip. No Student will be dismissed from a teacher's supervision until returned to the proper destination. If a parent should ask for a Student in person, the teacher may excuse the Student and allow him/her to accompany the parent after receiving a note directly from the parent/guardian and after the event is over. If the Student or parent does not want to abide by the school regulations, the Student will not be allowed to participate in school trips.

Teacher Qualifications

Lafayette County School strives to hire the best qualified staff to educate our Students.

Any parent/guardian of a Student in the Lafayette County School District may request information regarding the professional qualifications of your child's teacher(s). Interested parents/guardians should contact the Office of the Superintendent in Lewisville, Arkansas.

School Equipment, Uniforms, Textbooks and Other Materials

Any Student that is issued any type of school equipment, uniforms, textbooks and any other materials must return all items at the completion of the season or semester. Items not returned to the school may result in a student not being able to participate in any extra-curricular activity and graduation ceremony and may result in a student's report card being held.

BELL SCHEDULE

1st Bell	7:56
1st period	8:00-8:46
2nd period	8:50-9:36
3rd period	9:40-10:26
4th period	10:30-11:16
Lunch	11:16-11:41 (7/8)
5th period	11:45-12:31 (7/8)
5th period	11:20-12:06
Lunch	12:06-12:31 (9-12)
6th period	12:35-1:26
7th period	1:30-2:21
8th period	2:25-3:15

ACADEMIC REQUIREMENTS

Academics

Lafayette County School District offers Students diverse curricular opportunities. To meet minimum graduation requirements, a Student must complete 24 units. Students who complete the minimum requirements for graduation will receive the general diploma. Students completing the college core track with a minimum GPA of 2.75 will receive a gold seal on his/her diploma and his/her transcript. Students are encouraged to pursue more challenging academic goals and may qualify as a Scholastic Honor Graduate. (See Scholastic Honor Graduates requirements).

Students in grades nine through twelve will be required to schedule and attend a full school day. Enrollment and attendance in college courses may be used to satisfy the requirements of this section even if the classes are not located at the school. Students enrolled in off campus

college classes must continue to meet until the semester ends to be counted toward the requirement of planned instruction time.

Students in grades nine through twelve will be enrolled in not fewer than three hundred fifty (350) minutes of planned instructional time each day as required for graduation.

Credits

All Students must be enrolled in at least four “solid” subjects. Students cannot receive more than one credit per year in physical education/athletics and may not count more than 1 credit toward units required for graduation by the State of Arkansas.

A credit is awarded for completion of a two-semester course in which a Student earns a grade of “D” or better. However, beginning with the 2004-2005 school year, any Student that fails to achieve at the proficient level on a state mandated criterion-referenced test shall be placed on an Academic Improvement Plan (AIP).

Digital Course Offerings

The District shall offer one or more digital learning course(s) through one or more District approved provider(s) as either a primary or supplementary method of instruction. The courses may be in a blended learning, online-based, or other technology-based format and shall be tailored to meet the needs of each student.

All digitally offered courses shall meet or exceed the State Board of Education's curriculum standards and requirements and be capable of being assessed and measured through standardized or local assessments. Additionally, the District shall ensure there is sufficient infrastructure to handle and facilitate a quality digital learning environment.

As an approved digital learning provider, the District shall annually determine what District created digital learning courses it will provide to our students.¹ The District may also choose to provide digital learning courses by contracting with outside providers of such courses, who have been pre-approved by the Arkansas Department of Education (ADE). The School Board shall determine the provider method or combination of methods for the District. The Superintendent shall ensure that all digital learning courses provided to District students, regardless of the source of the course, have been approved by ADE.

District created digital courses and any digital courses the district purchases from outside providers shall adhere to the guidelines for the use of digitally transmitted

copyrighted materials set forth in Policy 5.8 USE OF COPYRIGHTED MATERIALS as well as applicable statutory requirements.

The District shall require all outside providers to incorporate Policy 5.8 as a condition of the service contract. Failure of the outside provider to abide by Policy 5.8 shall constitute a breach of contract and the outside provider shall be responsible for any costs resulting from such breach.

Students may take at least one digital learning courses. Students must be physically present for each digital learning class he/she takes.

The District is responsible for providing all instructional materials for each student who enrolls in a District approved digital learning course

Smart Core / Core Curriculum and Graduation Requirements for the Classes of 2015, 2016, and 2017

All students are required to participate in the Smart Core curriculum unless their parents or guardians, or the students if they are 18 years of age or older, sign an *Informed Consent Form* to not participate. 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. The signed *Informed Consent Form* shall be attached to the student's permanent transcript. *Informed Consent Forms* are required to be signed prior to registering for seventh grade classes, or if enrolling in the district for seventh through twelfth grade classes. 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 their 21st birthday. Students wishing to change their choice of curriculums must consult with their counselor to determine the feasibility of changing. This policy, the Smart Core curriculum, and the courses necessary for graduation shall be reviewed by staff, students, and parents at least every other year to determine if changes need to be made to better serve the needs of the district's students. The superintendent, or his/her designee, shall select the composition of the review panel.

Sufficient information relating to Smart Core and the district's graduation requirements shall be communicated

to parents and students to ensure their informed understanding of each. This may be accomplished through any or all of the following means.

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

Comparable concurrent college courses may be substituted where applicable. The Lafayette County School district will involve parents, staff, and students in the development of the Smart Core / Core Curriculum will be sent to the receiving school along with other pertinent student information.

If a student transfers to another school in Arkansas, notice of the student's choice of Smart Core or Core will be sent to the receiving school along with other pertinent student information.

GRADUATION REQUIREMENTS

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

SMART CORE: Sixteen (16) units

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

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

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

- Algebra I or Algebra A & B* which may be taken in

grades 7-8 or 8-9

- 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.

- Algebra II
- 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 course (Comparable concurrent credit college courses may be substituted where applicable)

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

One unit of Biology; and

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

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

Social Studies: three (3) units

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

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

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

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

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

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

Electives: 8 units (Six are career focus)

CAREER FOCUS: - Six (6) units

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

CORE: Sixteen (16) units

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

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

Mathematics: four (4) units

- Algebra or its equivalent* - 1 unit
- Geometry or its equivalent* - 1 unit
- All math units must build on the base of algebra and geometry knowledge and skills.
- (Comparable concurrent credit college courses may be substituted where applicable)

*A 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
- one (1) unit of a physical science

Social Studies: three (3) unit

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

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

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

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

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

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

Electives: 8 (Six are career focus)

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.

24 Units will be required to graduate from Lafayette County High School.

Note: Technically, foreign language is not required under Smart Core, but it is required for eligibility for

the Challenge Scholarship and others as well as being necessary for admission to many colleges. It is included in this policy under Career Focus for these reasons.

Academic Challenge Scholarship

For information about the Academic Challenge Scholarship, please go to the following website: <http://acs.adhe.edu>

Scholastic Honors Graduates

Students who have successfully completed the minimum core of courses recommended for preparation for college as defined by the State Board of Higher Education and the State Board of Education and have a cumulative GPA of 3.50 on a weighted scale will be designated as honor students by the Lafayette County School District. The GPA shall be derived from courses taken in public schools in grades nine (9) through twelve (12). In addition, Algebra I taken in the eighth grade will count towards the cumulative GPA.

Valedictorian will be awarded to the student with the highest GPA ranging from a 3.75 or better on a 5 point grading scale. In order for a student to qualify for valedictorian, the student must take at least two advanced courses which may consist of at least one AP course and/or one concurrent credit course or AP course. The student must have completed their senior year in the Lafayette County School District. Any student transferring into the district will share the distinction with the student that have always been in the district.

Salutatorian will be awarded to the student with the second highest GPA ranging from a 3.75-3.99 GPA on a 5 point grading scale. In order for a student to qualify for valedictorian, the student must take at least two advanced courses which may consist of at least one AP course and/or one concurrent credit course or AP course. The student must have completed their senior year in the Lafayette County School District. Any student transferring into the district will share the distinction with the student that have always been in the district.

The valedictorian with the highest GPA will give the Honor's Address at graduation. In case of a tie, the student with the highest ACT score will be designated as the valedictorian to give the commencement address at graduation.

Students with a grade point average of a 3.25 or better on a 5 point grading scale will be recognized as honor graduates.

Graduation for Seniors of the Math and Science School (ACT 1326 Of 1997)

Students who attend school in Lafayette County School District prior to acceptance to the Arkansas School for Mathematics and Science may elect to participate in

graduation activities the year they graduate, including prom and all other activities.

Math and Science School Students will be responsible for the costs of these activities to the same extent as Lafayette County Students. These Students must also agree to abide by the rules of Lafayette County Student Handbook. Math and Science School Students who violate the rules of the Student Handbook may be barred from attending other activities.

Math and Science School Graduates Guidelines

Students participating in the graduation ceremony must abide by the following guidelines:

1. The Student must wear the Lafayette County High School regalia.
2. If Student is an honor graduate at the School of Math and Science, he/she must provide a letter from the Math and Science school verifying that the Student is a member of the National Honor Society. Once verification has been received, the Student may purchase a National Honor Society stole that is the same as Lafayette County's stole to wear at graduation. The Student will be acknowledged on the graduation program as a member of the National Honor Society.
3. The Student must sit in alphabetical order and not by rank.
4. The Student must attend graduation practice.
5. The Student may attend the graduation breakfast.

Math and Science School Students who enroll or re-enroll in the Lafayette County School District for the purpose of graduating from LCHS will not be allowed the privilege of being the top graduate.

Participation in Graduation Ceremony

Students participating in graduation ceremony must have completed the minimum requirements of units as stipulated by the Arkansas Department of Education and the Lafayette County Public Schools prior to the date of graduation. A Student who is deficient one-half or more units will not be allowed to participate in the graduation ceremony. In addition, Student's debts must be paid in full and all textbooks must be accounted for in order for Students to participate in the graduation ceremony. Students must be in attendance at graduation practice in order to walk during graduation ceremony; no exceptions.

Graduation Ceremony

The graduation is a formal occasion. Graduates are expected to be dressed according to the following guidelines: Boys are to wear black slacks (no jeans) with a white dress shirt that has a collar and black dress shoes. Ladies are to wear a dress or skirt that does not hang longer than the gown with black dress shoes. No house shoes, sandals or flip flops are to

be worn. Failure to follow dress code will result in Student not participating in the graduation ceremony. Graduates are expected to act mature. Inappropriate behavior or actions (dancing, throwing up signs or any behavior that is normally considered against school rules or distracting to the seriousness and formality of the occasion) exhibited during the ceremony will result in the graduate's diploma being held for a period of at least 30 days. A conference with the parent/guardian, graduate, superintendent and principal will be held to determine if and when the graduate will receive his/her diploma. In addition we ask that graduates inform their family members to hold all excessive applause during the ceremony so that everyone can hear when the next Student is recognized or when individuals are reading or speaking. Failure to follow any guidelines will result in graduate meeting with the Lafayette County Board of Education.

Early Graduation

Any Student who is enrolled in Lafayette County High School and has earned the number of credits for graduation and has met the State assessment requirements on all EOC's (proficient, remediation, pass score,) shall be eligible to graduate from Lafayette County High without regards to the grade level the Student is enrolled in at the time such credits are earned. The Intent for Early Graduation form must be completed, submitted and approved prior to the Student's junior year

Advanced Placement Courses

Lafayette County High School offers the following AP Courses:

AP Literature	AP English Comp
AP Biology	AP Calculus
AP Chemistry	AP U. S. History

Concurrent Credit

A ninth through twelfth grade student who successfully completed a college course(s) from an institution approved by the Arkansas Department of Education shall be given credit toward high school grades and graduation at the rate of one high school credit for each three (3) semester hours of college credit. Unless approved by the school's principal, **prior to enrolling for the course**. Comp I may fulfill 12th grade English requirement whereas college Algebra Comp II and any other concurrent credit will be applied toward the student's graduation requirements as an elective.

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

- The District's student, and his or her parent(s) or guardian(s) if the public school student is under the age of eighteen (18);

- The District; and
- The publicly supported community college, technical college, four-year-college or University, or private institution the student attends to take the concurrent credit course.

Students are responsible for having the transcript for the concurrent credit course(s) they've taken sent to their school in order to receive credit for the course(s). Credit for concurrent credit courses will not be given until a transcript is received. Transcripts for students who take concurrent credit courses as partial fulfillment of the required full day of class for students in grades 9-12 (see Policy 4.44) are to be received by the school within fourteen (14) school days of the end of the semester in which the course is taken. Students may not receive credit for the course(s) they took or the credit may be delayed if the transcripts are not received in time, or at all. This may jeopardized students' eligibility for extracurricular activities, graduation, or honors.

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

Lafayette County High School offers the following concurrent credit courses:

- Comp I College Algebra
- Comp II
- Office Management

Articulate Credit
CBA

Pre-Advanced Placement Courses

All Students who are willing to accept the challenge of a rigorous academic curriculum should be given consideration for admission to Pre-Advanced Placement courses. Removal from the Pre-Advanced Placement classes will follow the LCHS policy for dropping a class or changing a schedule.

Student Classification

Students at Lafayette County High will be classified as freshmen, sophomore, junior, or senior status according to the number of credits they have earned. Classification for each Student will be confirmed at during the registration.

Classification will not change during the school year; therefore, Students will remain in the same grade classification for the entire year.

Classification	Credits
Freshman	Promoted from 8 th grade
Sophomore	5
Junior	10
Senior	16

To graduate from LCHS, a Student must have earned 24 credits.

Home Schooling

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

1. At the beginning of each school year, but no later than August 15;
2. By December 15 for parents who decide to start home schooling at the beginning of the spring semester; or
3. Fourteen (14) calendar days prior to withdrawing the child (provided the Student is not currently under disciplinary action for violation of any written school policy, including, but not limited to, excessive absences) and at the beginning of each school year thereafter.

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

- Name, date of birth, and grade level of Student and name/address of last school attended.
- Location of home school.
- Basic core curriculum.
- Proposed schedule of instruction.
- Qualifications of the parent/teacher.
- The parent must agree to have the Student enrolled in home school tested annually by May 1. Parents must also provide information about any child that might indicate the need for special education services.

Act 1787. Section 1. (a) No child may be home schooled if any person residing in the home with the child is required to register under Title 12, Chapter 12, and Subchapter 9 of the Arkansas Code.

Homework

Homework, being an integral part of the Student's total learning experience, aids in the understanding of classroom objectives. Homework increases achievement because the total time spent studying influences how much is learned. Student achievement significantly rises

when teachers regularly assign homework and Students conscientiously do it.

It is strongly suggested that homework be assigned on a daily basis. It is also prudent that teachers take into consideration the school calendar of events when assigning said homework. Well-designed homework assignments relate directly to lesson plans and extend Students' learning beyond the classroom. Homework is most useful when teachers carefully prepare the assignments, thoroughly explain it, and give prompt comments when the work is completed.

Students are more willing to do homework when they believe it is useful, when teachers treat it as an integral part of instruction, when the teacher evaluates it, and when it counts as a part of the grade. Effective homework assignments also teach Students to be independent learners.

Homework gives Students experience in following directions, making judgments and comparisons, raising additional questions to study, and developing responsibility and self-discipline. Homework should be relevant and timely to classroom instruction. It should be reasonable in length and not "busywork".

Promotion/Retention/Credit for 7-12

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.

Promotion or retention of students, or their required retaking of a course shall be primarily based on the following criteria. Students in grades 7th and 8th must pass at least three (3) of the four core subjects (English, math, science, social studies). Students in grades 9th-12th receive a credit for the class in which he/she is enrolled. Students must make at least 60 or above in a course in order to receive credit for the course taken. If a student fails to make a score of 60 or above, he or she will not receive credit for the course. Students may attend summer school to recover a credit in math science or social studies. In addition, students that have accumulated five (5) unexcused absences in a class will not receive credit for the class, or if he/she has exhausted the number of allowable days (10) to miss in a class

will not receive credit. If there is doubt concerning the promotion or retention of a student or his/her required retaking of a course, a conference between the building principal, the student's teacher(s), counselor, a 504/special education representative (if applicable), and the student's parents shall be held before a final decision is made. The conference shall be held at a time and place that best accommodates those participating in the conference. The school shall document participation or non-participation in required conferences. If the conference attendees fail to agree concerning the student's placement or receipt of course credit, the final decision shall rest with the principal or the principal's designee.

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

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

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

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

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

To the extent required by the State Board of Education, students in grade eleven (11) and below who do not

meet the required score on a college and career readiness measurement shall participate in the remediation activities prescribed in his/her IAIP which may include additional opportunities to retake the measurement.

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

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

In addition to the possibility of retention or withholding of course credit, students who either refuse to sit for a State assessment or attempt to boycott a State assessment by failing to put forth a good faith effort on the assessment as determined by the assessment administrator/proctor, or whose parents do not send their student to school on the dates the assessments are originally administered or scheduled as make-up days shall not be permitted to participate in any non-curriculum related extracurricular activity, including school dances, prom, homecoming, senior events, and may be prevented from walking or participating in graduation exercises. The student shall remain ineligible to participate until the student takes the same or a following State mandated assessment, as applicable, or completes the required remediation for the assessment the student failed to put forth a good faith effort on. The Superintendent or designee may wave 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

Students in grades 9th- 12th receive a credit for the class in which he/she is enrolled. Students must make at least 60 or above in a course in order to receive credit for the course taken. If a student fails to make a score of 60 or above, he or she will not receive credit for the course. Students may attend summer school to recover a credit in math science or social studies. In addition, students that have accumulated too many absences in a class will not receive credit for the class in which he/she has exhausted the number of allowable days (10) to miss in a class.

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

Summer School

Lafayette County High School summer school is only offered for Students who have made an "F" or have lost

credit in a class. If a Student has failed a course, he or she may repeat that course in summer school and obtain full credit providing the course is offered and the Student successfully passes the class. The highest grade will count for GPA and eligibility for extracurricular participation.

Summer School is only offered to Students that attend Lafayette County School District.

Requirements and guidelines for summer school may be picked up in the office.

Textbooks

Textbooks for Students in grades 7-12 are furnished free by the State of Arkansas and Lafayette County School District. Students shall be responsible for the care and return of textbooks and may be charged for replacement of lost or damaged textbooks. Students who temporarily misplace their textbooks may rent a replacement through the office for \$1 per day. Rented books must be turned in at the end of the day, or an additional charge of \$1 per day will be added until the book is returned.

The following charges will be assessed for the abuse of textbooks:

- Lost book-Full replacement cost
- Destroyed book-Full replacement cost
- Tearing out of pages-Full replacement cost
- Marking and writing in a book-A cost equivalent to the de-valued cost of the textbook.

ACADEMIC GRADES

Grading Scale

Parents or guardians shall be kept informed concerning the progress of their Student. Parent-teacher conferences are encouraged and may be requested by parents, guardians, or teachers. If the progress of a Student is unsatisfactory in a subject, the teacher shall attempt to schedule a parent-teacher conference. In the conference, the teacher shall explain the reasons for difficulties and shall develop, cooperatively with the parents, a plan for remediation which may enhance the probability of the Student succeeding. The school shall also send timely progress reports and issue grades for each nine-week grading period* to keep parents/guardians informed of their Student's progress.

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

The 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

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 Department of Education shall be graded according to the following schedule.

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

For the purposes 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 AP, or IB course, the Student's course must have been taught by an Arkansas licensed teacher who has received the appropriate training require by Arkansas statute and ADE Rules or, from an AP teacher, who 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.²

“Honors Courses” are those courses that have been approved by a Department of Education Committee as honors courses. Honors courses must stress higher order

learning and be offered in addition to curriculum offerings required by the Standards for Accreditation, Arkansas Public Schools.

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

The final grades of Students who transfer in for part of a semester will be determined by blending the grades earned in the district with those earned outside the district. Each final grade will be the sum of the percentage of days in the grading period transferred from outside the district times the transferred grade from outside the district plus the percentage of days in the grading period while in the district times the grade earned in the district.

For example: The grading period had 40 days. A Student transferred in with a grade of 83% earned in 10 days at the previous school. The Student had a grade of 75% in our district's school earned in the remaining 30 days of the grading period. 10 days is 25% of 40 days while 30 days is 75% of 40 days. Thus the final grade would be $.25 (83) + .75 (73) = 75.5\%$.

Grade Changes

After a grade has been submitted to an electronic grade book, verified by the teacher, entered into APSCN, and printed on a report card, a grade change for a Student must be submitted in writing by the teacher to the counselor and signed by the teacher, Student, parent, or guardian of the Student, the principal and counselor. A reason for the grade change must be given and approved by all above, which will be signified by their signatures; then and only then, will a counselor make the grade change in APSCN.

Grade Computation

Grades assigned to Students for performance in a course shall reflect only the extent to which a Student has achieved the expressed academic objectives of the course. Grades that reflect other educational objectives such as those contained in the learner outcomes and curriculum frameworks and benchmarks may also be given. (This policy prohibits counting attendance, behavior, etc., as part of the academic grade).

Nine-Week Grades

4/5 Daily Work, Class Recitation, class work, quizzes, etc.

1/5 Nine Week Test

Note: If a nine-week test is not given, daily work then counts 100% of the grade.

Semester Grades

2/5 First 9 weeks grade

2/5 Second 9 weeks grade

1/5 Semester Exam

Grade Reports

Report cards will be given out in the classroom the week following the end of the grading period. An academic grade will be indicated for each course.

Progress Reports

Progress reports may be picked up every 4.5 weeks of each nine weeks during parent conferences. Progress reports not picked up during allotted time schedule will be sent home by the Student the following day for parents to see, sign, and return. (See Parent Conferences for Time Schedule)

Parent Conferences

The District recognizes the importance of communication between teachers and parents/legal guardians. To help promote positive communication, parent/teacher conferences shall be held and may be requested by the parents or guardians when the parent feels a need to discuss their child's progress with his/her teacher.

Teachers are required to communicate during the school year with the parents(s) or legal guardian(s) of each of their Students to discuss their academic progress. More frequent communication is required with the parents(s) or legal guardians(s) of Students who are performing below grade level.

Parent teacher conferences will be held four times a year. During this time, parents will meet with teachers to receive deficiency slips and discuss their child's progress during the first 4.5 weeks of each nine weeks period.

Schedule: September 10 - 3:00-6:00 P.M.

November 7---3:00-6:00 P.M.

February 11---3:00-6:00 P.M.

April 17---3:00-6:00 P.M.

Honor Rolls

Honor rolls for each grading period and both semesters are recognized as detailed below:

All-A Honor Roll

Students who have all A's in all subject academic grades are recognized for the All-A Honor Roll.

A and B Honor Roll

Students who have all A's and B's in all subject academic grades are recognized for the A and B Honor Roll.

A parent/Student breakfast is held during the first three grading periods to recognize those Students that made the

honor roll.

STUDENTS WHO HAVE A "C" OR BELOW IN ANY CLASS ARE NOT ELIGIBLE FOR HONOR ROLL.

Exam Exemptions

Students in the Lafayette County High School grades (7-12) may be exempt from semester exams under the following conditions.

- Students must have an "A" average in the class for the semester with no more than four (4) absences or a "B" average in the class for the semester with no more than two (2) absences (avg. of both nine-week grades). Administrative absences do not affect exemptions.
- Students must not have had an office referral for discipline reasons (any type referral including ISS, Saturday detention, bus, etc.) No Student regardless of classification or special education membership shall be exempt if said Student has any discipline referrals.
- Seniors are not to be exempted from second semester final exams.

Discipline records end Friday before semester tests. Any discipline or tardies received during semester test week will be applied to the following semester exemptions.

Schedule Changes

Students will have five (5) school days in which to notify the counselor of a desire to change, add, or drop a class from their schedules. After five (5) school days have passed, Students must stay in the classes for which they enrolled until the end of the semester. At that time the Students must stay in the classes for which they enrolled until the end of the semester. At that time the Students will again have five (5) school days to change. All schedule and/or class changes must be made through the counselor's office and approved by the principal. The parent must also sign off on schedule changes. Students in athletic classes that choose not to participate will not be allowed to change the class before semester.

Schedule change requests in the fall and spring WILL BE PERMITTED ONLY for the following reasons:

- When Students complete a course during summer school
- When Students fail a course prerequisite
- When changes are required due to a clerical error
- When a teacher or counselor recommends a change in the placement/level of the course
- When enrollment in a course is insufficient (less than five)

Students in 7th and 8th grade will not be permitted to change core classes.

Transcript Requests

A Student must be 18 years of age or have written parent/guardian permission to obtain an academic transcript. A graduating senior will be given copies of his/her transcript at no charge.

BENCHMARK AND END OF COURSE EXAMS

Achievement is measured by state and national assessments. State assessments include the Augmented Benchmarks for grades 7 & 8 and the End-of-Course Criterion-Referenced Exams for Algebra I, Biology, Geometry, Algebra II and 11th grade Literacy. National assessments include the Augmented Benchmark, and the American College Test (ACT). The Achievement Section includes participation in Advanced Placement classes, the school gain rating and the No Child Left Behind Adequate Yearly Progress.

The results of End-of-Course assessments shall become a part of each Student's transcript or permanent record. Each course for which a Student completes the assessment shall be recorded with the performance level (advanced, proficient, basic or below-basic).

Remediation

Students who do not score proficient or above on their grade level Benchmark Exams shall be required to participate in an individualized Academic Improvement Plan (AIP). Each AIP shall be developed by school personnel and the Student's parents and shall be designed to assist the Student in attaining the expected achievement level. A Student in grades 3-8, identified as not passing a benchmark assessment and failing to participate in subsequent AIP shall be retained and not promoted to the next appropriate grade level until the Student is deemed to have participated in the AIP or the Student passes the benchmark assessment for the current grade level in which the Student is retained.

In addition to the Benchmark Exam requirements, Students who do not score proficient or better on the End-of-Course tests or on the Grade 11 Literacy test shall successfully participate in a remediation program identified in their AIP before they can receive credit for the course. Students failing to participate in the AIP will not receive credit.

ADMISSION AND WITHDRAWAL

Admission Requirements

To enroll in the Lafayette County School District, the child must be a resident of the District as defined in District Policy (4.1-Residency Requirements) or meet the criteria outlined in policy 4.40-Homeless Students or in policy 4.52.

STUDENTS WHO ARE FOSTER CHILDREN be accepted as a transfer Student under the provisions of policy 4.4, or participate under a school choice option and submit the required paperwork as required by the choice option.

Students may enter kindergarten if they will attain the age of five (5) on or before August 1 of the year in which they are seeking initial enrollment. Any Student who has been enrolled in a state-accredited or state-approved kindergarten program in another state for at least sixty (60) days, who will become five (5) years old during the year in which he/she is enrolled in kindergarten, and who meets the basic residency requirement for school attendance may be enrolled in kindergarten upon written request to the District.

Any child who will be six (6) years of age on or before October 1 of the school year of enrollment and who has not completed a state-accredited prekindergarten program for a minimum of one hundred (100) days during the 2009-10 school year will be eligible to enroll in kindergarten for the 2010-11 school year if the child will be at least 5 years of age no later than September 15 of the 2010-11.

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

Any Student transferring from a school accredited by the State Department of Education to a school in this district shall be placed in the same grade the Student would have been in had the Student remained in the former school.

Any Student transferring from home school or a school that is not accredited by the State Department of Education to a school that is accredited by the State Department of Education shall be evaluated by the staff of the accredited school to determine the Student's proper placement. Lafayette County School District may administer a battery of examinations, either standardized or district developed when deemed necessary for placement or determination of credits.

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 digit number designated by the Department of Education.
2. The parent, guardian, or other responsible persons shall provide the District with one of the following documents indicating the child's age:
 - o Birth certificate,

- A statement by the local register or a 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 or not the child has been expelled from school in any other school district or is a party to an expulsion proceeding.
 4. The child shall be age appropriately immunized from poliomyelitis, diphtheria, tetanus, pertussis, red (rubeola) measles, rubella, and other diseases as designated by the State Board of Health, or have an exemption issued by the Arkansas State Department of Health. Proof of immunization shall be by a certificate of a licensed physician or a public health department acknowledging the immunization.
 5. Proof of Residence. Proof of residence can be ascertained through utility bills, from two separate source both showing the physical address of the service and the name of the parent/guardian of the child. Any person who knowingly gives a false residential address for purpose of public school enrollment is guilty of a misdemeanor and subject to a fine not to exceed five hundred dollars. (\$500).

Record of withdrawal from previous school. Withdrawal records must show current grade level or credits completed to insure proper placement upon registration. Current transcripts should be available for juniors and especially for seniors so that all course work can be accounted for and potential errors can be avoided.

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

STUDENTS WHO ARE FOSTER CHILDREN

The District will afford the same services and educational opportunities to foster children that are afforded other children and youth. The District shall work with the Department of Human Services ("DHS"), the ADE, and individuals involved with each foster child to ensure that he/she is able to maintain his/her continuity of

educational services to the fullest extent that is practical and reasonable.

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

Any course work completed by the foster child prior to a school enrollment change shall be accepted as academic credit so long as the child has satisfactorily completed the appropriate academic placement assessment.⁴

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

Transfer Policy

The Lafayette County School District shall review and accept or reject requests for transfers, both into and out of the district, on a case by case basis. Any Student transferring from a school accredited by the Department of Education to a school in this district shall be placed into the same grade the Student would have been in had the Student remained at the former school.

Any Student transferring from home school or a school that is not accredited by the State Department of Education to a school that is accredited by the State department of education shall be evaluated by the staff of that accredited school to determine that Student's proper placement in the accredited school to determine the Student's appropriate grade placement.

Students transferring into the Lafayette County School District during their senior year, may not replace the local Student when competing for honors, but share the distinction.

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.

The Board 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.

Students currently suspended from another school district will not be admitted to Lafayette County High School until the end of such suspension.

RESIDENT 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 resides outside the district.

Act 1255 of 2005 gives the Department of Human Services the authority to require a school district to waive the residency requirement for foster children unless a court determines it is not in the child’s best interest for the child to remain in his/her current school. The Act further provides that districts are “encouraged to work out a plan for transportation for the child to remain in the child’s current school.”

Withdrawal from School

If a student withdraws from school for any reason, he or she must see the principal or the counselor. The principal or counselor will give the student a withdrawal form, which must be signed by each of the student’s teachers, the librarian, the guidance counselor, and the food services attendant. The teacher will record the student’s checkout grades and signify that all textbooks have been turned in. Once the student’s records are cleared, the principal will then sign the form, and the student may take it to the next school in which he or she enrolls. Student records will only be forwarded to the new school when requested if the student has properly checked out and paid all fines, etc. If a student’s records are not requested from the new school within ten days, the counselor will notify the principal and the authorities will be notified.

ATTENDANCE

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 15 of that year who resides, as defined by policy (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 home-schooled and the conditions of policy (HOME SCHOOLING) have been met.
- The child will not be age six (6) on or before August 15 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).

ABSENCES

A Student may not miss no more than 10 (ten) days per semester. No more than 5 days of the 10 (ten) days can be recorded as unexcused.

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

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

Excused Absences

Excused absences are those where the Student was on official school business or when the absence was due to one of the following reasons and the Student brings a written statement to the principal or designee upon his/her return to school from the parent or legal guardian stating such reason. A written statement must be presented for an absence on the day the Student returns to school.

1. The Student's illness or when attendance could jeopardize the health of other Students. A maximum of six (6) such days are allowed per semester unless the condition(s) causing such absences is of a chronic or recurring nature, is medically documented, and approved by the principal.
2. Death or serious illness in their immediate family;
3. Observance of recognized holidays observed by the Student's faith;
4. Attendance at an appointment with a government agency;
5. Attendance at a medical appointment;
6. Exceptional circumstances with prior approval of the principal; or
7. Participation in an FFA, FHA, or 4-H sanctioned activity;

8. Participation in the election poll workers program for high school Students.
9. Absences granted to allow a Student to visit his/her parent or legal guardian who is a member of the military and been called to active duty, is on leave from active duty, or has returned from deployment to a combat zone or combat support posting. The number of additional excused absences shall be at the discretion of the superintendent or designee.
10. Absences granted, at the Superintendent's discretion, to seventeen (17) year-old Students who join the Arkansas National Guard while in eleventh grade to complete basic combat training between grades eleven (11) and (12).

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.³

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

Unexcused Absences

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

When a Student has (3) unexcused absences, his/her parents, guardians, or persons in loco parentis shall be notified⁵. Notification shall be by telephone by the end of the school day in which such absence occurred or by regular mail with a return address sent no later than the following school day.

Whenever a Student exceeds (3) 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.

At any time prior to when a Student exceeds the number of unexcused absences permitted by this policy, the Student,

or his/her parent, guardian, or person in loco parentis may petition the school or district's administration for special arrangements to address the Student's unexcused absences. If formal arrangements are granted, they shall be formalized into a written agreement which will include the conditions of the agreement and the consequences for failing to fulfill the agreement's requirements. The agreement shall be signed by the Student, the Student's parent, guardian, or person in loco parentis, and the school or district administrator or designee.

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

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

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.

Administrative Absences

An administrative absence is defined as an absence resulting from Students' participation in or attendance at any function sanctioned by the Arkansas Activities Association or any administratively approved state or national competition or any absence for incentive for exemplary behavior or academic excellence. Students are not penalized in any way for administrative absence for which they have received the prior approval of sponsors/coaches.

Additional absences shall be 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.

Makeup Work

Students who miss school due to an absence other than OSS shall be allowed to make-up work they missed during their absence under the following guidelines:

- Students are responsible for asking the teachers of the classes they missed what assignments they need to make-up.
- Teachers are responsible for providing the missed assignments when asked by a returning Student.

- Students are required to ask for their assignments on their first day back at school or their first class after their return.
- Make-up tests are to be rescheduled at the discretion of the teacher, but must be aligned with the schedule of the missed work to be made up.
- Students shall have one class day to make-up their work for each class day they are absent.
- Make-up work, which is not turned in within the make-up schedule for that assignment, shall receive a zero.
- Students are responsible for turning in their make-up work without the teacher having to ask for it.
- Students who are absent on the day their make-up work is due must turn in their work the day they return to school whether or not the class for which the work is due meets the day of their return.
- As required/permitted by the Student's Individual Education Program or 504 Plan.

(For example: Students missing Monday and Tuesday, all make-up assignments are due upon arrival on Friday. However, if a Student is absent on Thursday, make-up work for Monday and Tuesday is still due upon arrival on Friday. Make-up work for Thursday will be due upon arrival on Monday.)

Work may not be made up for credit for absences due to OSS or other unexcused absences.

College or Career Day

In an attempt to support Students in their efforts to further their education, seniors at Lafayette County High School who have at least sixteen (16) credits at the beginning of his or her senior year, will be permitted to take two college/career days. All college/career days must be arranged through the Lafayette County High School Counselor's Office. Students who choose to take a college or career day must do the following.

1. Present a letter from the institution that he/she is planning to attend, indicating the date of the planned visit.
2. Complete a college/career day form and have his/her teachers sign the form before the date of the visit.
3. While on the visit, have an official from the institution sign the college/career day form

and return it to the school when the Student returns. Special considerations will be given for visits initiated by the college or university for recruitment purposes.

Tardies

Promptness is an important character trait that District staff is encouraged to model and help develop in our school's Students. At the same time, promptness is the responsibility of each Student. Students who are late to class show a disregard for both the teachers and their classmates which compromises potential Student achievement. Disciplinary action will be taken according to Tardy Policy.

Truancy

Truancy is defined as a Student being absent from class without permission. The Student will not be permitted to make up work missed as a result of the truancy (except semester or 9 week exams), and a grade of zero will be recorded for any daily work or tests which are missed. Disciplinary action to be taken according to the Truancy Policy.

STUDENT SERVICES

Ninth Grade Academy

Academy is designed to transition ninth graders into self-sufficient and successful high school Students. The ninth grade cougar academy will provide an environment conducive to developing lifelong learners and promoting higher level thinking skills, responsible behavior, self-disciplined social skills, and Student accountability, so all Students are capable of meeting the challenges of a rapidly changing and increasingly complex society.

Alternative Learning Environment

The district shall have an alternative learning environment (ALE) which shall be part of an intervention program designed to provide guidance, counseling, and academic support to Students who are experiencing emotional, social, or academic problems.

The superintendent or his/her designee shall appoint an Alternative Education Placement Team which shall have the responsibility of determining Student placement in the ALE. The team should consist of at least a school counselor, the ALE director or principal, a parent or legal guardian, and a regular classroom teacher.

Students who are placed in the ALE shall exhibit at least two of the following characteristics:

- Disruptive behavior
- Drop out from school

- Personal or family problems or situations
- Recurring absenteeism
- Transition to or from residential programs

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

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

Students placed in ALE for disciplinary reasons must spend a minimum of 20 days in ALE. Students being absent from ALE or Students receiving OSS during the time they are in ALE must make-up the days they missed when they return to school. Student receiving 3 OSS punishments in a semester ALE may be recommended for expulsion.

Students returning from ALE to the main campus will be placed on a probationary status for 9 weeks. Students misbehaving during the probationary period will return to ALE for another 20 days.

Chronic Disciplinary Problems: Chronic Disciplinary referrals or refractory behavior may result in suspension or recommendation for expulsion. Students who display chronic patterns of misbehavior or have repeated disciplinary referrals resulting in multiple assignments to in-school detention or out of school suspension will face additional consequences.

A teacher may remove a Student from class when he/she documents that the Student has repeatedly interfered with the teacher's ability to teach the Student in the class or with the ability of the Student's classmates to learn or whose behavior the teacher determines is so unruly, disruptive, or abusive that it seriously interferes with the teacher's ability to teach the Students in the class or with the ability of the Student's classmates to learn.

Timeline: If a teacher must remove a Student from class (sent to the office) twice during any nine (9) week grading period or its equivalent as determined by the Department of Education, the principal or her/his designee may not return the Student to the teacher's class unless a conference is held for purposes of determining the causes of the problem and possible solutions and with the following

individuals present:

- The principal or designee
- The teacher
- The school counselor
- The parents, guardians, or persons in loco parentis
- The Student, if appropriate

The failure of the parents, guardians, or persons in loco parentis to attend the conference shall neither prevent the conference from being held nor prevent any action from being taken as a result of that conference.

Counseling Services

Counseling services are offered to Students at LCHS to help with evaluating their aptitudes, interests, and abilities. It is the goal of the counseling services to assist Students in achieving their greatest potential.

Assemblies

All teachers and Students are expected to attend all assemblies unless excused by the principal. If a Student has been barred from attending for disciplinary reasons or for failure to participate actively, that Student must report with his or her books to the area designated for study during the assembly. The Student must remain in the designated area during the entire assembly. A Student with numerous disciplinary offenses may lose his or her privilege.

Auto Policy

Uncontrolled usage of automobiles around groups of Students creates a safety hazard. Strict rules regarding the entering and leaving of school grounds with vehicles must be observed. All Students driving to school must adhere to the following regulations:

1. Students must purchase a parking permit from the office; provide proof of driver's license, and proof of liability insurance. A vehicle parked on campus without a parking permit may be towed at the Student's expense after proper investigation by school officials
2. Vehicles must be parked on first arrival in the morning and not re-entered until the Student is leaving school for the day.
3. When reporting to school in a vehicle, Students shall park the vehicle immediately and go to the approved area on campus where a faculty member is on duty. Students may not ride around campus or leave once they have driven on school campus.
4. Drivers must observe the maximum speed limit while on the school parking lots and a 15 mph limit on other school grounds.
5. Students must park vehicles in designated Student areas.
6. No one is to drive through bus loading areas.
7. Excessively loud music is prohibited on campus

and violates local police codes.

8. High school Students who drive are not to be on the elementary campus except to load or unload passengers whose parent or guardian has approved such transportation and notified the building principal of such approval.
9. Students must drive in a safe, orderly fashion and observe all traffic signs.
10. Students are not allowed to ride on the outside of any vehicle, including truck beds. Students must be inside the vehicle with doors properly closed.
11. If a Student has a vehicle accident on campus, the accident should be reported to the building principal immediately.
12. The Lafayette County School District will not be responsible for damage done to Student vehicles or the contents within the vehicle while the vehicle is parked on the school campus.
13. Lafayette County High School Students may be dropped off and picked up in the parking lot in front of the building.
14. Students must park in the Student parking lot for all after school activities.

Driver's License Application

Students applying for driver's license must obtain a form signed by the counselor or principal stating that the Student is in good standing and has a grade point average of at least a "C".

Loss of Driver's License

The Department of Finance and Administration shall be notified when a Student 14 years of age or older is no longer in school, and the Student shall be subject to losing his/her driver's license.

Student's Vehicles

A Student who has presented a valid's driver's license and proof of insurance to the appropriate office personnel, and obtain a parking permit 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 to loiter in parking areas and are not to return to their vehicles during the school day for any reason unless given permission to do so by school personnel.

It is understood that there is no expectation of privacy in vehicles in parking areas. Drivers of vehicles parked on a school campus will be held accountable for illegal substances or any other item prohibited by District policy

found in their vehicle. The act of a Student parking a vehicle on campus is a grant of permission for school or law enforcement authorities to search that vehicle.

Food Services

The school cafeteria offers a well-balanced breakfast and lunch menu at a reasonable price. Applications for the free/reduced lunch program will be sent home with each Student or they may be picked up in the school office. If you have questions or think you may qualify, please contact the school office.

Regular price lunch	\$1.75
Reduced lunch price	\$.40
Regular price breakfast	\$1.00
Reduced price breakfast	\$.30
Adults/Teachers lunch	\$3.00
Adults/Teachers Breakfast	\$1.50

Students eating in the cafeteria or bring their lunch must clean up behind themselves. Failure to dispose of tray and food in the proper manner will result in Student doing lunchroom or picnic area detail.

Because our Food Services Department must account for all meals and all funds, Charges will be minimal. The Food Service Department will inform parents of Student's charges on a regular basis. When a Student is no longer able to charge, never will a Student be made to go without his or her breakfast or lunch. The staff of the Food Services Department will prepare a relatively inexpensive meal for the Student.

ALL PARENTS ARE URGED TO EXPLORE THE POSSIBILITY OF THEIR CHILD NOT HAVING TO PAY FOR MEALS! THIS IS A GOVERNMENT PROGRAM IN WHICH ALL WHO ARE ELIGIBLE SHOULD PARTICIPATE.

Fundraisers

All fund raising and charity drives sponsored by the school must receive the approval of the principal and the superintendent. Only two (2) fundraisers will be allowed per year for each organization. Participation in any fund raising or charity drive sponsored by the school or outside agency shall be entirely voluntary as far as each Student is concerned. There shall be no cause for embarrassment to those who do not or cannot participate or contribute. The sponsor of the group will be responsible for seeing that all funds are turned in and receipted through the office. These deposits should be made on a daily basis. Students who are issued materials or goods are responsible for the value of the items and any expected profit to be realized from the sales. In the event that these items are stolen or

lost, the Student will be expected to pay for the items. If a Student cannot agree to this policy, the Student should notify the sponsor that he or she will not participate in the activity. Students are prohibited from selling any item or from solicitation on a state highway or within ten feet of a state highway.

Homeless Students

The Lafayette County School District will afford the same services and educational opportunities to the homeless children as are afforded to non-homeless children. The Superintendent or his/her designee shall appoint an appropriate staff person to be the local educational liaison for homeless children and youth whose responsibilities shall include coordinating with the state educational liaison for homeless children and youth to ensure that homeless children are not stigmatized or segregated on the basis of their status as homeless and such other duties as are prescribed by law and this policy. To the extent feasible, the District shall do one of the following according to what is in the best interests of a homeless child. (For the purposes of this policy "school of origin" means the school the child attended when permanently housed or the school in which the child was last enrolled.)

1. continue educating the child who becomes homeless between academic years or during an academic year in their school of origin for the duration of their homelessness;
2. continue educating the child in his/her school of origin who become permanently housed during an academic year for the remainder of the academic year; or
3. enroll the homeless child in the school appropriate for the attendance zone where the child lives.

If the District elects a homeless child in a school other than their school or origin and such action is against the wishes of the child's parent or guardian, the District shall provide the parent or guardian with a written explanation of their reason for so doing which shall include a statement of the parent/guardian's right to appeal. In any instance where the child is unaccompanied by a parent or guardian, the District's local educational liaison for homeless children and youth shall assist the child in determining his/her place of enrollment. The liaison shall provide the child with a notice of his/her right to appeal the enrollment decision.

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

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

circumstances.

1. Are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelter; are abandoned in hospitals; or are awaiting foster care placement;
2. 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;
3. Are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar setting; and includes
4. Are migratory children who are living in circumstances described in clauses 1-3.

HEALTH SERVICES

Communicable Diseases and/or Parasites

Students with communicable diseases or with human host parasites that are transmittable in a school shall demonstrate respect for other Students by not attending school while they are capable of transmitting their condition to others. Students whom the school nurse determines are unwell or unfit for school attendance or who believed to have a communicable disease or condition will be required to be picked up by their parent or guardian. Specific examples include, but not limited to: chicken pox, measles, scabies, conjunctivitis, (Pink Eye), impetigo/MRSA (Methicillin-resistant Staphylococcus aureus), streptococcal and staphylococcal infections, ringworms, mononucleosis, Hepatitis A, B or C, mumps, vomiting, diarrhea, and fever (100.4F when taken orally). A Student who has been sent home by the 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's 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 bloodborne, foodborne, and airborne pathogens exposures. Standard precautions shall be followed relating to the handling, disposal, and cleanup of blood and other potentially infectious materials such as all body fluids, secretions and excretions (except sweat).

The District shall maintain a copy of each Student's immunization record and a list of individuals with exemptions from immunization which shall be education records as defined in policy 4.13. The policy provides

that an education record may be disclosed to appropriate parties in connection with an emergency if knowledge of the information is necessary to protect the health or safety of the Student or other individuals.

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

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

Each school may conduct screenings 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.

Physical Examinations and Health Screenings

From time to time, the Lafayette School District will provide for the administration of physical exams or screenings of its Students as required by Arkansas law. The intent of the exams or screenings shall be to detect contagious or infectious diseases, physical abnormalities, or other elements of health that would adversely affect a Student's performance in school.

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

1. Required as a condition of attendance;
2. Administered by the school and scheduled by the school in advance; and not necessary to protect the immediate health and safety of the Student, or of other Students.

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

This publication shall serve as notification to parents or guardians that hearing and vision screenings,

measurement of height and weight for body mass index, and scoliosis screenings will be conducted for designated Students during the school year.

Examinations for contagious diseases will be held whenever the situation is warranted. Except in instances where a Student is suspected of having a contagious or infectious disease, parents may refuse permission for physical examinations or health screenings by completion of the **Objection to Physical Examinations or Screenings Form** which can be secured from the office of the principal or by providing certification from a physician that he/she has recently examined the Student. A Student may be required to pass a physical exam before being allowed to participate in certain extracurricular activities to help ensure they are physically capable of withstanding the rigors of the activity. It is understood that Students who refuse to take such an exam will not be allowed to participate in the desired activity.

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

Legal Reference: A.C.A. T~ 6-18-701 (b), (c), (f)20 USCT~ 1232h (c) [NCLB Act of 2001, Part F, Section 1061 (c) (1)(D), (2)(A)(i)(ii)(B)(C)(iii)(I)(II)(III), (4)(B)(ii), (5)(B), (6)(B)(C)]

Student Illness/Accident

If a Student becomes too ill to remain in class and/or could be contagious to other Students, the principal or his/her 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 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.

Special Health Needs

A Student who has special health needs or health problems which could require special services are required to make school personnel aware of such situations. Students who need special restroom privileges, special diets, or special health care procedures, while at school are required to have documentation from a physician indicating the specific order, to be kept on file in the principal's office.

A parent or guardian of a Student who has special health problems which may result in the Student needing emergency services must document in writing such problems and the suggested steps to be taken when such problems arise. The parent or guardian shall also be willing to assist the school nurse in preparing an individualized health care plan for the Student. The doctor's name and telephone number must be listed along with emergency numbers to get in touch with the parent or guardian.

When emergency situations arise in school, Lafayette County School District has full authority to take proper steps to ensure the safety of the Student. Parent requests will be honored if possible. Adequate information from the parent or guardian about the special health needs of the Student will certainly help school personnel make critical decisions. However, when an emergency arises in which it is believed that a Student's life is in danger all certified personnel have the authority to send for emergency officials immediately. If the situation is not life-threatening, the building administrator will be sent for. After the building administrator arrives, he or she will be primarily responsible for making critical decisions. Immediately after sending for the building administrator, the school nurse will be called. The building principal may wait for the nurse or decide that immediate medical attention is advisable. After the nurse arrives, the building principal may rely on the nurse's expertise, but the principal shall have the responsibility of sending for additional services. **Parents of Students who require emergency services will be responsible for all bills resulting from emergency service and care.**

Immunization and EPSDT Requirements

In accordance with the Arkansas Department of Health and Education regulations, no child shall be admitted to a public or private school or childcare facility of this state, irrespective of grade or transfer, who has not been age appropriately immunized against particular diseases designated by the State Board of Health. Students will not be allowed to attend school unless they can document appropriate immunizations or are in the process of completing the minimum requirements. In process means they have received at least one dose of the required immunizations and are waiting the minimum time interval to receive the additional doses. Medical or religious exemptions from immunizations may be acquired through the MEDICAL DIRECTOR, DIVISION OF COMMUNICABLE DISEASE/IMMUNIZATION at the Arkansas Department of Health. You may reach this office at (501) 661-2169.

This regulation is pursuant to the State Board of Education's authority under Arkansas Act 244 of 1967, Act 633 of

1973, and Act 871 of 1997.

Provisions have been made for Students who transfer from another School District. These Students will be allowed a maximum of thirty (30) calendar days to produce documentation of immunizations. All Students entering public school for the first time must have a physical examination (Early Periodic, Screening, Diagnosis and Treatment- EPSDT) or its equivalent. The equivalent of EPSDT refers to a physical examination administered by a licensed health care provider qualified to conduct screening examinations. The physical exam must have taken place within twenty-four (24) months of the first day of school.

This regulation is pursuant to the State Board of Education's authority under Arkansas Codes ANN. 6-15-202 (1987) and 6-18-70.

STUDENT MEDICATIONS

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

Unless authorized to self-administer, Students are not allowed to carry any medications, including over-the-counter medications or any perceived health remedy not regulated by the US Food and Drug Administration, while at school. The parent or legal guardian shall bring the Student's medication to the school nurse. The Student may bring the medication if accompanied by a written authorization from the parent or legal guardian. When medications are brought to the school nurse, the nurse shall document, in the presence of the parent, the quantity and type of the medication(s). If the medications are brought by a Student, the school nurse shall ask another school employee to verify, in the presence of the Student the quantity of the medication(s). Each person present shall sign a form verifying the quantity and type of the medication(s).

Medications, including those for self-medication, must be in the original container and be properly labeled with the Student's name, the ordering health care provider's name, the name of the medication, the dosage, frequency, and instructions for the administration of the medication (including times). Additional information accompanying the medication shall state the purpose for the medication, its possible side effects, and any other pertinent instructions (such as special storage requirements) or warnings.

Schedule II medications that are permitted by this policy 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.

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

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

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 provider to self-administer either an rescue inhaler or auto-injectable epinephrine, or both and who have a current consent form on file shall be allowed to carry and self-administer such medication while in school, at an on-site school sponsored activity, while traveling to or from school, or at an off-site school sponsored activity. Students are prohibited from sharing, transferring, or in any way diverting his/her medications to any other person. The fact that a Student with a completed consent form on file is allowed to carry an rescue inhaler or auto-injectable epinephrine, or both does not require him/her to have such on his/her person. The parent or guardian of a Student who qualifies under this policy to self-carry a rescue inhaler or auto-injectable epinephrine, or both on his/her person shall provide the school with the appropriate medication which shall be immediately available to the Student in an emergency. Students may be administered Glucagon in emergency

situations by the school nurse or, in the absence of the school nurse, a trained volunteer school employee designated as a care provider, provided the Student has:

1. an IHP developed under Section 504 of the Rehabilitation Act of 1973 which provides for the administration of Glucagon in emergency situations; and
2. a current, valid consent form on file from their parent or guardian.

The school shall not keep outdated medications or any medications past the end of the school year. By this policy, parents are notified that ten (10) days after the last day of school, all medications will be disposed of that are left at the school. Medications not picked up by the parents or legal guardians within the ten (10) day period shall be disposed of by the school nurse in accordance with current law and regulations.

EMERGENCY ADMINISTRATION OF EPINEPHRINE

The school nurse or other school employees designated by the school nurse as a care provider who have been trained¹ and certified by a licensed physician may administer an epinephrine auto-injector in emergency situations to Students who have an IHP developed under Section 504 of the Rehabilitation Act of 1973 which provides for the administration of an epinephrine auto-injector in emergency situations.

The parent of a Student who has an authorizing IHP, or the Student if over the age of eighteen (18), shall annually complete and sign a written consent form provided by the Student's school nurse authorizing the nurse or other school employee certified to administer auto-injector epinephrine to the Student when the employee believes the Student is having a life-threatening anaphylactic reaction.

Students with an order from and a licensed health care provider to self-administer auto-injectable epinephrine and who have written permission from their parent or guardian shall provide the school nurse an epinephrine auto-injector. This epinephrine will be used in the event the school nurse, or other school employee certified to administer auto-injector epinephrine, in good faith professionally believes the Student is having a life-threatening anaphylactic reaction and the Student is either not self-carrying his/her /epinephrine auto-injector or the nurse is unable to locate it.

The school nurse for each District school shall keep epinephrine auto-injectors on hand that are suitable for the Students the school serves. The school nurse or other school employee designated by the school nurse as a care provider who has been trained¹ and certified by a licensed physician

may administer auto-injector epinephrine to those Students who the school nurse, or other school employee certified to administer auto-injector epinephrine, in good faith professionally believes is having a life-threatening anaphylactic reaction.

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.

CHEMICAL SCREEN/TEST

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

The proposed policy would require all Students who participate in extracurricular activities or have a parking permit to be subject to random drug testing.

Purpose of a Chemical Abuse Policy

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

7. To assist Students by providing counseling and by giving parents information of other resources.
8. To deter chemical abuse or misuse by all Students through the use of random drug testing.
9. All new and transfer Students must consent to drug testing policy before participating in extra-curricula activity.

Scope

The provisions of this policy apply to Students in Lafayette County Schools in grades seven through twelve. No Student will be allowed to participate in any school activity (*any activity outside the regular curriculum whether it is during the school day or out) or park on campus until the consent form has been signed by both Student and custodial parent/legal guardian and returned to the principal or designee. Positive screening results are kept for a maximum of two years or as long as the Student is enrolled in the District.

Definition

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

Refusal to Consent to Testing

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

Refusal to Submit to Testing

Any participant who refused to submit to random drug testing and/or retesting is considered having tested positive.

Testing Procedure

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

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

The examinee will be positively identified.

The observer will ask the individual to remove any unnecessary outer garments (i.e., coat, jacket, etc.) that

might conceal items or substances that could be used to tamper with or alter the urine specimen. All personal belongings (i.e., purse backpack, etc.) must remain with the outer garments. The observer will note any unusual behavior or appearance.

The Student will not be outside of the presence of the observer and not have access to faucets, soap dispensers, or cleaning agents until after the specimen has been provided and sealed.

The Student will be allowed to provide the specimen in a stall or other partitioned area that allows for privacy. After the specimen has been provided, the Student should leave the stall.

At the collection site, toilet bluing agents will be placed in the toilet tanks whenever possible. No other source of water will be available in the enclosure where urination occurs.

If a Student fails to provide the necessary amount of urine for a valid specimen, the Student will be given reasonable amounts of water for drinking and extra time to produce an adequate sample. During this time, the Student will remain in the vicinity of the collection area and under the observation of the district staff.

Immediately after collection, the observer will check the temperature of the specimen and inspect the specimen for color and signs of contaminants.

Both the observer and Students being tested will keep the specimen in view at all times prior to its being sealed and labeled.

Analysis Process

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

Results and Notification

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

Records

All records concerning chemical abuse testing will be maintained by the Superintendent or his/her designee in a separate, locked file.

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

First Positive Test

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

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

Clarification

Exception: A Student must be retested on day thirty-one to regain eligibility. However, certain chemicals that take more than thirty 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.

Secondary Positive Test

For the second positive test, the Student will not be allowed to participate in any school activity (*any activity outside the regular curriculum whether it is during the school day or out) drive or park on campus until the 30 day probation is up and the school nurse administers a third drug test and the results come back negative. To regain eligibility for participation in activities, a Student must have a negative Chemical Screening Test. This will be administered by the district's chemical screening company and at the parent's expense on conclusion of year's ineligibility.

Third Positive Result

For the third positive result, the Student will be permanently suspended from participating in or attending any activity program and lose all driving privileges with the school. A third positive screen could come from a third positive test from the random pool or a result of a re-screen at the end of the probation period.

Nature of Policy

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

Other Disciplinary Measures

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

**Examples of school activities:* club trips & meetings, pep rally participation, homecoming, prom, FFA & 4-H shows, cheerleading & sports games & after school practice.

Prescription Medication

The existence of lawfully prescribed medication in the Student's sample is not a violation of this policy when taken in accordance with a physician's recommendation or prescription to a specific Student. Some over-the-counter medications may have similarities to unlawful drugs when tested. Students who are taking prescription medication may provide a copy of the prescription or a doctor's verification in a sealed envelope to school personnel at the time the sample is collected or no less than (3) working days after testing positive. Failure to provide documentation in the (3) working days will be considered testing positive (no exceptions). The specific name of over-the-counter medication should also be disclosed to the school official. Students who refuse to

provide verification and test positive will be subject to the actions specified in this policy for “positive test.”

Consent Form

Students and parents/guardians will be strongly encouraged to sign a consent form to the random testing. The consent form must be co-signed by the Student’s custodial parent/legal guardian. No Student will be allowed to participate in any school activity (*any activity outside the regular curriculum whether it is during the school day or out) or park on campus until the consent form has been signed by both Student and custodial parent/legal guardian and returned to the principal or designee. Consent forms for Students participating in fall sports or extracurricular activities must sign the consent form during the first two weeks of school. Students moving into the district during the school year must sign the consent form during the first two weeks of enrollment. No Student will be allowed to sign the consent form after these dates.

Selection Process

While Students are in school, they will be subject to random selection for testing. Particular days will be selected for testing. If a Student is selected for testing but is absent on that day, he/she will be tested on the next date. The number of names drawn will be no less than (2%) or greater than (15%) of the Students in grades seven through twelve. A urinalysis will be the method utilized to test for the presence of chemicals in the body. All Students selected must report to the designated testing site.

Testing Agency

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

Cost

The cost of the test to be given during random selection will be paid by the district. Any test administered to a Student to regain eligibility will be at the parent’s expense.

Board Adopted: April 15, 2008

Insurance for Students

The school nurse is available to Students who become ill or injured during school hours and will contact a parent/guardian when the situation warrants. Feel free to contact her with any questions or comments regarding the health and safety of your child. Please do not send sick or injured children to school with the intention that they will be diagnosed and treated by the nurse. Because the majority of your child’s waking hours are spent at school, it is imperative that we have as much health history on our Students as possible, as well as emergency contact phone

numbers. Please update these with the school office throughout the year if change occurs.

Homebound Services

If a Student enrolled in LCHS is unable to attend school due to an illness, homebound instructions may be requested. In order to be eligible for homebound instruction, written medical verification from a physician stating the Student’s inability to attend school must be presented to the principal for approval.

Assignment of all homebound instruction, with the exception of special education Students, is under the direction of the building principal. The principal is responsible for determining the need for and the amount of instruction that will be provided to each individual Student. Scheduling of homebound instruction for special education Students will be determined by the IEP committee and the Special Education Coordinator.

Instruction will be provided for a maximum of four hours per week. To be eligible for homebound instruction, a Student shall have proper documentation from a physician or health care facility. Every 30 days, the Student must be re-evaluated by the physician or health care facility verifying continuous participation in the homebound program.

Instruction will be provided by a certified teacher of the district. The designated instructor will be responsible for gathering homework assignments, tests, etc. from the Student’s regular teachers and return all completed work to each teacher. Credit cannot be earned in certain courses through homebound instruction if an excessive number of days will be missed (example: physical education, drama, art, speech, lab courses, band, vocal music, etc.)

Students refusing to do assignments in a timely manner will be dropped from the homebound program.

504 and ADA Services

The Lafayette County School District ensures that individuals with disabilities associated with the district either as Students, school staff, or parents of Students are not discriminated against as a result of a disability. The district abides by the requirements of Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA).

Section 504 states that no otherwise qualified individual with a disability...shall solely by reason of his/her disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.

In compliance with Section 504 and the ADA, the Lafayette County School District agrees to provide Students covered under these acts with a free appropriate public education. Under 504 and ADA, a person is considered to have a disability if that person:

1. has a physical or mental impairment which substantially limits one or more of such person's major life activities;
2. has a record of such an impairment, or
3. is regarded as having such an impairment.

The Act defines a physical or mental impairment as:

- a. Any physiological disorder or condition, cosmetic disfigurement, or anatomical loss affecting one or more of the following body systems: neurological; musculoskeletal; special sense organs; respiratory; including speech organs; cardiovascular; reproductive; digestive; genito-urinary; hemic and lymphatic; skin; and endocrine, or
- b. Any mental or psychological disorder, such as mental retardation, organic brain syndrome, emotional or mental illness, and specific learning disabilities.

Students with disabilities who are protected under Section 504 and the ADA, but not eligible for IDEA services, must be afforded a FAPE (Free Appropriate Public Education).

The process that the Lafayette County School District uses to ensure FAPE includes referral, evaluation, placement, programming, planning, and re-evaluation.

Referral of children for Section 504 and the ADA can be made by anyone. Generally, teachers and parents make most of the referrals. Students should be referred for 504/ADA services if they meet the definition of disability noted above. A written referral should be submitted along with any relevant, substantiating evaluation documentation (diagnosis, evaluation materials, etc.) to the school principal or his/her 504 designee as the building 504 facilitator. Just because a person is referred for consideration for 504/ADA services does not mean that the person will be determined to be eligible. Referral is simply a first step in the process.

Once a referral has been made, the building 504 facilitator will convene a referral committee and notify the parent of the time/place of the evaluation/re-evaluation. A minimum of three school staff members who are knowledgeable about the Student and about Section 504/ADA services will comprise the committee. The parent will be notified of the committee meeting. Along with a notice of the time/place of the 504 evaluation meeting, the parents will be provided notice of their right to examine relevant records and a copy of the parent's rights under 504.

An evaluation will be conducted by the committee to determine if the child is eligible for 504/ADA services. Relevant, substantiating documentation provided with the referral, as well as observations, anecdotal information and other evaluation information may be used by the committee. Results from standardized achievement tests and classroom grades may also be considered, if appropriate. Parents attending the evaluation committee meeting will be provided with another copy of their right to examine relevant records and a copy of the parent's rights under 504.

If the committee decides that the Student has a substantial limitation to a major life activity, the Student will be placed in the 504 program and will be eligible for 504 services. If a Student is determined to be eligible, the committee will design a written program plan of educational accommodations needed. A copy of the plan will be sent to the parent, to all teachers who work with the Student, and to any other appropriate school personnel.

A copy of the previous school year's plan of 504 accommodations will be provided to each teacher of a Student receiving 504 services at the beginning of each school year. Re-evaluation conferences of all Students on a 504 plan will be held during the first quarter of each school year. Parents also have a right to initiate the district's grievance policy.

Questions about 504 and ADA services should be directed to:

Bobbie Beatty
P. O. 950
Lewisville, AR 71845
(870)-921-4275

Student Welfare

The Lafayette County School District and the Board of Education directs full compliance by the District with the child-abuse and-neglect reporting laws. Any school official or employee, who knows or has reasonable cause to suspect that a child has been subjected to physical or sexual abuse or neglect or who observes the child being subjected to conditions or circumstances which would reasonably result in abuse or neglect, shall immediately report by telephone to the Hot Line of the Department of Human Services at 1-800-482-5964.

The teacher should also notify the school principal and counselor. The school official will then call the school nurse to document any marks on the Student. It will not be the responsibility of the school official or employee who initiated the report to prove that the child has been abused or neglected.

Extracurricular Eligibility

The Board believes in providing opportunities for students to

participate in extracurricular activities that can help enrich the student's educational experience. At the same time, the Board believes that a student's participation in extracurricular activities cannot come at the expense of his/her classroom academic achievement. Interruptions of instructional time in the classroom are to be minimal and absences from class to participate in extracurricular activities shall not exceed one per week per extracurricular activity (tournaments excepted)². Additionally, a student's participation in, and the District's operation of, extracurricular activities shall be subject to the following policy. All students are eligible for extracurricular activities unless specifically denied eligibility on the basis of criteria outlined in this policy.

Any student who refuses to sit for a State assessment or attempts to boycott a State assessment by failing to put forth a good faith effort on the assessment as determined by the assessment administrator/proctor, or whose parents do not send their student to school on the dates the assessments are administered or scheduled as make-up days shall not be permitted to participate in any non-curriculum related extracurricular activity. The student shall remain ineligible to participate until the student takes the same or a following state mandated assessment, as applicable, or completes the required remediation for the assessment the student failed to put forth a good faith effort on. The superintendent or designee may waive this paragraph's provisions when the student's failure was due to exceptional or extraordinary circumstances. Students falling under the provisions of this paragraph shall be permitted to attend curriculum related field trips occurring during the school day.

Interscholastic Activities

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

ACADEMIC REQUIREMENTS: Junior High

A student promoted from the sixth to the seventh grade automatically meets scholarship requirements. A student promoted from the seventh to the eighth grade automatically meets scholarship requirements for the first semester. The second semester eighth-grade student meets the scholarship requirements for junior high if he/she has successfully passed four (4) academic courses the previous semester, three (3) of which shall be in the core curriculum areas specified by ADE's Standards for Accreditation of Arkansas Public Schools.

The first semester ninth-grade student meets the scholarship requirements for junior high if he/she has successfully passed four (4) academic courses the previous semester, three (3) of which shall be in the core curriculum areas specified by ADE's Standards for Accreditation of Arkansas Public Schools.

The second semester ninth-grade student meets the scholarship requirements for junior high if he/she has successfully passed

(4) academic courses the previous semester which count toward his/her high school graduation requirements.

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

ACADEMIC REQUIREMENTS: Senior High

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

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

STUDENTS WITH AN INDIVIDUAL EDUCATION PROGRAM

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

ARKANSAS ACTIVITIES ASSOCIATION

In addition to the foregoing rules, the district shall abide by the rules and regulations of AAA governing interscholastic activities. AAA provides catastrophic insurance coverage for students participating in AAA governed extracurricular activities who are enrolled in school. As a matter of District policy, no student may participate in a AAA governed extracurricular activity unless he or she is enrolled in a district school, to ensure all students are eligible for AAA catastrophic insurance. 6

Intrascholastic Activities

AAA Governed Activities

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

Non-AAA Governed Activities

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

Home-schooled students whose parents or guardians are legal residents of the school district will be permitted to pursue participation in an interscholastic activity in the student's resident school zone² as permitted by this policy. Although not

guaranteed participation in an interscholastic activity, home-school students who meet the provisions of this policy, AAA Rules, and applicable Arkansas statutes shall have an equal opportunity to try out and participate in an interscholastic activities without discrimination.

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

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

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

EXTRACURRICULAR ACTIVITY ELIGIBILITY FOR HOME SCHOOLED STUDENTS

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

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

Students wishing to participate in extra-curricular activities at Lafayette County must be enrolled in at least one core class to participate.

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

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

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)

In addition to the foregoing rules, the district shall abide by the rules and regulations of the Arkansas Activities Association (AAA)

It is important to note that there may be additional rules and guidelines imposed on participating students by the sponsors or coaches of these activities. Failure to follow said rules or guidelines may result in the dismissal of a student from an activity, team or club.

Art Club

Membership is limited to those Students who have successfully completed one semester of art and are in the 10th, 11th, or 12th grade. Dues are \$5 a Student.

Athletics

To participate in athletics Students must meet the guidelines of the Arkansas Activities Association, the Department of Education, and the Lafayette County High School.

Band

Students are eligible to join the band and band directed activities provided they meet the following requirements:

- ◆ obtain permission from the band director
- ◆ meet AAA standards for participation (pass four academic subjects and maintain GPA requirements)
- ◆ **flag requirements:**
 - grades 7 through 12
 - meet eligibility/grade point requirements
 - attend a summer camp for flag instruction
 - be selected at the yearly tryouts
- ◆ **drum major requirements:**
 - grades 10 through 12
 - meet eligibility/grade point requirements
 - attend a summer camp for drum majors
 - be selected at the yearly tryouts

Note: No persons shall be allowed to participate in any school function if they are not in attendance at school at least one-half day on the day of the event.

Cheerleaders

Selection and requirements: Guidelines/rules may be obtained through the office of the principal.

Choir

The goal of the choral music program is to teach Students the basics of music as well as the ability to read and perform music. The intent is for Students to learn music reading skills that they can use throughout the rest of their life. Students are encouraged to join the choir. All Students will be expected to participate in all public performances both local and out of town. The choir presents a minimum of two formal concerts and numerous informal performances each year. Grades will be given for each formal performance. Grades may or may not be given for the informal performances. Participation in Region and State Festival (if the choir qualifies) are also required with a grade assessed for these events as is done with the concerts. Students are encouraged to audition for All Region Choir in the fall. Students who qualify to try out for All State Choir are also encouraged to do so. Additional information is contained in the Choral Music Department Policies Handbook.

Drama Club

The Drama Club is open to all Lafayette County High School Students, grades 9-12.

Family Career & Community Leaders of America (FCCLA)

Family Career and Community Leaders of America is a vocational Student organization that functions as an integral part of the Family and Consumer Sciences education curriculum and operates within the school system. FCCLA is the only in-school Student organization with the family as its central focus. The goal of the organization is to help youth assume active roles in society through Family and Consumer Science education in areas of personal growth, family life, vocational preparation, and community involvement. LCHS FCCLA members are involved in District meetings, Star Events, and State Convention. Members also participate in State and National Projects. Any Student enrolled in school who is taking or has taken a Family and Consumer Science course may become a member. Membership is voluntary.

Fire Marshals

Fire marshals are chosen by the sponsor to staff regular monthly fire drills.

Future Business Leaders of America

The Future Business Leaders of America Chapter is the local organization for all Students enrolled in business classes at LCHS.

Future Farmers of America

The Future Farmers of America is an integral part of the instructional program in vocational agriculture. Students must be enrolled in vocational agriculture to be eligible for

membership in FFA. FFA Students must learn and recite the FFA creed, pass a test on and have working knowledge of FFA history, know the duties and responsibilities of FFA membership, pay dues to local, state, and national organization yearly, and take part in local meetings and activities. In addition Students must meet all other requirements that the chapter votes for its membership.

Future Teachers of America

The Lafayette County High School Chapter of the Future Teachers of America is an organization that focuses on the Student's academic and social development. It is dedicated to motivating and promoting Students who have displayed an early desire and interest in teaching. The primary focus is to help Students successfully enter and remain in teacher education. This organization is dedicated to the future of the teaching profession and actively promotes a positive image of the teaching profession. This organization also strives to attract talented young people into tomorrow's classroom.

National Honor Society

As set for in Chapter By-Laws and National Constitution, Membership eligibility requirements:

- Candidates must be members of the sophomore, junior, or senior class.
- Candidates must have been in attendance at this school the equivalent of one semester.
- Candidates must have a cumulative grade point average of 3.25 in the core classes (computation beginning 1st semester of 9th grade) CGPA excludes band, PE, and Athletics.

After CGPA's have been computed for the fall semester, Students who are eligible scholastically will be notified in writing. Students will be told that for further consideration of selection into the NHS chapter, they must complete the Student Activity Information Form. This will help the faculty council determine Student's interest in membership and to obtain information regarding service and leadership activities. These Students are then eligible for consideration on the basis of leadership, service, citizenship, and character. The faculty council consists of five faculty members that are appointed annually by the principal.

Members who fall below the standards which were the basis for their selection will be promptly warned in writing by the Chapter advisor and given one semester to correct the deficiency; exception –in the case of a flagrant violation of school rules or civic responsibility, a member will not have to be warned. If a member is dismissed, a written notice of the decision will be sent to the member and his or her parents. The member must surrender the NHS emblem (pin) and membership card to the chapter advisor. If the member is unwilling to do this, the matter

will be treated as a school disciplinary matter. Students who are dismissed or resign may never again become a National Honor Society member.

Circumstances that might cause Students to deviate from the requirements listed above will be considered on an individual basis by the faculty.

Spanish Club

Membership is limited to those Students who have successfully completed one year of Spanish or who are now enrolled in Spanish.

Student Council

The Student Council of Lafayette County High School serves as the tie between the faculty, community, and the Student body. The aims of the Student Council are to establish higher and better ideas of conduct, to train Students to acquire experience and efficiency in the practice

of democracy, to encourage Students to participate in all school activities, and create and foster a spirit of cooperation between Students and faculty. The Student Council fosters school spirit through assemblies, contests and stunts, conducts elections, promotes interest in good government, investigates and adopts or presents to proper authorities suggestions for improvements of the school, honors teachers and administrators, cooperates with outside organizations in approved youth movements and with other schools in promoting the Good Sportsmanship Code.

All Student council officers and representatives will participate in the decorating of the cultural center for homecoming and the setting up of the royalty area for homecoming at the football field.

The Student Council must charter all clubs and organizations. Final authority on all Student Council activities is with the school administration. Each April, the Student body shall elect a president, vice-president, secretary, and treasurer. These officers may come from 10th, 11th, and 12th grades. All officers must have a 3.00 CGPA. The president must be a senior. There will be two representatives elected each May from grades 8 through 11. Students must have a 2.00 CGPA to be eligible to run for position on the Student Council.

OTHER ACTIVITIES AND HONORS

Class Officers

The following Class Officers will be elected each year.

- President
- Vice-President
- Secretary

Requirements for candidacy for class officers follow:

- GPA of 2.00 for the previous semester before candidacy
- no suspensions or assignments to ISS during the previous year

Elections will be held in the fall of each year. Duties of the class officer will be as assigned by the Class Sponsors.

Homecoming

The maids and queen will be selected by the following process:

1. Seven maids and one queen will be elected. (2 maids from each 10th ,and 11th; 3 maids from 12th) **The 12th grade maid with the highest number of votes will serve as Maid of Honor to the queen.**
2. The senior football team will elect the queen.

Criteria for being on the ballot will be as follow:

1. The queen must be a senior.
2. Maids must be in 10th, 11th, and 12th grade.
3. Must have a 2.00 cumulative GPA

A coronation ceremony will be held followed by a Homecoming parade (weather permitting). The court will wear formal evening gowns. Only the queen may wear white. Two piece dresses that show part of the mid section are not permitted.

Prom

The Lafayette County High School's junior class will host a prom for the senior class. Attendees must be in the 11th or 12th grade class. Students in the 10th grade may be invited by an upper classmen to attend prom. No Student over the age of 19 will be allowed to attend. Students not in attendance at LCHS must present proof of age and must be in good standing with neighboring school and/or have no prior record with law enforcement. All outside guest must be approved by the principal.

- Students must follow the behavioral guidelines that are in the school handbook
- Students may not leave the prom and return later.
- Students must be in at least the 10th grade to attend prom or no older than 19. A background check will be done on all Non-LCHS Students and final approval given by the principal. Students purchasing a ticket for guest before guest is approved will forfeit their money.
- Students must wear formal attire. Boys must wear tuxedo or suit. Girls are required to wear formal dresses. Formals must not be overly revealing. Girls having doubt about their dress must have it approved by the principal. Students inappropriately dress will not be admitted.

- Committee members assigned to work must follow all request of the Prom/Committee Director. Failure to comply will result in disciplinary action.
- Homebound and Home school Students are not allowed to attend.

Prom dues are non-refundable.

Waiters and Waitresses for prom are selected from the sophomore class by the junior class officers. The male and female receiving the most votes will be named head waiter and waitress. The number of waiters and waitresses selected will be decided by the junior class prom sponsor and the school principal. Students selected to be waiters or waitresses may not attend prom as a guest. To be eligible for prom waiter and waitress, a sophomore must have the following criteria pertaining to the tenth grade year:

- 2.00 GPA or better
- No suspension or ISS

Ushers

Each year ushers are selected to assist with Senior Awards Assembly, Baccalaureate and Commencement. Selection is made from the junior class according to class ranking. Students assigned to ISS or suspended from school their junior year, prior to the completion of the selection process, are NOT eligible. Class sponsors and administration reserve the right to determine eligibility if an infraction occurs after the selection.

DISCIPLINE POLICIES

Introduction and Purpose

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

The District's administrators 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 handbook policy committee shall review the Student discipline policies annually and may recommend changes in the policies to the Lafayette County School Board. The Board shall approve any changes to Student discipline policies.

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

It is required by law that the principal or the person in charge reports to the police any incidents where 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. Legal Reference: A.C.A. § 6-18-502 A.C.A. § 6-17-113

Prohibited Conduct

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

1. Disrespect for school employees and failing to comply with their reasonable directions or other wise demonstrating insubordination;
2. Disruptive behavior that interferes with orderly school operations;
3. Willfully and intentionally assaulting or threatening to assault or physically abusing any Student or school employee;
4. Possession of any weapon that can reasonably be considered capable of causing bodily harm to another individual;
5. Possession or use of tobacco in any form on any property owned or leased by any public school;
6. Willfully or intentionally damaging, destroying, or stealing school property;
7. Possession of any paging device, beeper, or similar electronic communication devices on the school campus during normal school hours unless specifically exempted by the administration for health or other compelling reasons;
8. Possession, selling, distributing, or being under

the influence of an alcoholic beverage The minimum - maximum consequence for each Prohibited Conduct is listed in parenthesis.

9. Sharing, diverting, transferring, applying to others (such as needles or lancets) or in anyway misusing medication or any medical supplies in their possession;
10. Inappropriate public display of affection;
11. Cheating, copying, or claiming another person's work to be his/her own;
12. Gambling
13. Inappropriate Student dress;
14. Use of vulgar, profane, or obscene language or gestures;
15. Truancy
16. Excessive tardiness
17. Engaging in behavior designed to taunt, degrade, or ridicule another person on the basis of race, ethnicity, national origin, sex, or disability;
18. Possess, view, distribute or electronically transmit sexually explicit or vulgar images or representations, whether electronically, on data storage device, or in hard copy form;
19. Hazing, or aiding in the hazing of another Student;
20. Gangs or gang-related activities, including belonging to secret societies of any kind, are forbidden on school property. Gang insignias, clothing, "throwing signs" or other gestures associated with gangs are prohibited;
21. Sexual harassment; and
22. Bullying

Prohibited behaviors include, but shall not be limited to, the following Code of Conduct. Infractions ranges from a minimum consequence of a verbal warning to a maximum of recommendation for expulsion to expulsion:

1. Academic Dishonesty [Loss of credit for that work to Suspension]

Students will be disciplined for cheating, copying, helping another to cheat, or passing off another's work as his or her own work.

2. ALTERING, FALSIFYING, OR DESTROYING Student RECORDS [ISS to Parent notification; notification of Law Enforcement]

Students are not to change grades or any other reports. (Example: Changing grades on report cards or deficiency slips)

3. Assault or Battery [5 days OSS to Expulsion & Reporting to Legal Authority]

Willfully and intentionally assaulting or threatening to assault or physically abusing any Student. A Student shall not threaten, physically abuse, or attempt to physically abuse, or behave in such a way as to be perceived to threaten bodily harm to any other person. Any gestures, vulgar, abusive or insulting language, taunting, threatening, harassing, or intimidating remarks by a Student toward another person that threatens their well-being is strictly forbidden. This includes, but is not limited to, fighting, racial, ethnic, religious, or sexual slurs. A parent-Student-principal/assistant principal conference will be required upon reentering school following any suspension for fighting.

Avoiding a fight is defined as removing yourself from the situation and informing the duty teacher, principal, assistant principal or another teacher immediately. Students, who choose to stay in the situation, do not inform school officials about the situation, and then use physical force shall be guilty of fighting.

For fighting, discipline shall be as follows:

- **1st Offense:** 5-Days OSS
- **2nd Offense:** 5 Days OSS and 5 days of ISS and assigned to ALE
- **3rd Offense:** 10-Days OSS with recommendation for expulsion.

4. Assault or Battery on a School Employee [10 days OSS to Expulsion & Reporting to Legal Authority]

A Student shall not threaten, physically abuse, or attempt to physically abuse, or behave in such a way as to be perceived to threaten bodily harm to any school employee.

5. Bomb Threats – Students [Expulsion & Reporting to Legal Authorities]

A Student who calls in or participates in a bomb threat to a school will be referred to the legal authorities and will be recommended for expulsion.

6. Bullying [Warning - Expulsion]

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

A school principal or his or her designee who receives a credible report or complaint of bullying shall promptly

investigate the complaint or report and make a record of the investigation and any action taken as a result of the investigation.

Definitions:

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

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

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

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

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

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

1. Sarcastic comments "compliments" about another Student's personal appearance or actual or perceived attributes,
2. Pointed questions intended to embarrass or humiliate,
3. Mocking, taunting or belittling,
4. Non-verbal threats and/or intimidation such as "fronting" or "chesting" a person,
5. Demeaning humor relating to a Student's race, gender, ethnicity or actual or perceived attributes,
6. Blackmail, extortion, demands for protection money or other involuntary donations or loans,
7. Blocking access to school property or facilities,
8. Deliberate physical contact or injury to person or property,
9. Stealing or hiding books or belongings, and/or
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.

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

- a. Building a fake profile or website of the employee;
- b. Posting or encouraging others to post on the Internet private, personal, or sexual information pertaining to a school employee;
- c. Posting an original or edited image of the school employee on the Internet;
- d. Accessing, altering, or erasing any computer network, computer data program, or computer software, including breaking into a password-protected account or stealing or otherwise accessing passwords of a school employee; making repeated, continuing, or sustained electronic communications, including electronic mail or transmission, to a school employee;
- e. Making, or causing to be made, and disseminating an unauthorized copy of data pertaining to a school employee in any form, including without limitation the printed or electronic form of computer data, computer programs, or computer software residing in, communicated by, or produced by a computer or computer network;
- f. Signing up a school employee for a pornographic Internet site; or
- g. Without authorization of the school employee, signing up a school employee for electronic mailing

lists or to receive junk electronic messages and instant messages.

Act 1437 of 2005 requires that Students who file a complaint will not be subject to retaliation or reprisal in any form.

Students who are guilty of retaliation or reprisal will be disciplined by the District Discipline Policy. 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 violation of the Student Handbook which may have simultaneously occurred.

7. BUS REFERRAL [1st offense-3 day suspension off the bus; 2nd offense-5 days suspension off the bus; 3rd offense-10 days off the bus.]

Continuous misbehavior on the bus may result in a suspension of bus privileges for the remainder of the semester or the year.

Fighting on the bus, results in automatic suspension of bus privileges for 10 days plus 10 days OSS. (Punishment is not to run concurrent.)

8. Carrying Messages/Instigating[1 to 3 days of ISS]

Students are to refrain from carrying messages from one Student to the next or trying to start a ruckus or fight.

9. Cell Phones, [Confiscation and ISS]

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

For the purpose of this policy, the use of a cell phone or other communication device includes any incoming call, text message, message waiting, or any other audible sound coming from the phone or device.

Students are not to use cell phones on school campus between the hours of 8:00 a. m. and 3:18 p.m.

For the use or misuse of a cell phone, the discipline shall be as follows:

- **First offense** of cell phone violation will result in 3 days ISS and phone will be confiscated and released to parent only.
- **Second Offense** will result in 3 days ISS and cell phone will be confiscated for the remainder of the semester.

10. Disrespect for School Employee [ISS - Expulsion]

Disrespect for a school employee may be demonstrated by failing to comply with their reasonable directions or otherwise demonstrating insubordination. Employees are protected from abusive language and conduct by state law. An employee may report to the police any language which is calculated to do the following:

- Cause a breach of the peace
- Materially and substantially interfere with the objectives of the school and/or
- Arouse the person to whom the language is addressed to anger, to the extent likely to cause imminent retaliation.

11. Verbal Disrespect to Staff [10 days OSS to recommended expulsion]

Profanity directed toward a teacher falls under the Assault section and carries a much more severe consequence.

12. Disruptive Behavior [ISS - Expulsion & Legal Authority]

No Student shall by the use of violence, force, noise, coercion, threat, intimidation, fear, passive resistance, bullying 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's office a Student whose behavior is so unruly, disruptive, or abusive that 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 or resource officer.

13. Dress and Grooming [Suspension until clothes are changed to ALE]

The Lafayette County School District Board of Education recognizes that dress can be a matter of personal taste

and preference. At the same time, the District has a responsibility to promote an environment conducive to Student learning. This requires limitations to Student dress and grooming that could be disruptive to the educational process because they are immodest, disruptive, unsanitary, unsafe, could cause property damage, or are offensive to common standards of decency. Students who are dressed inappropriately will be sent home to change. Students sent home for dress code violations will receive an unexcused absence for the classes missed. If a parent cannot be contacted for the Student to be sent home, the Student will be placed in ISS.

Students are prohibited from wearing, while on the school grounds during the school day and at school-sponsored events, clothing that exposes underwear, buttocks, or the breast. This prohibition does not apply, however, to a costume or uniform worn by a Student while participating in a school-sponsored activity or event.

Guidelines:

Students shall come to school looking clean and neat and exhibiting grooming habits and wearing clothes that will not be health or safety hazard to Students or others.

The district prohibits clothing/grooming which:

- Depicts pictures, emblems, or writing that are lewd, offensive, vulgar, or obscene
- Advertises or depicts tobacco products, alcoholic beverages, gang or organization affiliations or drugs may reasonably be expected (in the principal's judgment) to cause disruption of or interference with normal school operations.
- Shorts and skirts must not be no shorter than 2 inches above the front and back of kneecap. when the arms are pointed straight down and are rigid. If the hemline is uneven, the shortest point on the shorts/skirt must meet the standard.
- Boxer shorts, biker shorts, spandex and leggings are not to be worn.
- Female shirts must cover the midriff when arms are raised. No tank tops, mesh tops, spaghetti straps or short shirts which reveal the torso is prohibited..
- No undergarments may be worn as outer garments. Undergarments should not be seen or outlined in tight clothing.
- No sagging. Jeans, slacks, pants, or other garments worn below the natural waist are prohibited. Belts must be buckled (excessive belt length not allowed)
- No caps, hats (or any head coverings) gloves, banfitted bandannas, headbands, do rags, stings of any color towels or sunglasses will be brought to school during the regular school day. During

after-school activities (both home and away) when caps are allowed, they must be worn with the bill facing forward. During cold or inclement weather, Students may wear gloves, tobogans or hoodies while outside in the cold.

- Hoods are not to be worn in the building.
- Shoes must be worn at all times. No house shoes or slippers.
- Earrings on males are not to be worn. Jewelry that can be used as a weapon is prohibited.
- Pocket chains, oversized chains, dog collars or any accessory that may be construed or used as a weapon will be confiscated. All items confiscated by and held in the office may be picked up at the end of the semester. Items left in the office will be discarded.
- No sleepwear to be worn to school (i.e. pajamas pants, house-shoes, Etc)
- All shirts that extend below 4 inches from the waist point of the hips must be tucked in so that the waistline is clearly visible all the way around.
- Garments with low necklines that accentuate cleavage will not be allowed.
- No clothing with holes above the knee will be allowed.
- Clothing which reveals torso skin when arms are raised or clothing which does not meet dress code standards when the Student is sitting or performing classroom physical activity is prohibited.
- No blankets, snuggies, throws or other coverings are allowed.
- Leggings can only be worn under shorts, dress or skirts that comes 2 inches above the knee.
- No Jeggings.

****The principal or an administrator will make final determinations regarding above dress code violations. Any violation of the above dress code at home or away events will be punishable according to this handbook.***

14. Eating/Drinking at Inappropriate Times [Confiscation to ISS]

Students are not to eat or drink in the classrooms or hallways. Food shall not be taken out of the cafeteria. No can or bottle drinks allowed in cafeteria, classrooms, or hallways.

15. Extortion [Warning - Expulsion]

Students shall not obtain or threaten to obtain anything from another person by force or threat of force.

16. Gambling [ISS to OSS]

Students shall not gamble while on school property or school buses or at school-sponsored activities.

17. Gangs and Gang Activity [Parent Contact and ISS-OSS-Expulsion]

Prohibition of Gangs and Secret Societies: The Lafayette County School Board adopts all provisions of Arkansas Code Annotated 6-18-601 through Arkansas Code Annotated 6-19-607, Fraternities, Sororities, etc., and Arkansas Code Annotated 6-5-201 through 6-5-204, Hazing, and defines in places the consequences of “gang” and “gang membership” as being the same as described in these statutes,

The Lafayette County Board of Education issues this policy to prohibit such behavior and membership in non-school sponsored organizations in Lafayette County School District while individuals (s) are at school, traveling to and from school, or while attending school-sponsored events.

When there is a question as to whether the behavior of any Student is associated with membership in gangs or any such prohibited organizations, the determination shall be made by respective principal subject to appeal to the superintendent of schools. After such steps, further appeal may be made to the Lafayette County Board of Education. Prohibited activities include, but are not limited to the following:

- ◆ Soliciting and/or recruiting others for membership
- ◆ Participating in and/or inciting physical violence
- ◆ Extorting or soliciting money or services and/or requesting any person to pay for protection, insurance, or payment of dues
- ◆ Coercing, harassing, and/or otherwise intimidating, threatening, or causing harm to any person wearing, possessing, using, displaying in any manner, distributing, or selling any clothing, jewelry, emblem, badge, symbol, sign, or other item commonly associated with membership in or affiliation with a gang
- ◆ Using any communication, verbal or non-verbal (gestures, handshakes, etc.) Suggesting or showing membership in or affiliation with a gang
- ◆ Engaging in any activity intended to promote or further the interests of any gang activity including distributing literature, drawing or displaying unauthorized symbols on any surface, teaching others to “represent” or acting like a member of a gang
- ◆ Displaying of colors by means of washcloths, bandannas, or other accessories is prohibited.

18. Habitual Misbehavior [Alternative Learning Environment, 10 days OSS and expulsion]

Chronic Disciplinary Problems: Chronic Disciplinary referrals or refractory behavior may result in suspension or recommendation for expulsion. Students who display chronic patterns of misbehavior or have repeated disciplinary referrals resulting in multiple assignments to in-school detention or out of school suspension will face additional consequences.

19. Inappropriate Activity [ISS to OSS]

Any behavior (**scuffling, meddling, horseplay, etc.**) that can be deemed as inappropriate on school premises and at school activities is prohibited.

20. Inappropriate Physical Contact [5 days OSS to ALE to recommendation for expulsion]

Striking of another Student when only one Student throws a blow is considered inappropriate physical contact. Any Student found to be guilty of such behavior will be deemed as causing disorderly conduct.

21. Inappropriate Sexual Activity 5 days OSS to expulsion to police notification

Any sexual behavior that can be deemed as inappropriate on school premises and at school activities is prohibited.

22. Indecent Exposure [10 days OSS with recommendation for expulsion and police notification]

Students are forbidden from exposing themselves on school premises, at any school function both home and away.

23. Interference with School Procedures {ISS-Expulsion}

Students that engage in any act that interrupts the school day. Such acts may include or not limited to bomb threats, pulling of fire alarm, pranks, etc.

24. Language and/or Gestures [ISS - OSS]

A Student may not use profane, violent, vulgar, abusive, or insulting language or gestures at any time. Severe profanity will result in immediate suspension.

25. Laser Pointers [Confiscation & Suspension]

Students shall not possess any hand held laser pointer while in school; on or about school property, before or after school; in attendance at school or any school-sponsored activity; en route to or from school or any school-sponsored activity; off the school grounds, at any school bus stop or at any school sponsored activity or event. School personnel shall seize any laser pointer from the Student possessing it. Legal References: A.C.A. § 6-18-512 and A.C.A. sec. 5-60-122

26. Littering [Remove litter to ISS]
Students are not to throw litter on school campus.

27. Loitering or Trespassing [Warning - Expulsion]

No suspended or expelled Student shall linger on school grounds or within 100 feet of the school without permission of the school officials, nor shall a Student go on Lafayette County School District property for any purpose while serving suspension or expulsion. No Student from another campus is allowed on another school's campus during school hours without permission of school officials. (Legal References: A.C.A. 6-21-66 and 6-21-6-7)

28. Lying to teachers, staff or administration [ISS to OSS]

Lying is an assertion of something known or believed by the speaker to be untrue with the intent to deceive; an untrue, inaccurate statement that may or may not be believed true by the speaker; something that misleads or deceives.

29. Network User Policy [Warning to ISS to Revoking of Privileges - Expulsion & Reporting to Legal Authority]

Use of computers in school is a privilege, not a right. All Students will follow the rules and regulations of the User Network Policy. **(See Policy)**

30. Possession and/or shooting of Fireworks on School Property [OSS to Expulsion]

Students are not to possess, discharge or use, transmit fireworks while on school premises, during any school term on or off school premises at a school-related activity, function or event.

31. Possession of Obscene Material [ISS to OSS to expulsion]

Students are not to possess or transmit obscene material while on school premises, during any school term on or off school premises at a school-related activity, function or event.

32. Possession of/ or Under the Influence of Any Alcoholic Beverage or Any Illegal Drug, Drug Paraphenalia or Non-Intended Use of Prescription or Any Other Type of Drug [Parent Notification & 10 days OSS - Expulsion & Reporting to Legal Authority]

Students shall not possess, use, or transmit; attempt to possess, consume, use, distribute, sell, buy, attempt to sell, attempt to buy, give to any person, or be under the influence of any of the following substances while on

school premises during any school term or on or off school premises at a school-related activity, function, or event.

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

33. Possession of Paging Devices (Beepers, Two-way Radios, Any Electronic or Battery Operated Player, C.D.'S, Video cameras, and IPOD, Etc.)

For the possession of the aforementioned items above, the discipline shall be as follows:

- **First Offense:** Confiscation of device for remainder of semester
- **Second Offense:** 3 days of ISS, Confiscation of device for the remainder of the year

34. Public Displays of Affection [Warning – Expulsion]

Public display of affection is inappropriate in a school environment. Students will not embrace; kiss, etc. in school, on campus, or at any school-sponsored event.

35. Refusal to Take Punishment [Parent Notification and Suspension] Student will have to do the initial punishment when he/she returns to campus.

36. Sagging

- 1st offense 3 days ISS**
- 2nd offense 5 days ISS**
- 3rd offense 3 days OSS**
- 4th offense 5 days OSS**
- 5th offense ALE**

37. Selling Merchandise on School Property [ISS to ALE]

Students are not to sell merchandise on school property unless it has been approved by the principal or his/her designee.

38. Sexual Harassment [ISS to OSS – Expulsion and legal authorities]

Sexual Harassment is prohibited by Title VII of the Civil Rights Act of 1964, which protects the adolescent at work, and Title IX of 1972 that protects the teen from sex discrimination at school. Lafayette County High School is committed to the eradication of sexual harassment in the school. Such harassment is illegal and will not be tolerated. 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. If a Student feels he/she has been sexually harassed should inform a teacher, counselor, or administrator. An investigation will be conducted to determine what, if any, action is warranted. Actions taken may include appropriate administrative discipline or a report filed with law enforcement officials or both.

Legal References: Title IX of the Education Amendments of 1972, 20 USC 1681, et seq. A.C.A. § 6-15-1005 (b) (1)

39. Tardy Policy [Warning – OSS] (See below)

A Student is tardy if he or she is not in the classroom or other assigned location by the time the tardy bell stops ringing. Generally, there are no excused tardies unless school personnel detain a Student, in which case, the staff member should send a note with the Student to class.

- 1st offense Warning**
- 2nd offense Paddling**
- 3rd offense 3 days ISS**
- 4th offense 5 days OSS**
- 5th offense 3 days OSS**
- 6th offense ALE**

Students will be placed in ALE on the 5th tardy for 20 days.

40. Terroristics Threats or threats [10 days suspension to expulsion & notify police]

Students threatening to cause death, serious physical injury or property damage to any Student and/or school employee acting in the line of duty are considered to be engaging in terroristic threats.

41. Tobacco and Tobacco Products [Confiscation, parent notification and 3 days ISS, and citation written– Out of School Suspension and police notification]

Students shall not possess or use tobacco products, including but not limited to cigarettes, cigars, pipes, snuff, or chewing tobacco, while under the school's jurisdiction. Possession of a lighter and/or matches is also prohibited.

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

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

42. Truancy Policy [ISS – Expulsion and notification of authorities]

Students are truant if they skip class, play hooky, and are not in the expected place at the appropriate time, absent without consent of parents/guardian, leave school without properly checking out in the office, or leave class without receiving permission from the teacher. *Students leaving campus without signing out in the office are also considered truant.* The Student will not be permitted to makeup work missed as a result of the truancy (except semester or 9 week exams), and a grade of zero will be recorded for any daily work or tests which are missed. Disciplinary action to be taken involving truancy includes the following:

- **Leaving class without permission**-3 Days of ISS
- **Not in the right Class at Designated Class period**-3 Day ISS
- **Leaving campus without permission** 3 days OSS to notification of juvenile authorities
- Repeated offenses will result in OSS and placement in ALE.
- Habitual truancy will result in expulsion and notification of authorities.

43. Vandalism or Theft [Repair/Return or Restitution & 3 Days ISS - Expulsion & Legal Authority]

A Student will not willfully or intentionally damage, threaten to damage, or steal school property or the property of another Student or employee.

44. Weapons [10 days suspension and recommendation for expulsion for one calendar year and police notification]

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 excepted.

A weapon is defined as any firearm, knife, razor, ice pick, dirk, box cutter, numchucks, pepper spray or other noxious spray, explosive, or any other instrument or substance capable of causing bodily harm. For the purposes of this policy, "firearm" means any device designed, made, or adapted to expel a projectile by the action of any 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, prior to any questioning or search by any school personnel, a Student discovers that he/she has accidentally brought a weapon, other than a firearm, to school including a weapon, other than a firearm, that is in a vehicle on school grounds, and the Student informs the principal or a staff person immediately, the Student will not be considered to be in possession of a weapon unless it is a firearm. The weapon shall be confiscated and held in the office until such time as the Student's parent/legal guardian shall pick up the weapon from the school's office. Repeated offenses are unacceptable and shall be grounds for disciplinary action against the Student as otherwise provided for in this policy.

Except as permitted in this policy, Students found to be in possession on the school campus of a firearm shall be recommended for expulsion for a period of not less than one year. The superintendent shall have the discretion to modify such expulsion recommendation for a Student on a case-by-case basis. Parents or legal guardians of Students expelled under this policy shall be given a copy of the current laws regarding the possibility of parental responsibility for allowing a child to possess a firearm on school property. Parents or legal guardians shall sign a statement acknowledging that they have read and understand said laws prior to readmitting the Student. Parents or legal guardians of a Student enrolling from another school after the expiration of an expulsion period for a firearm policy violation shall also be given a copy of the current laws regarding the possibility of parental responsibility for allowing a child to possess a firearm on school property. The parents or legal guardians shall sign a statement acknowledging that they have read and understand said laws prior to the Student being enrolled in school.

The mandatory expulsion requirement for possession of a firearm does not apply to a firearm brought to school for the purpose of participating in activities approved and

authorized by the district that include the use of firearms. Such activities may include ROTC programs, hunting safety or military education, or before- or after-school hunting or rifle clubs. Firearms brought to school for such purposes shall be brought to the shooting range and given to the designated employee. Firearms are not to be brought to the office/main building. The designated employee shall store the firearms in a secure location until they are removed for use in the approved activity. **Firearms are to be brought to school by the parent.**

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.

45. Vandalism or Theft [Repair/Return or Restitution & 3 Days ISS - Exclusion & Legal Authority

Students shall not engage in any behavior that violates Arkansas Law in school or at school-sponsored events, even though an action may not be specifically detailed in this Discipline Policy.

46. Violation of Classroom Management Rules (Completion of Work Assigned to 3days ISS-3 Days OSS)

Student refusing to complete class room management consequences will be subjected to the aforementioned consequences.

****A STUDENT MAY BE SUSPENDED OR RECOMMENDED FOR EXPULSION AT ANY TIME THE PRINCIPAL DEEMS NECESSARY.***

DISCIPLINE FOR INFRACTIONS OF THE DISCIPLINE POLICY

Consequences for violation of the Lafayette County School District Discipline Policy may include, but not be limited to, the following list. Also, the list is not intended to be “sequential.” Serious or repeated violations of the Discipline Policy will naturally move the discipline to a higher degree.

- Warning
- Seating reassignment
- Confiscation with or without return of Property
- Parent contact and/or conference
- Behavior contract
- Restitution
- Removal from class
- Time-Out/Send Home (Cooling Off Time, not Suspension)
- Temporary loss of privileges--assemblies
- Student conference

- Parent Conferences
- Corporal punishment
- In School Suspension
- Out of School Suspension
- Filing of Family in Need of Services (FINS) petition in Juvenile Court
- Recommendation for application to Lafayette County Alternative Learning Environment
- Reporting to legal authorities
- Recommendation for expulsion for a semester or a year

Discipline for Students with Disabilities

Discipline procedures for Students with disabilities in the Lafayette County School District will be in compliance with the Individuals with Disabilities Education Act (IDEA, Public Law 94-141) which meets the requirements of Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act Of 1990. Other specific clarifications follow:

Students with disabilities who engage in misconduct are subject to normal school disciplinary rules and procedures so long as such treatment does not abridge the right to a free appropriate public education (FAPE)

Where in-school discipline or short-terms suspension (10 school days or fewer) is involved, a school may remove a Student with disabilities for a disciplinary infraction without it being considered a change of placement, and IDEA's parent notification provision would not apply. Also, there is no requirement for a prior determination of whether the Student's misconduct was a manifestation of the Student's disability. Schools may remove any Student with disabilities for a disciplinary infraction for up to ten school days per offense. During a period of short-term exclusion, schools are not required to provide any educational services to the Students. For a Student with disabilities, an exclusion from school for more than ten consecutive school days (long-term exclusion) constitutes a change in placement and is subject to procedural safeguards. IDEA requires, among other things, that parents be given written notice before a change in placement can be implemented. All procedures outlined in the IDEA federal and state regulations shall be implemented. For a Student with disabilities, a suspension or other disciplinary removal for more than ten (10) consecutive school days may not be considered without the school district's first determining whether or not the Student's misconduct was a manifestation of the Student's disability or due to an inappropriate placement. This determination must be made by a group of persons knowledgeable about the Student, such as his or her IEP committee. When a Student with a disability is suspended, written notice shall be sent to the office of the Special Education Supervisor.

Reasonable Force

Any district employee may use and apply physical restraint to Students in order to:

- ◆ Protect a person, including the person being restrained, from physical injury.
- ◆ Obtain possession of a weapon or other dangerous object.
- ◆ Protect property from serious damage.
- ◆ Remove from a specific location Students refusing a lawful command of a school employee, including from a classroom or other school property, in order to restore order or to impose disciplinary measure.
- ◆ Restrain irrational Students.

DESCRIPTIONS OF INTERVENTIONS

Suspensions

In-school Suspension (ISS)

In-school suspension operates for, but is not limited to, those Students who have had continual infractions or serious offenses. Assignment to ISS will last the entire time assigned. Placement in ISS allows a Student to stay in school and continue his assignments so that he or she is not counted absent and does not fall behind in his or her classes. A facilitator works with the Student to see that the Student has the opportunity to complete his or her work.

The ISS facilitator will secure assignments documented on the assignment form for assigned work from teachers of that Student and will be accountable for documenting Students' work and will return work to the appropriate teacher. Students will not submit or retrieve assignments or submit completed work. This will be the responsibility of the ISS facilitator. If a Student is assigned to ISS and that Student does not cooperatively work on assignments and show documented progression on assignments, that Student will not be allowed to stay in ISS. They will be suspended from school and upon return, must complete the time originally assigned in ISS. Students who refuse ISS assignment will be suspended from school until a parent conference is held. After the parent conference the child will then be placed in ISS for the number of days assigned. Students assigned to ISS are not allowed to participate or attend any extracurricular activities.

Out of School Suspension

Students not in attendance 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 authorized school principals or their designees to suspend Students for disciplinary reasons for a period of time not to exceed (10) school days, including the day upon which the suspension is imposed.

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. A Student may be suspended for behavior including, but not limited to the following:

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

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.
- If the principal finds the Student guilty of the misconduct, he/she may be suspended.
- Notice of the suspension, its duration, and any stipulations for the Student's re-admittance to class will be given to the parent(s) or legal guardian(s) prior to the suspension. Such notice shall be handed to the parent(s) or legal guardian(s) or mailed to the last address reflected in the records of the school district. Generally, notice and hearing should precede the Student's removal from school, but if prior notice and hearing are not feasible, as where the Student's presence endangers persons or property or threatens disruption of the academic process, thus justifying immediate removal from school, the necessary notice and hearing should follow as soon as practicable.

Out-of-school suspensions shall be treated as an absences and during the period of suspension Students shall not be permitted on campus except to attend a Student/parent/administrator conference.

During the period of a Student's suspension, the Student serving out-of-school suspension shall not be permitted on campus except to attend a Student/parent conference.

In-school suspension shall be treated as if the Student was present at school. The Student shall not attend any school sponsored activities during the imposed suspension nor shall the Student participate in any school-sponsored

activities. Suspensions initiated by the principal or his/her designee may be appealed to the Superintendent, but not to the Board. Suspensions initiated by the Superintendent may be appealed to the Board. Legal **References:** A.C.A. § 6-18

507 Goss v Lopez, 419 U.S. 565 (1975)

Expulsion

The Board of Education may expel a Student for a period longer than ten (10) school days for violation of the District's written discipline policies. The Superintendent may make a recommendation of expulsion to the Board of Education for Student conduct deemed to be of such gravity that suspension would be inappropriate, or where the Student's continued attendance at school would disrupt the orderly learning environment or would pose an unreasonable danger to the welfare of other Students or staff. The Superintendent or his/her designee shall give written notice to the parents or legal guardians (mailed to the address reflected on the District's records) that he/she will recommend to the Board of Education that the Student be expelled for the specified length of time and state the reasons for the recommendation to expel. The notice shall give the date, hour, and place where the Board of Education will consider and dispose of the recommendation. The hearing shall be conducted not later than ten (10) school days following the date of the notice, except that representatives of the Board and Student may agree in writing to a date not conforming to this limitation.

The President of the Board, Hearing Officer, or other designated Board member shall preside at the hearing. The Student may choose to be represented by legal counsel. The hearing shall be conducted in open session of the Board unless the parent 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 will present evidence, including the calling of witnesses, that gave rise to the recommendation of expulsion. The Student, or his/her representative, may then present evidence including statements from persons with personal knowledge of the events or circumstances relevant to the charges against the Student. Formal cross-examination will not be permitted. However, any member of the Board, the Superintendent, or designee, the Student, or his/her representative may question anyone making a statement and/or the Student. The presiding officer shall decide questions concerning the appropriateness or relevance of any questions asked during the hearing. The Superintendent shall recommend the expulsion of any Student for a period of not less than one (1) year for possession of any firearm or other weapon 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. When expulsion occurs, a loss of credit in all classes for the semester will occur. Should the expulsion be for a period of one year, the Student will lose credit for the entire year. 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. **Legal Reference:** A.C.A. § 6-18-507

Filing of Family-in-need-of-Services (FINS) Petition in Juvenile Court

A FINS Petition may be filed against a child for numerous violations of the Discipline Policy when school discipline does not resolve the behavior problem of a child.

Indefinite Expulsion

Actions of Students continually disrupting the learning process or Students that have been expelled a various number of times for different offenses may lead to indefinite expulsion of said Student.

Examples:

- Assaulting a teacher, administrator, Student, or public official
- Continual and consecutive expulsions each semester demonstrating disrespect for the educational system hindering the learning process for other Students,
- Possession of a weapon or weapons on campus such as firearms, knives, etc. , with intent to harm another individual
- Violation of any law resulting in charges being filed leading to incarceration.

The Lafayette County School Board reserves the right to pursue disciplinary action 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.

Probation

When Students are placed on probation, they must obey the rules, regulations, and conditions of probation for the rest of the school year. If Students break probation, suspension, Alternative Learning environment, or expulsion will be recommended. **(Note: Students**

returning from ALE will be on probation for a nine weeks period. Students receiving an office referral during this period of time will return to ALE.)

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

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

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

State Law requires that Department of Human Services employees, local 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 form. The principal or the principal's designee shall not attempt to make such contact if presented documentation by the investigator that notification is prohibited because a parent, guardian, custodian, or person standing in loco parentis is named as an alleged offender of the suspected child maltreatment. This exception applies only to interview requests made by a law enforcement officer, an investigator of the Crimes Against Children Division of the Department of Arkansas State Police, or an investigator or employee of the Department of Human Services.

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

Legal Reference: A.C.A. § 6-18-513

Corporal Punishment

The Lafayette County School District authorizes the use of corporal punishment 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.

Criminal Charges

Students who are arrested and have criminal charges filed against them may be placed in ISS, recommended for application for Lafayette County Learning Center, suspended, or expelled. When the principal becomes aware of such charges, he or she shall be responsible to investigate to determine whether or not the charges are credible and have some basis of fact. The principal shall recommend proper disciplinary action if he or she finds credible charges; and, if it is believed that the continued presence of such Student at school would be inappropriate and/or could result in an undesirable impact on discipline. Criminal procedures and school-related procedures are not interdependent. A Student's being found innocent in criminal court does not cancel out school-related decisions. School-related due process rights are different from criminal procedures. School expulsions are legal when due process procedures are followed and a rational basis exists for the expulsion.

Student Arrest (Fifth Amendment)

Arkansas school laws state school officials cannot prevent a police officer from "picking up" a Student in school or at a school-related function. However, the officer is expected to carry out this procedure in a way that will not interrupt the school's routine. A police officer does not need a warrant if there is reason to believe a Student has committed a felony or a misdemeanor. When a Student is arrested by the police, the Student may be subject to suspension. The suspension, however, shall not be recommended solely because of the arrest, but may be recommended only when, in the principal's opinion, continued attendance by the Student would seriously affect the morale, safety, and discipline of the other Students. The following guidelines will be used whenever legal authorities arrive at the school to question or remove a Student:

Student's parent or guardian accompanies the police officer or arrives at the school before the Student leaves, the principal relinquishes custody and responsibility of the Student to the parent. The parent or guardian is not present when the police officer arrives, the following guidelines shall apply:

The principal shall notify, if possible, the parent or guardian of the situation before the conference with the police officer. If the parent or guardian cannot be notified before the conference, the principal or his designee shall be in attendance at the conference. Efforts to notify the parent or guardian shall continue.

If the police officer takes a Student from school before the parent or guardian can be notified, the principal shall be informed of the place to which the Student is being taken

so that the principal can properly inform the parent or guardian of the situation or the location of the Student. A Student may be questioned by legal authorities, but he/she is not obligated to answer any questions which might incriminate him or her. The parents and/or the principal or other school official shall be present during questioning by police.

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 eighteen (18) requesting to review the Student's education records will be allowed to do so within no more than forty five (45) days of the request. The district forwards education records, including disciplinary records, to schools that have requested them and in which the Student seeks or intends to enroll, or is already enrolled so long as the disclosure is for purposes related to the Student's enrollment or transfer.

For purposes of this policy, the Lafayette County School District does not distinguish between a custodial and noncustodial parent, or a non-parent such as a person acting in loco parentis or a foster parent with respect to gaining access to a Student's records. Unless a court order restricting such access has been presented to the district to the contrary, the fact of a person's status as parent or guardian, alone, enables that parent or guardian to review and copy his child's records.

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

A parent or guardian does not have the right to remove any material from a Student's records, but such parent or guardian may challenge the accuracy of a record. The right to challenge the accuracy of a record does not include the right to dispute a grade, which must be done only through the appropriate teacher and/or administrator,

the decision of whom is final. A challenge to the accuracy of material contained in a Student's file must be initiated with the building principal, with an appeal available to the Superintendent or his designee. The challenge shall clearly identify the part of the Student's record the parent wants changed and specify why he/she believes it is inaccurate or misleading. If the school determines not to amend the record as requested, the school will notify the requesting parent or Student of the decision and inform them of their right to a hearing regarding the request for amending the record. The parent or eligible Student will be provided information regarding the hearing procedure when notified of the right to a hearing.

Unless the parent or guardian of a Student (or Student, if above the age of eighteen [18]) objects, directory information about a Student may be made available to the public, military recruiters, post secondary educational institutions, prospective employers of those Students, as well as school publications such as annual yearbooks and graduation announcements. "Directory information" includes, but is not limited to, a Student's name, address, telephone number, electronic mail address, photograph, date and place of birth, dates of attendance, his/her placement on the honor role (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 of 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 front 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 FERPA does not prevent the District from disclosing or requiring a Student to disclose the Student's name, identifier, or institutional email and address in a class which the Student is enrolled.

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

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

Districts may release directory information (DI) (as presently defined by the district) of former Students to the extent there is not a signed prohibition against such release. As the definition of DI changes over time (for example, the addition of email addresses to the definition of DI), districts may release DI according to the current definition. It also applies to the release of information that is now defined as DI for Students who left the district prior to 1974, when there was no such thing as DI.

As stated in this policy, once a Student turns 18, the rights to his/her educational records transfers to the Student. The release of educational records to a parent becomes permissive and not a right. At that point, the school gets to decide if it wants to release educational records to parents. The Student, however, doesn't have the right to object one way or the other. If the parents don't establish dependency, once the Student turns 18, the parents don't have an absolute right to see their Student's educational records. "Dependency" in this regard is defined according to the IRS; if the Student is claimed by either of their parents (regardless of custody issues, or filing jointly or separately) as a dependent, then the rights of the parent once the Student turns 18 is as described. Without dependency, the parents have no right to see their Student's educational records once the Student turns eighteen (18).

NOTIFICATION OF RIGHTS UNDER FERPA FOR SECONDARY SCHOOLS

The Family Educational Rights and Privacy Act (FERPA) afford parents and Students over 18 years of age ("eligible Students") certain rights with respect to the Student's education records. These rights are:

The right to inspect and review the Student's education records within 45 days of the day the School receives a

request for access. Parents or eligible Students should submit to the School principal a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible Student of the time and place where the records may be inspected.

The right to request the amendment of the Student's education records that the parent or eligible Student believe is inaccurate, misleading, or otherwise in violation of the Student's privacy rights under FERPA.

Parents or eligible Students who wish to ask the School to amend a record should write the School principal, clearly identify the part of the record they want changed, and specify why it should be changed. If the School decides not to amend the record as requested by the parent or eligible Student, the School will notify the parent or eligible Student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible Student when notified of the right to a hearing. The right to consent to disclosures of personally identifiable information contained in the Student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. 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 as its agent to provide a service instead of using its own employees or officials(such as a 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.

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. Upon request, the School discloses education records without consent to officials of another school district in which a Student seeks or intends to enroll. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are: Family Policy Compliance office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-5920

PPRA Notice and Consent/Opt-Out for Specific Activities

The Protection of Pupil Rights Amendments (PPRA), 20

U.S.C. sec. 1232H, requires the Lafayette County School District to notify the parent or guardian and obtain consent or allow the parent or guardian to opt your child out of participating in certain school activities. These activities include a Student survey, ("protected information surveys"): analysis, or evaluation that concerns one or more of the following eight areas:

1. Political affiliations or beliefs of the Student's parents;
2. Mental or psychological problems of the Student or Student's family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the Student or parents, or
8. Income, other than as required by law to determine program eligibility.

This requirement also applies to the collection, disclosure or use of Student information for marketing purposes ("marketing surveys"), and certain physical exams and screenings. The Lafayette County School District will provide parents, within a reasonable period of time prior to the administration of the surveys and activities, notification of the surveys and activities and be provided an opportunity to opt their child out, as well as an opportunity to review the surveys. (Please note that this notice and consent/opt-out transfers from parents to any Student who is 18 years old or an emancipated minor under State law.)

GRIEVANCES

Due Process for Grievances

Section 504: The Lafayette County School Board, in regular session, adopted the following grievance procedure:

- Any Student expressing a grievance concerning discrimination based on race, sex, or handicap will first present the grievance in writing to the appropriate coordinator. If the grievance is not resolved by the meeting between the employee(s) or Student and the coordinator, the employee(s) or Student may appeal to the superintendent.
- The Student will request the meeting in writing outlining the nature of the grievance and the efforts made to resolve the grievance.
- The superintendent will schedule a meeting with the Student within ten (10) days of receipt of the request.

- The superintendent will notify the Student within (10) days of the decision related to the grievance.
- The Student, if he/she wishes, may continue the grievance to the Board.
- The Student will request in writing to the president of the Board a hearing, attaching all related materials, including any written decisions. The Board will schedule a hearing no later than its next regular meeting.
- The Student will be granted a full and complete hearing and may have a representative of his/her choice at the Board hearing.
- The Board will notify the Student of its decision no later than thirty (30) days following the hearing.

NOREPRISAL WILL BE TAKEN BY ANY SUPERVISOR AGAINST ANY EMPLOYEE(S) OR STUDENT FOR USING THIS GRIEVANCE PROCEDURE.

Complaints

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

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

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

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

Unless authorized by the Board as a whole for a specific purpose, no individual Board member has any authority when acting alone. District constituents are reminded that the Board serves as jury in matters regarding Student suspensions initiated by the Superintendent, expulsions, and personnel discipline.

EMERGENCY PROCEDURES

Emergency Closing of Schools

When schools in the Lafayette County School District are not to be in session because of inclement weather or other emergency conditions, public announcements will be made at the earliest possible time by the Superintendent of Schools through the local radio station. Parents, guardians, and Students are encouraged to listen to the local station on days that school openings may be in question. Persons are discouraged from calling the school offices, administrators' homes, or radio stations concerning whether or not school will be in session. Such calls actually delay the notification to the public of the decision of whether or not to conduct school. If school should dismiss early due to emergency situations, the Students may remain in the building or a designated area until he or she can be safely picked up.

Active Shooter Drill

For school-year 2013-14, an annual active shooter drill and school safety assessment may be conducted for all District schools in collaboration, when possible, with local law enforcement and emergency management personnel. Students will be included in the drills to the extent that is developmentally appropriate to the age of both the Students and grade configuration of the school.

Fire Drills

State Law requires a fire drill to be held once each month. Three short rings of the bell signals a fire drill. At the sound of the bells, **ALL QUIET! NO TALKING PERMITTED!** All Students and staff members shall exit the building quickly and with order. Exit plans showing the routes to follow for exiting the building shall be posted in each classroom. The following rules apply:

- Leave your room or area by walking in a calm, orderly manner.
- Leave all books and supplies in the room.
- Account for all of your Students.
- Stay with your group or class until you receive the all-clear signal to return to the building.

Rapid dismissal drills will be held in cold or inclement weather.

Tornado Drill

Tornado drills are conducted at least (3) three times per year with at least one in the months of September, January and February. A continuous ringing of the bell will signal a tornado drill. During a drill or in the event of severe weather, a continuous ringing of the bell will be sounded. Students shall move quickly to an interior wall of the classroom or hall, kneel on the floor facing the wall, and place arms over their heads. If time permits, portable

buildings will be evacuated; and Students will move to an interior classroom. Teachers will check the rolls in their classrooms. Everyone will remain in the drill position until an all-clear signal has been given. Severe weather drills may be conducted at any time by the building principal.

TRANSPORTATION REGULATIONS

The goal of the Transportation Department of the Lafayette County School District is to provide the safest, most efficient transportation possible for those Students who are transported between home and school. Students and parents are expected to follow these regulations carefully. Suspension, loss of bus-riding privileges, or other disciplinary actions may be imposed when Students violate these regulations:

Meeting the Bus

1. Students should be at the bus stop 10 minutes before the bus is scheduled to arrive and wait on the proper side of the road. It is safer to cross the road to enter the bus than to wait on the wrong side of the road.
2. Students should stand back at least ten feet and wait until the bus has come to a complete stop before moving to enter the bus.
3. Students should respect the property right of others while waiting for the bus, refraining from littering, making unnecessary noise, etc.
4. If a Student misses his or her bus, he or she should not attempt to ride another bus, walk to school, or hitchhike.

Getting On and Off the Bus

1. Students should enter and exit the bus quickly and in an orderly manner through the front door.
2. Students shall not enter or leave the bus by the back door except in the case of an emergency or unless the driver has directed the Students to do so.

Students who must cross a road or street after leaving the bus should go to a point ten feet in front of the bus and wait until the bus driver has signaled the Student to cross.

Riding the Bus

Students shall ride only the bus to which they are assigned. If a Student must ride an unassigned bus, he or she will have to bring a note, signed by the Student's parent or guardian, to the school, with the address of the place to which the Student must ride. Then the principal or the Transportation Director will initial the note to be given to the driver. Under no circumstances will visitors ride a bus unless permission is first obtained from the building principal and the bus driver.

- Students shall obey the instructions of the driver.
- Students shall remain seated while the bus is in motion.
- Legs, feet, arms, books, bags, coats, etc., shall not be placed in the aisle.
- Students shall not distract the driver's attention or disturb other riders on the bus.
- Students will be picked up and discharged only at their assigned points.
- Specific behaviors prohibited on a school bus include, but are not limited to the following:
 - Eating and drinking
 - Smoking scuffling or fighting
 - Playing radios, tape or CD players, or band instruments
 - Yelling on the bus or at persons outside
 - Throwing items on the bus or at persons outside
 - Putting hand, arm, etc., out the window
 - Tampering with bus safety devices
 - Defacing or damaging any part of the bus
 - Inappropriate language or gestures
 - Being in possession of any item considered to be a weapon

Other rules of conduct and regulations of the school also apply to the riding of all school buses.

Damage to any transportation equipment will be paid for by the responsible Student or his/her parent or guardian.

The disciplinary action for bus offenses are as follow:

1st offense - 3 day suspension off the bus; 2nd offense - 5 days suspension off the bus; 3rd offense - 10 days suspension off the bus. Continuous misbehavior on the bus may result in a suspension of bus privileges for the remainder of the semester or the year.

Fighting on the bus will results in automatic suspension of bus privileges for 10 days plus 10 days OSS. (Punishment is not to run concurrent.)

Note: Act 247 of 2005 states that a person over eighteen (18) is guilty of a class B misdemeanor if the person enters a school bus with the intent to commit a criminal offense; disregards the orders or instructions of the driver; refuses to leave the bus after being ordered to do so by the driver; intentionally causes or attempts to cause a disruption or an annoyance to another person on the bus; or recklessly engages in conduct that creates a substantial risk of creating apprehension in any person on the bus.

Emergency Procedures

In an emergency, Students should try to remain calm and listen for instructions from the bus driver. If the driver

is unable to conduct emergency measures, the Students should follow the procedures below in leaving the bus:

1. If a rapid exit is necessary and it is possible to exit both doors, Students shall move to the nearest door to exit the bus.
2. In the event of an accident resulting in injury, persons injured should be moved only under competent medical supervision, if possible.
3. If the bus overturns, Students shall evacuate through windows or either door.
4. Upon leaving the bus in an emergency, Students shall move immediately off the road to a safe distance from traffic. Students shall not cross the road unless instructed to do so by the driver.
5. In case of a natural disaster, Students shall follow the instructions of the bus driver regarding emergency procedures.

OTHER POLICIES AND PROCEDURES CIVIL RIGHTS COORDINATOR

The Civil Rights Coordinator shall be responsible for coordinating and monitoring activities, reporting problems, and making recommendations necessary for compliance with Title VI, IX, and Section 504.

Communicating a Death Threat-Act 1046.

Section 1. (a) A person commits the offense of communicating a death threat concerning a school employee or Student if: (1) The person communicates to any other person a threat to cause the death of a school employee or Student; (2) The threat involves the use of a firearm or deadly weapon; (3) A reasonable person would believe the person making the threat intends to carry out the threat; (4) The person making the threat purposely engaged in conduct that constitutes a substantial step in a course of conduct intended to culminate in the commission of the threatened act and (5) There is a close temporal relationship between the threatened act and the substantial step. (b) Conduct is not a substantial step under this section unless it is strongly corroborative of the person's criminal purpose. (c) Communicating a death threat concerning a school employee or Student is a Class D felony. Section 2. For purposes of this act, "school" means any: (1) Elementary, junior high, or high school; (2) Technical institute or post-secondary vocational-technical school; or (3) Two (2) or four (4) year college or university.

Communicating a False Alarm to an Educational Institution Act 567 Class D felony.

Section 1. Arkansas Code 5-71-210 is amended to read as follows: 5-71-210. Communicating a false alarm. (a) A person commits the offense of communicating a false alarm if the person purposely initiates or circulates a

report of a present, past, or impending bombing, fire, offense, catastrophe, or other emergency knowing that the report is false or baseless and knowing that it is likely; (1) to cause action of any sort by an official or volunteer agency organized to deal with emergencies, or (2) To place any person in fear of physical injury to himself or herself or another person or of damage to his or her property or that of another person; or (3) To cause total or partial evacuation of any occupiable structure, vehicle, or vital public facility (b) (1) Communicating a false alarm is a Class D felony if: (A) Physical injury to a person results; or (B) The false alarm communicates a present or impending bombing and is made to or about a public or private educational institution. (2) Otherwise. Communicating a false alarm is a Class A misdemeanor.

Communication of Profane, Violent, Vulgar, Abusive or insulting Language Towards any Public School Employee...Act 1565, Section 1.

Arkansas Code 6-17-106(a), pertaining to insult or abuse of a teacher is amended to read as follows: (a)(1) It is unlawful during regular school hours and in a place where a public employee is required to be in the course of his or her duties, for any person to address a public employee using language which, in its common acceptance, is calculated to: (A) Cause a breach of the peace; (B) Materially and substantially interfere with the operation of the school; or (C) Arouse the person to whom it is addressed to anger, to the extent likely to cause imminent retaliation. (2) A person who violates this section shall be guilty of a misdemeanor and upon conviction be liable for a fine of not less than one hundred dollars (\$100) nor more than one thousand five hundred dollars (\$1,500).

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.

Advertising may be accepted for publications that does not condone or promote products that are inappropriate for the age and maturity of the audience or that endorse such things as tobacco, alcohol, or drugs.

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.

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.

Prohibited publications include:

- Those that is obscene as to minors;
- Those that is 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 or violation of school regulations
- 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

- Not contain any non-educational advertisements.
- Not contain any personally identifying information, without the written permission of the parent of the Student or the Student if over eighteen (18);
- State that the views expressed are not necessarily those of the School Board or the employees of the district.

Nonschool Publications

School authorities shall review non-school publications prior to their distribution and will bar from distribution those materials that are obscene, libelous, pervasively indecent, or unlawful products or services. Materials may also be barred from distribution if there is evidence that reasonably supports a forecast that disruption will likely result from the distribution.

Distribution of Literature

(Student Publications) Act 1109 of 1995. The distribution of handwritten, duplicated, or printed material on school premises must be with the prior consent of the principal and may not interfere with or disrupt the educational process. There shall be no petitions distributed on any campus without the principal's permission, any petition found to be circulating without said permission shall be taken up and destroyed. Persons violating this policy shall be disciplined appropriately for interruption of school procedures.

Students must have all literature for distribution approved by the principal in advance.

Any obscene, libelous, pervasively indecent, or advertise unlawful products or services is prohibited. 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. Students shall be responsible for the removal of excessive material.

COMPUTER USE POLICY

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

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

Technology Protection Measures

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

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

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

Internet Use and Safety

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

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

Misuse of Internet

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

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

VIDEO SURVEILLANCE POLICY

The board has the responsibility to maintain discipline, protect the safety, security and welfare of its Students, staff, and visitors while at the same time safeguard the district facilities, vehicles, and equipment. As part of fulfilling this responsibility, the board authorizes the use of video/audio surveillance cameras. 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 privacy is reasonable and customary.

Video recordings shall be considered Student education records and any release of viewing of such records shall be in accordance with current law. Videos containing evidence of a violation of Student conduct rules and/or state or federal law shall be retained until the issue of the misconduct has been settled.

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.

VIDEO TAPING OF LESSONS

As part of the evaluation process for teacher, the videotaping of lessons at times may be a recommendation of the teacher's mentor or administration. The purpose of the videotaping is a means for the teacher to observe and reflect on his/her teaching in order to improve instruction. It is not a means of evaluating Students in any way. The video may become a part of the teacher's portfolio, but will only be seen by the teacher (and should the teacher so choose, a mentor or the administration) as a means of critiquing instruction.

Web Site Policy

The Lafayette County School District shall maintain a web page to provide information about its schools, Students and activities to the community. This policy is adopted to promote continuity between the different pages on the district web site by establishing guidelines for their construction and operation.

The Lafayette County School District web site shall be used for educational purposes only. It shall not create either a public or a limited public forum. Any link from any page on the District's site may only be to another educational site. The web site shall not use "cookies" to collect or retain identifying information about visitors to its web site nor shall any such information be given to "third parties." Any data collected shall be used solely for the purpose of monitoring site activity to help the district improve the usefulness of the site to its visitors.

Each school's web page shall be under the supervision of the school's Web master and the District's web site shall be under the supervision of the District's Web Master. They shall have the responsibility for ensuring that web pages meet appropriate regulations. To this end the District and School Web Masters shall have the authority to review

and edit any proposed changes to web pages to ensure their compliance with this policy. All such editing shall be viewpoint neutral.

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

- All pages on the Lafayette County School District's web site may contain advertising and links only to educational sources.
- The Lafayette County School District's home page shall contain links to existing individual school's web pages, and the school home pages shall link back to the District's home page.
- The District's home page may also include links to educational extracurricular organization's web pages which shall also link back to the District's home page.
- No web page on the District web site may contain public message boards or chat rooms.
- Photos will only be posted on web pages after receiving written permission from the Student or their parents if under the age of 18.
- All web pages on the District web site shall be constructed to download in a reasonable length of time.
- With the exception of the Student created materials, all materials displayed on the District website are owned by the Lafayette County School District.

Included on the Lafayette County School District 's website shall be

- Minutes of regular and special board meeting
- The budget for the upcoming year;
- A financial breakdown of monthly expenditures of the district
- The salary schedule for all employees;
- The district's yearly audit
- The annual statistical report of the district

Building principals and program administrators are responsible for being knowledgeable about the content of their building/program

The Technology Committee is responsible for ensuring that the District web site is functioning properly. They will contact the appropriate individual/web site coordinator regarding any specific pages about which technical problems are noted.

The Technology Committee will have final authority for issues related to the content of all pages that are part of the District Web site.

Standards

Subject Matter-All subject matter on Lafayette County

School District Web pages and their links must relate to curriculum and instruction, school-authorized activities, or information about the Lafayette County School District or its mission. Staff or Student work may be published only as it relates to a class project, course, or other school-related activity. Students, staff, nor other individuals may use the District's Web pages to provide access to personal home pages.

Quality - All work must be free of any spelling or grammatical errors. Documents may not contain objectionable material or point directly to objectionable material.

TITLE VI (RACE) TITLE IX (SEX) SECTION 504 (HANDICAP)

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

TITLE IX

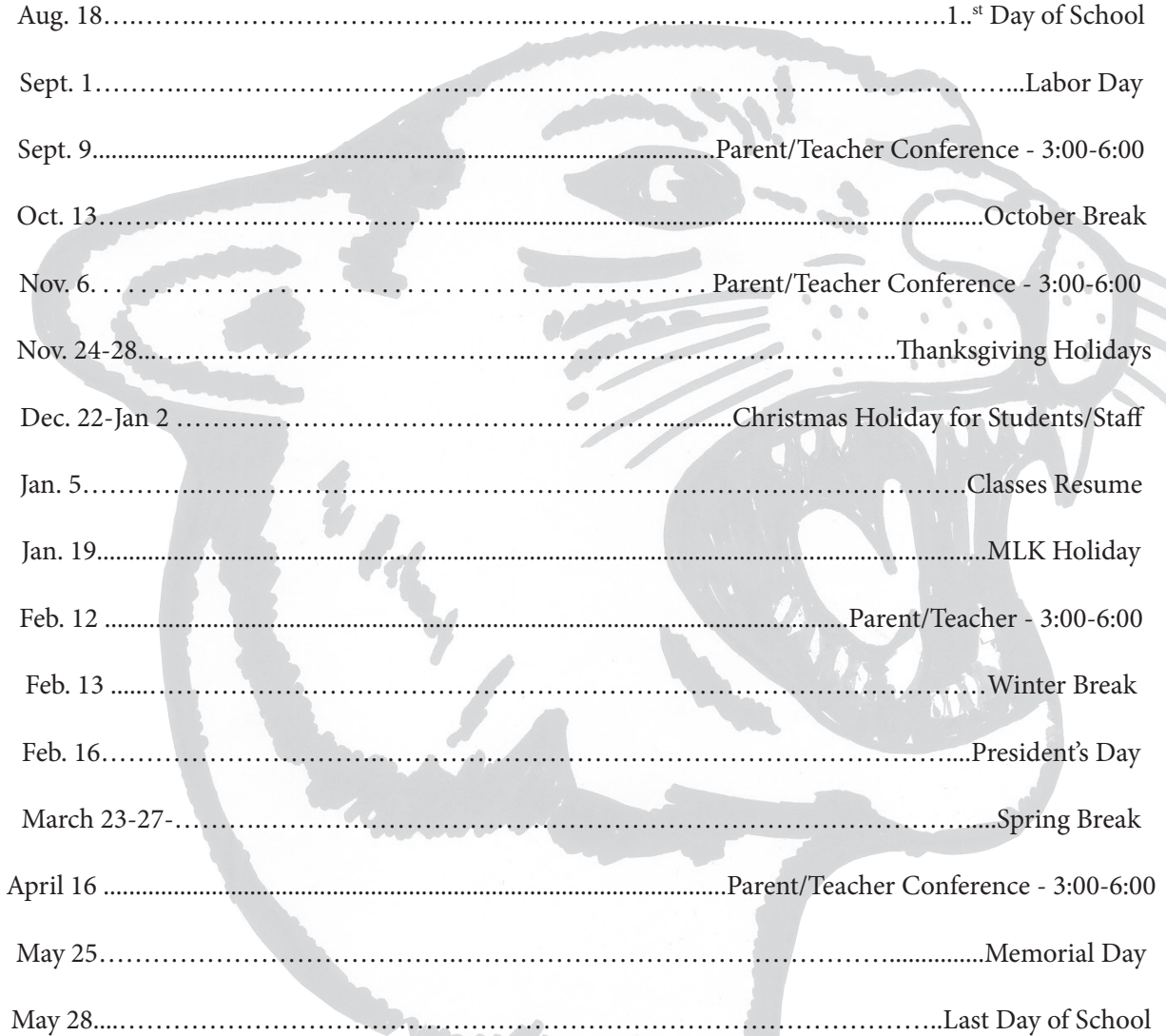
In June 1972, Congress passed Title IX of the Education Amendments, a law that affects virtually every educational institution in the country. The law prohibits discrimination by sex in educational programs that receive federal funds. The law states in part that, "No person in the United States shall on the basis of sex be excluded from participation in, be denied that benefit of, or be subjected to discrimination under any education program or activity receiving federal assistance..."

Male and female Students must be eligible for benefits, services, and financial aid without discrimination on the basis of sex.

Lafayette County School District

2014-2015 Calendar

1st 9 wks 08/18-10/14 = 40 days
2nd 9 wks 10/15-12/19 = 43 days
3rd 9 wks 01/05-03/13 = 47 days
4th 9 wks 03/16-05/28 = 48 days



Aug. 11-15.....	Teacher In-Service
Aug. 18.....	1 st Day of School
Sept. 1.....	Labor Day
Sept. 9.....	Parent/Teacher Conference - 3:00-6:00
Oct. 13.....	October Break
Nov. 6.....	Parent/Teacher Conference - 3:00-6:00
Nov. 24-28.....	Thanksgiving Holidays
Dec. 22-Jan 2.....	Christmas Holiday for Students/Staff
Jan. 5.....	Classes Resume
Jan. 19.....	MLK Holiday
Feb. 12.....	Parent/Teacher - 3:00-6:00
Feb. 13.....	Winter Break
Feb. 16.....	President's Day
March 23-27.....	Spring Break
April 16.....	Parent/Teacher Conference - 3:00-6:00
May 25.....	Memorial Day
May 28.....	Last Day of School