STUDENT ELECTRONIC DEVICE/ INTERNET USE AGREEMENT/ HANDBOOK ACKNOWLEDGEMENT

SIGNATURE PAGE

Parent/Guardian name (printed): __________________________________________ Date: _______________

Name of Student (printed): __________________________________________ Date: _______________

As the parent or legal guardian of the minor student signing below, I grant permission for my son/daughter to access networked computer services such as electronic mail and the Internet.

I understand that individuals and families may be held liable for violations. I understand that some materials on the Internet may be objectionable but I accept responsibility for guidance of Internet use-setting and conveying standards for my daughter or son to follow when selecting, sharing, or exploring information and media.

Parent/Guardian Signature: __________________________________________

As a user of the Lavaca Public Schools' computer network, I hereby agree to comply with the stated rules-communicating over the network in a responsible fashion while honoring all relevant laws and restrictions.

Student Signature: __________________________________________

Student Electronic Device & Internet Use Agreement found on page 30-33

<table>
<thead>
<tr>
<th>AGREE</th>
<th>DO NOT AGREE</th>
<th>Please initial the items to indicate that you “agree” or “do not agree” to each item listed and sign below.</th>
</tr>
</thead>
<tbody>
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<td></td>
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<td>To allow publication of directory information to all public sources. This would permit the release of directory information for active and inactive students to the Military, postsecondary institutions, potential employers and all public sources such as newspapers.</td>
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<td>Student’s name and/or picture to be used in yearbook, website, photo, video, district social media or newspaper.</td>
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<tr>
<td></td>
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<td>Student to access the lavacaschools.net email account at LHS</td>
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The Student Handbook is available on our district website for your convenience. You may access the handbook by going to the district home page at https://www.lavacaschools.com. Select your child’s school, Student Information, and the handbook icon. Please read through the handbook with your student so that you both are familiar with our policies. Your signature, as well as your student’s signature, is required on this form to indicate that you have been given access to the handbook.

If you do not have access to the internet, or for any reason need a printed copy of the handbook, please call a school office (numbers below). A copy will be sent home with your student that day.

Lavaca Elementary School
479-674-5613

Lavaca Middle School
479-674-5618

Lavaca High School
479-674-5612

This certifies that we (parent/guardian and student) have received instructions to access the student handbook including but not limited to the discipline, attendance, computer use, and chemical screen testing policies as well as Parent Involvement Summaries, Smart Core Curriculum, and Graduation requirements of Lavaca Public Schools as outlined by Act 104 of the 1983 1st Extraordinary Session of the General Assembly of the State of the State of Arkansas and polices of the Lavaca Board of Education. The law states this form must be signed by parent and student and returned to the school to be kept in the principal’s office.

Parent Signature

Student Signature

Date
Lavaca Public Schools

Preparing Minds that Think,
Hearts that Care,
and Hands that Serve.

Board of Education

Craig Carter, Secretary
Tricia May
Ronnie Dean
Perry Newman, President
Darren Smithson

Administration

Mr. Steve Rose
Superintendent

Mr. Sam Slott
Elementary Principal

Mr. Kenny Holland
Middle School Principal

Mrs. Felicia Owen
High School Principal

(not pictured)
Mrs. Wendi Curtis
Curriculum/Federal Program Specialist
Lavaca Schools
On Target
Preparing Minds that Think
Hearts that Care
Hands that Serve

Lavaca Elementary
Vision:
Teaching the students of today to become the leaders of tomorrow

The mission of Lavaca Elementary
School is to provide a safe, nurturing environment, where our students have equal opportunities to learn and become productive, responsible citizens.

Lavaca Middle School
Mission Statement
The mission of Lavaca Middle School is to provide a secure learning environment that promotes positive attitudes, responsibility, and respect for self and others, empowering students to become critical thinkers, problem solvers, and lifelong learners in a diverse ever-changing society.

Stepping it up!

Lavaca High School
Vision
Lavaca High School is committed to being a community with high expectations dedicated to helping students succeed.

Mission
The mission of Lavaca High School is to provide a safe environment with caring, qualified educators, well-rounded curriculum and activities which will guide students toward a successful future.

Core Values and Beliefs:
The following are vital for a successful education:
- Safety is the foremost concern
- Care for the students
- Relationships
- Community (parent, teachers, students, etc...) dedicated to learning
- Belief that ALL kids can learn
- Parental involvement
- Relation to real life
- Good communication
- Success is measured by what is learned and not the grade
- Students must have good attendance
- Data measuring growth
- Application of new technology
- Students take part in a variety of activities
- Unified school district
- Students are productive in society
- 21st Century learning
**PARENT INVOLVEMENT SUMMARIES**

**District**
Develops and disseminates district parental involvement policy
Establishes a parental involvement contact person at each school
Create a parental involvement policy and implement parental involvement activities as well as disseminate information to the community to promote parental involvement
Provide materials and training to assist parents in supporting their child's academic achievements
Provide information to parents about the school's programs
Involve parents through annual surveys to improve school effectiveness.
Lavaca School District seeks to involve parents by offering various activities:
Open House
Parent-Teacher Conferences
Various Committees

**Elementary**
Lavaca Elementary strives to communicate with parents:
Open House & Parent-Teacher Conferences
Classroom collection, Grade Level Emails
Marquee, weekly newsletters
District website
Parent Resource Center
Lavaca Elementary seeks to involve parents by offering various activities:
Parents Make a Difference Literacy Math nights
Christmas & Spring Program
Fall Festival/Bake Sale
Turkey & Dessert Day
Family Movie Night
PTO Fun Day
Kindergarten Promotion
Pre-K Family Night
Field Trips
Classroom volunteers
Parent/Teacher Organization
Lavaca Elementary PTO encourages parent involvement through sign-ups at open house and volunteer interest surveys

**Middle School**
Lavaca Middle School strives to communicate with parents:
Back to School Orientation
Communication fliers, Parent/Teacher Conferences
School website
Parent advisory committee
Lavaca Middle School seeks to involve parents by offering various activities:
Booster Club
Parental Involvement/Compact Meeting
Math/Science Night
Test Information Parent Night
Literacy/Social Studies Night

**High School**
Lavaca High School strives to communicate with parents:
Monthly Newsletter
School website
Grade level emails, marquee, Facebook, weekly newsletters
Lavaca High School seeks to involve parents by offering various activities:
Open House
Parent/Teacher Conferences
College and Career Night
C.A.P. (Career Action Planning) Night
Parent Involvement Committees
Parent Resource Center
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It shall be the policy of the Lavaca School District that the most recently adopted version of the student handbook be incorporated by reference into the policies of this district. In the event that there is a conflict between the student handbook and a general board policy or policies, the more recently adopted language will be considered binding and controlling on the matter provided the parent(s) of the student, or the student if 18 years of age or older have acknowledged receipt of the controlling language.

Arkansas Requirements
Arkansas law stipulates that every parent, guardian, or other person having custody or charge of any child age five through seventeen on or before August 1 of that year who resides, within the District shall enroll and send the child to a District school with the following exceptions:

1. The child is enrolled in private or parochial school.
2. The child is being home-schooled and the conditions of the home schooling have been met.
3. The child will not be age 6 on or before August 15 of that particular school year and a kindergarten waiver has been completed.
4. The child has received a high school diploma or its equivalent.
5. The child is age 16 or above and is enrolled in a post-secondary vocational-technical institution, a community college, or a two-year or four-year institution of higher education.
6. The child is age 16 or 17 and has met requirements to enroll in an adult education program.

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

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

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

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

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

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

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

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

**Entrance Requirements**

To enroll in a school in the District, the child must be a resident of the District as defined in District policy, meet the criteria outlined in *Homeless Students policy* or in the *Students who are Foster Children policy*, be accepted as a transfer student, or participate under a school choice option and submit the required paperwork as required by the choice option.

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

Any child who will be six (6) years of age on or before October 1 of the school year of enrollment and who has not completed a state-accredited kindergarten program shall be evaluated by the district and may be placed in the first grade if the results of the evaluation justify placement in the first grade and the child’s parent or legal guardian agrees with placement in the first grade; otherwise the child shall be placed in kindergarten.

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

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

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

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

1. The parent, guardian, or other responsible person shall furnish the child’s social security number, or if they request, the district will assign the child a nine (9) digit number designated by the department of education.
2. The parent, guardian, or other responsible person shall provide the district with one (1) of the following documents indicating the child’s age:
   a. A birth certificate;
   b. A statement by the local registrar or a county recorder certifying the child’s date of birth;
   c. An attested baptismal certificate;
   d. A passport;
   e. An affidavit of the date and place of birth by the child’s parent or guardian;
   f. United States military identification; or
   g. Previous school records.
3. The parent, guardian, or other responsible person shall indicate on school registration forms whether the child has been expelled from school in any other school district or is a party to an expulsion proceeding. The Board of Education reserves the right, after a hearing before the Board, not to allow any person who has been expelled from another school district to enroll as a student until the time of the persons expulsion has expired.
4. In accordance with the *Immunizations policy*, the child shall be age appropriately immunized or have an exemption issued by the Arkansas Department of Health.
**Uniformed Services Members Children**

For the purposes of this policy:

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

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

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

"Eligible child" means the children of:

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

An eligible child as defined in this policy shall:

1. Be allowed to continue his/her enrollment at the grade level commensurate with his/her grade level he/she was in at the time of transition from his/her previous school, regardless of age;
2. Be eligible for enrollment in the next highest grade level, regardless of age if the student has satisfactorily completed the prerequisite grade level in his/her previous school;
3. Enter the District’s school on the validated level from his/her previous accredited school when transferring into the District after the start of the school year;
4. Be enrolled in courses and programs the same as or similar to the ones the student was enrolled in his/her previous school to the extent that space is available. This does not prohibit the District from performing subsequent evaluations to ensure appropriate placement and continued enrollment of the student in the courses and/or programs;
5. Be provided services comparable to those the student with disabilities received in his/her previous school based on his/her previous Individualized Education Program (IEP). This does not preclude the District school from performing subsequent evaluations to ensure appropriate placement of the student;
6. Make reasonable accommodations and modifications to address the needs of an incoming student with disabilities, subject to an existing 504 or Title II Plan, necessary to provide the student with equal access to education. This does not preclude the District school from performing subsequent evaluations to ensure appropriate placement of the student;
7. Be enrolled by an individual who has been given the special power of attorney for the student’s guardianship. The individual shall have the power to take all other actions requiring parental participation and/or consent;
8. Be eligible to continue attending District schools if he/she has been placed under the legal guardianship of a noncustodial parent living outside the district by a custodial parent on active military duty.

**Student Transfers**

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

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

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

Any student transferring from a school that is not accredited by the Department of Education to a District school shall be evaluated by District staff to determine the student’s appropriate grade placement. A student transferring from home school will be placed in accordance with the Home Schooling Policy.
The Board of Education reserves the right, after a hearing before the Board, not to allow any person who has been expelled from another district to enroll as a student until the time of the person’s expulsion has expired.

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

**Home Schooling**

**Enrollment in Home School**

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

- At the beginning of each school year, but no later than August 15;
- Fourteen (14) calendar days prior to withdrawing the child (provided the student is not currently under disciplinary action for violation of any written school policy, including, but not limited to, excessive absences) and at the beginning of each school year thereafter; or
- Within thirty (30) calendar days of the parent or legal guardian establishing residency within the district during the school year.

Written notice of the parent or legal guardian’s intent to home school shall be delivered to the Superintendent through any of the following methods:
1) Electronically, including without limitation by email;
2) By mail; or
3) In person.

The notice shall include:
1) The name, sex, date of birth, grade level, and the name and address of the school last attended, if any;
2) The mailing address and telephone number of the home school;
3) The name of the parent or legal guardian providing the home school;
4) Indicate if the home-schooled student intends to participate in extracurricular activities during the school year;
5) A statement of whether the home-schooled student plans to seek a high school equivalency diploma during the current school year;
6) A statement if the home-school student plans to seek a driver’s license during the current school year;
7) A statement that the parent or legal guardian agrees that the parent or legal guardian is responsible for the education of their children during the time the parents or legal guardians choose to home school; and
8) A signature of the parent or legal guardian, which must be notarized if the home-schooled student plans to seek a driver’s license during the school year.

To aid the District in providing a free and appropriate public education to students in need of special education services, the parents or legal guardians home-schooling their children shall provide information that might indicate the need for special education services.

**Enrollment or Re-Enrollment in Public School**

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

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

If a home-schooled student is unable to provide a nationally recognized norm-referenced score, the District may either assess the student using a nationally recognized norm-referenced assessment or waive the requirement for a nationally recognized norm-referenced assessment score.
A home-schooled student who enrolls or re-enrolls in the District will be placed at a grade level and academic course level equivalent to or higher than the home-schooled student’s grade level and academic course level in the home school:

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

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

1. Award of course credits earned in the home school;
2. Placement in the proper grade level and promotion to the next grade level;
3. Participation in any academic or extracurricular activity;
4. Membership in school-sponsored clubs, associations, or organizations;
5. A diploma or graduation, so long as the student has enrolled or re-enrolled in the District to attend classes for at least the nine (9) months immediately prior to graduation; or

School Choice Policy
The superintendent will consider all applications for School Choice postmarked no later than May 1 proceeding the fall semester the applicant would begin school in the District. The superintendent shall notify the parent or guardian and the student's resident district, in writing, of the decision to accept or reject the application within 30 days of its receipt of the application.

The District shall advertise in appropriate print and broadcast media to inform students and parents in adjoining districts of the range of possible openings available under the School Choice program. The public pronouncements shall state the application deadline and the requirements and procedure for participation in the program. Such pronouncements shall be made in the spring, but in no case later than June first. When considering applications, priority will be given to applications from siblings or stepsiblings residing in the same residence or household of students already attending the District through school choice.

The student’s parent shall submit a school choice application on a form approved by the ADE (Arkansas Department of Education) to both the student's resident district and to this district which must be postmarked or hand delivered on or before the June 1 deadline. Applications postmarked or hand delivered on or after June 2 will not be accepted. Statutorily, preference is required to be given to siblings of students who are already enrolled in the district. Therefore, siblings whose applications fit the capacity standards approved by the Board of Directors may be approved ahead of an otherwise qualified non-sibling applicant who submitted an earlier application as identified by the application’s date and time stamp.

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

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

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

The District may reject a nonresident’s application for admission if its acceptance would necessitate the addition of staff or classrooms exceed the capacity of a program, class, grade level, or school building, or cause the District to provide educational services not currently provided in the affected school. The District shall reject applications that would cause it to be out of compliance with applicable laws and regulations regarding desegregation. Letters of rejection shall state the reason(s) for the rejection.
The Board of Directors reserves the right, after a hearing before the board, not to allow any person who is currently under expulsion from another district to enroll in a District school.

Students admitted under this policy shall be entitled to continued enrollment until they graduate or are no longer eligible for enrollment in the District’s schools. Any student admitted to this district under the provisions of this policy who chooses to return to his/her resident district during the school year voids the transfer and must reapply for a school choice admission if desiring to return to this district in the future.

**Students Who Are Foster Children**

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

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

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

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

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

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

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

**Foster Child School Choice**

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

By July 1 of the school year in which the student seeks to transfer under this section, the superintendent shall notify the foster parent, or the foster child if the foster child is eighteen (18) years of age, in writing whether the application has been accepted or rejected. If the application is accepted, the superintendent shall state in the notification letter a reasonable deadline for the foster child to enroll in the new school or the District and that failure to enroll by the date shall void the school choice acceptance. If the application is rejected, the superintendent shall state in the notification letter the reason for the rejection and that the foster parent, or the foster child if the foster child is eighteen (18) years of age, may submit a written appeal of the rejection to the State board within ten (10) days of receiving the notification letter.

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

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

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

A Foster Child School Choice transfer shall remain in effect until the foster child:
1. Graduates from high school; or
2. Transfers to another school or school district under:
   1. The Foster Child School Choice Act;
   2. Opportunity Public School Choice Act of 2004;
   3. The Public School Choice Act of 2015; or
   4. Any other law that allows a transfer.

The District shall accept credits toward graduation that were awarded by another public school district.

When a foster child transfers from the foster child’s school of origin to another school in the District or into the District, the foster child or the foster parent is responsible for the foster child’s transportation to and from the school the foster child transferred to. The District and the foster parent, or the foster child if the foster child is eighteen (18) years of age, may enter into a written agreement for the District to provide the transportation to and from the school the foster child transferred to.

**Standard School Choice Exemption**

The District is under an enforceable desegregation court order/court-approved desegregation that explicitly limits the transfer of students between school districts and has submitted the appropriate documentation to the Arkansas Department of Education (ADE). As a result of the desegregation order/desegregation plan, the District is exempt from the provisions of the Public School Choice Act of 2015 (Standard School Choice) and the Arkansas Opportunity Public School Choice Act of 2004 (Opportunity School Choice). The District shall notify the superintendents of each of its geographically contiguous school districts of its exemption. The exemption prohibits the District from accepting any school choice applications from students wishing to transfer into or out of the District through standard School Choice or Opportunity School Choice.

**Definition**

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

**Transfers into the District**

**Capacity Determination and Public Pronouncement**

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

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

**Application Process**

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

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

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

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

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

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

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

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

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

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

Any applications that are denied due to the student's resident district reaching the three percent (3%) limitation cap shall be given priority for a choice transfer the following year in the order that the District received the original applications.
Transfers Out of the District
All Standard School Choice applications shall be granted unless the approval would cause the District to have a net enrollment loss (students transferring out minus those transferring in) of more than three percent (3%) of the average daily membership on October 15 of the immediately preceding year. By December 15 of each year, ADE shall determine and notify the District of the net number of allowable choice transfers. For the purpose of determining the three percent (3%) cap, siblings are counted as one student, and students are not counted if the student transfers from a school or district in:

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

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

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

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

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

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

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

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

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

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

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

**Transfers out of, or within, the District**

If a District school has been classified by the ADE as being in academic distress or the District has been classified by ADE as in need of Level 5 Intensive Support, the District shall timely notify the parent, guardian, or student, if the student is over eighteen (18) years of age, as soon as practicable after the academic distress or in need of Level 5 Intensive Support designation is made of all options available under Opportunity School Choice. The District shall offer the parent or guardian, or the student if the student is over eighteen (18) years of age, an opportunity to enroll the student in any public school or school district that has not been classified by the ADE as a public school in academic distress or school district in need of Level 5 Intensive Support.

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

**Unsafe School Choice Program**

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

**School/Parent Volunteers**

Lavaca Public Schools welcomes and encourages parent/school volunteers. There are many opportunities for parents to volunteer. We have PTO, Booster Clubs, Band Parents, as well as individual classroom volunteers. To ensure the safety of our students and staff, anyone who will spend over sixteen (16) hours volunteering in any building will be required to pass a child maltreatment background check. The District will be responsible for the cost of this background check and it will be good for five (5) years.

**Counseling Services**

Counseling services are available for each of our students. School related problems in class work, grades, and social adjustments are just some of the areas in which the counselor may help. The program also includes a variety of services and activities, including individual and group counseling, parent and teacher consultation, information services, referral assistance to other programs and services in the school and community, and student testing.

The guidance and counseling program at Lavaca High School provides assistance to students in grades nine through twelve. This program’s main objective is to assist students in preparing for adulthood. Students may receive counseling and guidance for problem-solving in personal, educational and career areas. Students are provided access to information and training to facilitate making life decisions about post-secondary education, entering the world of work and financing further education for themselves.

All Lavaca High School students are required to meet with the high school counselor to review scholastic achievement, tests, etc., and to write a planned future academic program.

**Grievances and Complaints**

If a student, parent or guardian has a complaint or grievance concerning a policy of Lavaca Public Schools, the following procedures should be followed:

**Step 1:** A person who feels that he/she has a grievance should present the matter orally or in writing to the individual staff member.

**Step 2:** If the person feels the complaint or grievance is unresolved after the first step, they may request a meeting with the building principal.

**Step 3:** If the person feels the complaint or grievance is unresolved after the second step, they may request a meeting with the Superintendent.

**Step 4:** If the grievance is still unresolved after the third step, a meeting with the Board of Education may be requested. Refer to the “Public Participation at Board Meetings” section of this handbook for the procedures to follow to address the Board.
**Parent/Teacher Conferences**
Certified staff of Lavaca School District is required to communicate personally with the parent(s) or guardian(s) of each student in their classroom at least once a semester. Parent/teacher conferences will be scheduled at least once a semester to discuss the student’s academic progress. All grade level conferences with parent(s) or guardian(s) will be scheduled at a time and place to best accommodate those participating in the conference. The school will document participation in required conferences. Conferences may be conducted on site at the school, through a home visit, or through use of the telephone. Conferences with the teacher about a student’s progress are always welcome. More frequent conferences should be held if the student is not performing at grade level. The success of children in school can be measurably increased if parents show an active interest in their school work. Parents are encouraged to visit their child’s school. The office staff will assist you in scheduling a conference time.

**Report Cards/Progress Reports**
Report Cards will be mailed to the parents at the end of each nine-week quarter. In addition to the quarterly reports, each student will receive a progress report midway through each quarter to take home. Passing, low-passing, and failing grades will be noted. For those students with low passing and failing grades, parents will be contacted by the teacher with a possible parent-teacher conference. In addition to quarterly reports and mid-term Progress Reports, Notices of Concern may also be mailed by the teacher if a student’s behavior or academics need attention.

**Inclement Weather**
Sometimes during the course of a school year, the Lavaca Public Schools may be closed for inclement weather or a situation may arise for early dismissal of school. If one of these occasions arises, the following television stations will be notified: KFSM and 40/29. Communication will also be made through the school district automated call/text system.

**Public Participation at Board Meetings**
The Board of Education understands their role as elected officials to make decisions as representatives of the citizens of the community. Various opportunities exist for involvement of the community in planning for the operation of the schools. Appearance of an individual or group before the Board will be considered under the following procedures:

1. All administrative channels shall be exhausted first by following the chain of command (teacher, principal or designee, superintendent).
2. Any individual or group who wish to appear before the Board shall submit their requests in writing to the Superintendent at least ten (10) working days prior to the next Board meeting. The written request shall set forth the matters of concern to be presented in reasonable detail and state the name of the person who is to speak before the Board.
3. Such request shall be reviewed by the Superintendent and either placed on the agenda or transmitted to the members of the Board of Education. The item will be placed on the agenda if any member of the Board contacts the Superintendent and asks that it be placed on the agenda. The individual or group will be notified as soon as possible as to whether or not the item will be placed on the agenda.
4. The individual or spokesperson approved for the agenda shall adhere to a five (5) minute time limit allotment as specified by the president of the Board unless an extension is granted by the president. No abusive language or discussion of employee job performance or individual will be permitted. The Board will render a decision on any appeal issue no later than the next Board meeting.
5. No person or persons shall be recognized during Board meetings who have not followed the above procedures.

**Sexual Harassment**
It is the policy of the Lavaca School District to maintain learning and working environment that is free from sexual harassment. It shall be a violation of this policy for any member of the District staff to harass a student through conduct or communications of a sexual nature as defined in School Board Policies. It shall also be a violation of this policy for students to harass another student or any staff members.

Any person who alleges sexual harassment by any staff member or student may use the District’s complaint procedure or may complain directly to the building principal, guidance counselor or other individuals designated to receive such complaints.
Student Assessment and Education Accountability

According to the Arkansas Department of Education, the students of Lavaca School District shall participate in a comprehensive program for student progression that shall include:

1. Standards for evaluating each student’s performance, including the student’s mastery level with respect to the academic content standards;
2. Specific levels of performance in reading, writing, and mathematics for each grade level and specific proficiency levels of performance on statewide assessments (including End of Course exams), below which a student shall be remediated within an intensive program that is different from the previous year’s program and that takes into account the student’s learning style; and
3. Appropriate alternative education intervention programs as developed by the local school district in compliance with state and federal law and approved by the Department of Education for a student who has been retained two (2) consecutive years.

Each student shall participate in the statewide program of educational assessment and shall participate in an Academic Improvement Plan (AIP) when required as a result of the assessments. Each student identified as not meeting satisfactory proficiency levels in the previous spring assessment shall be required to have an AIP. If a student has been identified as having a deficiency in literacy or mathematics the district shall notify the student’s parent(s) of the parent’s role and responsibilities as well as the consequences for the student’s failure to participate in the plan.

The AIP shall identify the student’s specific areas of deficiency in literacy or mathematics, the desired levels of performance in these areas, and the instructional and support services to be provided to meet the desired levels of performance. The district shall also provide for the frequent monitoring of the student’s progress in meeting the desired levels of performance. If a student fails to participate in remediation, he/she will be retained/

The Department of Education will submit established additional course requirements for failure to achieve proficiency on End of Course exams. Students who are not proficient on the End of Course exams shall participate in a remediation program to receive credit for the corresponding course. Remedial instruction provided during high school may not be in lieu of English, mathematics, science, or history core courses required for graduation.

Each student who does not meet the minimum performance expectations defined by the state board for the statewide assessment tests in reading, writing, and mathematics shall continue to be provided with remedial or supplemental instruction until the expectations are met or the student is not subject to compulsory school attendance.

ABSENCES

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

Education is more than the grades students receive in their courses. Important as that is, 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.

If a student misses more than fifteen (15) minutes of a class, the student will be counted absent. Students having more than ten (10) unexcused absences shall be referred to the appropriate authorities. Students must attend 4 consecutive periods to take part in extra-curricular activities held that day. Any exemption must be approved by the principal or designee.

When a student enrolls after a semester has already started, that student’s attendance record shall start from the first day of the semester. Any absences accumulated while enrolled at another school or days that a student is not enrolled in any school will also be counted on that student’s attendance record.

Absences for students enrolled in digital courses shall be determined by the online attendance and time the student is working on the course rather than the student’s physical presence at school. Students who are scheduled to have a dedicated period for a digital class shall not be considered absent if the student logs the
correct amount of time and completes any required assignments; however, a student who fails to be physically present for an assigned period may be disciplined in accordance with the District’s truancy policy.

**Excused Absences**

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

- The student’s illness or when attendance could jeopardize the health of other students. A maximum of six (6) such days are allowed per semester unless the condition(s) causing such absences is of a chronic or recurring nature, is medically documented, and approved by the principal.
- Death or serious illness in their immediate family;
- Observance of recognized holidays observed by the student’s faith;
- Attendance at an appointment with a government agency;
- Attendance at a medical appointment;
- Exceptional circumstances with prior approval of the principal;
- Participation in an FFA, FCCLA, or 4-H sanctioned activity;
- Participation in the election poll workers program for high school students.
- Absences granted to allow a student to visit his/her parent or legal guardian who is a member of the military and been called to active duty, is on leave from active duty, or has returned from deployment to a combat zone or combat support posting. The number of additional excused absences shall be at the discretion of the superintendent or designee.
- Absences granted, at the Superintendent’s discretion, to seventeen (17) year-old students who join the Arkansas National Guard while in eleventh grade to complete basic combat training between grades eleven (11) and (12).
- Absences for students excluded from school by the Arkansas Department of Health during a disease outbreak because the student has an immunization waiver or whose immunizations are not up to date.

Students who serve as pages for a member of the General Assembly shall be considered on instructional assignment and shall not be considered absent from school for the day the student is serving as a page.

**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 ten (10) unexcused absences in a course in a semester may not receive credit for that course. At the discretion of the principal after consultation with persons having knowledge of the circumstances of the unexcused absences, the student may be denied promotion or graduation. Excessive absences shall not be a reason for expulsion or dismissal of a student.

When a student has five (5) unexcused absences, his/her parents, guardians, or persons in loco parentis shall be notified. Notification shall be by telephone by the end of the school day in which such absence occurred or by regular mail with a return address sent no later than the following school day.

Whenever a student exceeds ten (10) unexcused absences in a semester, the District shall notify the prosecuting authority and the parent, guardian, or persons in loco parentis shall be subject to a civil penalty as prescribed by law.

It is the Arkansas General Assembly’s intention that students having excessive absences be given assistance in obtaining credit for their courses. Therefore, at any time prior to when a student exceeds the number of unexcused absences permitted by this policy, the student, or his/her parent, guardian, or person in loco parentis may petition the school or district’s administration for special arrangements to address the student’s unexcused absences. If formal arrangements are granted, they shall be formalized into a written agreement which will include the conditions of the agreement and the consequences for failing to fulfill the agreement’s requirements. The agreement shall be signed by the student, the student’s parent, guardian, or person in loco parentis, and the school or district administrator or designee.

Students who attend in-school suspension shall not be counted absent for those days.
Days missed due to out-of-school suspension or expulsion shall be unexcused absences.

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

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

**College/Career Days**

Juniors and seniors will be allowed two college/career days that can be taken during the year, prior to spring break. Sophomores will be allowed one college/career day that can be taken during the year, prior to spring break. These days do not count as absences if the proper documentation is provided. Students are responsible for all missed work. These days cannot be taken during semester, state, or AP testing. The procedure for a college/career day is:

1. Pick up a college/career day form and take it home and have it signed by a parent/guardian.
2. Take the form to his/her teachers for approval and assignments.
3. Return the form to the principal or designee for approval prior to absence.

Students are to have course work completed upon return to class as directed by the teacher(s).

**Absence Appeals – High School Only**

All report cards and grades will be held for a student on an appeals contract. Students who agree to an attendance appeal in grades 9-11 will appear before the Attendance Appeals Committee. The Committee will consist of three (3) teachers, the counselor, and the principal or designee, who will chair the committee. Only seniors may have the opportunity to make up the excess absences in Saturday School for possible credit. This must be approved in advance by the principal or designee. The student will meet with the principal or designee and set up an agreement to make up the excess absences. The following guidelines shall apply:

A. All unexcused absences in excess of 10 days will be made up in Saturday School.
B. Each full session of Saturday School will count as 5 class periods of make-up time.
C. Any further missed absences may cancel or lengthen this agreement at the decision of the Attendance Appeals Committee.
D. The make-up time in Saturday school cannot count as part of a discipline assignment at the same time.
E. There will be a specific timeline set to finish the make-up time.
F. If the student has not fulfilled the agreement but has made a good faith effort as determined by the Attendance Appeals Committee, the student may request an extension that would need to be approved by the Attendance Appeals Committee.

**Truancy**

Unauthorized absence from school is considered truancy and will be treated as such. This includes absence from any class, or activity during the school day for which the student is scheduled. Disciplinary action shall be taken in such cases which may range from a verbal reprimand to expulsion and prosecution.

**Make-up Work**

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

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

Work may not be made up for credit for unexcused absences unless the unexcused absences are part of a signed agreement as permitted by policy. Out-of-school suspensions are unexcused absences. Work missed while a student is expelled from school may not be made up for credit and students shall receive a zero for missed assignments.

TARDINESS
Elementary Tardies
The bell to begin class rings at 7:55 a.m. to begin class. Students are expected to be in their seat and ready for class at that time. Any student who arrives after the bell has rung must report to the principal's office. A tardy slip noting the time of arrival will be given to the student who will present it to his or her teacher upon entering the classroom. A student will receive a tardy slip from the office each time he or she is tardy, unless the tardiness is the result of a late bus. In order for the student not to receive a tardy slip, the parent must verify the appointment and the student will be given an admittance slip.

When a student has been tardy in excess of 10 days per semester, the principal will notify the parent by telephone or letter that a referral may be made to the appropriate authorities.

Secondary Tardies
Students are expected to be in their seats when the tardy bell rings. The following policy will apply to tardies:
3. All tardies will be reported to the office.
4. Students will be allowed a total of four (4) tardies per 9 weeks.
   1. A fifth (5th) tardy will result in early detention.
   2. An eighth (8th) tardy will result in Saturday School.
   3. A tenth (10th) tardy and each tardy thereafter will result in 1 day I.S.S.

Students with excessive tardies may be reported to the proper authorities.

Student Publications on School Web Pages
Student publications that are displayed on school web pages shall follow the same guidelines as listed above plus they shall:
1. Not contain any non-educational advertisements. Additionally, student web publications shall:
2. Adhere to the restrictions regarding use of Directory Information as prescribed in Policy 4.13 including not using a student’s photograph when associated with the student’s name unless written permission has been received from the student’s parent or student if over the age of 18.

State that the views expressed are not necessarily those of the School Board or the employees of the district.
In an effort to help protect student welfare when they navigate the internet, the district will work to educate students about appropriate online behavior, include interacting with other individuals on social networking websites and in chat rooms and cyber bullying awareness and response.

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.

a. 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.

b. 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.

c. 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.
1. Those that are obscene to minors;
2. Those that are libelous or slanderous, including material containing defamatory falsehoods about public figures or governmental officials, which are made with knowledge of their falsity or reckless disregard of the truth
3. Those that constitute an unwarranted invasion of privacy as defined by state law,
4. Publications that suggest or urge the commission of unlawful acts on the school premises;
5. Publications which suggest or urge the violation of lawful school regulations;
6. Hate literature that scurrilously attacks ethnic, religious, or racial groups.

**Equal Educational Opportunity**

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

Inquiries on non-discrimination may be directed to *Wendi Curtis, Equity Coordinator*, who may be reached at PO Box 8, Lavaca, AR 72941; 479.674.5611. For further information on non-discrimination or to file a complaint, visit http://wdcrbcolp01.ed.gov/CFAPPS/OCR/contactus.cfm; for the address and phone number of the office that serves your area, or call 1-800-421-3481.

**Special Education**

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

It is the intent of the district to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 are identified, evaluated and provided with appropriate educational services. Students may be disabled within the meaning of Section 504 of the Rehabilitation Act even though they do not require services pursuant to the IDEA.

For students eligible for services under IDEA, the District shall follow procedures for identification, evaluation, placement, and delivery of services to children with disabilities provided in the state and federal statutes which governing special education. Implementation of an Individualized Education Program (IEP) in accordance with the IDEA satisfies the district's obligation to provide a free and appropriate education under Section 504.

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

**Closed Campus**

Lavaca Public School students have a closed campus for all students except seniors. The definition of a “closed campus” is that all students will remain on campus throughout the day - lunch hour included. Permission to leave campus during the school day will be given only by an administrator or designee. A student who leaves campus without permission will be considered truant, and the penalty shall be the same as truancy. Students must have permission from the front office to go to the student parking lot during the school day. Telephone calls or notes will not be accepted for students to go home for lunch.

**Homeless Students**

The Lavaca School District will afford the same services and educational opportunities to homeless children as are afforded to non-homeless children. Homeless students living in the district are entitled to enroll in the district's school that non-homeless students who live in the same attendance area are eligible to attend.

**Lavaca School District Performing Arts Center**

1. The entrance for performers and backstage personnel is in the back, at the loading dock, and not the front of the PAC. You may enter at the time assigned by your sponsor. There is no admittance any earlier.
2. Let your parents and any non-performers know that they must enter in the front of the Performing Arts Center
and not the back for safety reasons. The back is locked and kept separate from the front. The front doors will be unlocked one hour before show time.
3. Be prepared at rehearsal. There are no changes to sound cues after your rehearsal.
4. The LSDPAC is full of state-of-the-art equipment. Do not touch any of it. You will be liable for the breaking of any equipment. This also includes common equipment: Example: It makes sense not to swing from the curtains or play jump rope with microphone cables.
5. Unless you have been trained on how to use and have been given approval by the appropriate authority, do not be in the sound booth area.
6. Do not climb any ladders or the garage door that are located on or in the wings of the stage. There is very heavy equipment and you could cause serious injury by being in restricted areas.
7. The exterior doors are locked after you enter for a reason. Do not prop them open to let anybody in. Audience members are not allowed backstage. Propping a door open can lead to having all your personal items stolen out of the dressing rooms, and other unthinkable things. Leave all exterior doors alone.
8. At the end of the show, gather your items, and clear the backstage area as soon as possible so that the area can be locked down for safety. This center is equipped with surveillance cameras throughout the building.

If you have not signed and returned the student and parent signature portion of the student handbook and/or you are not on the list as a performer or backstage personnel, you will not be permitted on or backstage. The consequence of not following above mentioned procedures could result in the individual not being allowed to participate in activities occurring in PAC.

Family Educational Rights and Privacy Act
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:
1. 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 or designee (or appropriate official) 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.
2. The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the School to amend a record that they believe is inaccurate or misleading. They should write the School principal or designee (or appropriate official), clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. 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.
3. The right to consent to disclosure or 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 interest. 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 contacted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. 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.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School 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, S.W., Washington, D.C. 20202-4605

Protection of Pupil Rights Amendment
PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:
Consent before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED) -
- Political affiliations or beliefs of the student or student’s parent;
Mental or psychological problems of the student or student’s family;
Sex behavior or attitudes;
Illegal, anti-social, self-incriminating, or demeaning behavior;
Critical appraisals of others with whom respondents have close family relationships;
Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
Religious practices, affiliations, or beliefs of the student or parents; or
Income, other than as required by law to determine program eligibility.

Receive notice and an opportunity to opt a student out of:
1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

Inspect, upon request and before administration or use:
1. Protected information surveys of students;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

Lavaca School District has developed and adopted policies, in consultation with parents regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection disclosure, or use of personal information for marketing, sales, or other distribution process. Lavaca School District will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. Lavaca School District will also notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. Lavaca School District will make this notification to parents at the beginning of the school year if the District had identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, D.C. 20202-590

Visitors Elementary

While parents are always encouraged to visit Lavaca Elementary School, state law mandates that all visitors are required to check in at the office and receive a visitor’s pass. Anyone in the hallways or classrooms, who is not a school employee, will be asked to return to the office. Parents are not allowed in the hallways during the school hours of 7:55 A.M.-3:25 P.M. without permission of the principal or the principal’s designee. This includes parents walking students to class. When checking out a student, the parent/guardian must remain in the office until the student arrives for checkout. These rules are in place for the safety and protection of your student. To help us monitor the students in the cafeteria, please adhere to the following guidelines:

A. When parents come to eat, we strongly encourage them to eat with their child(ren) in the area away from the other students. You may eat and bring outside food for your child only.
B. Your child is expected to follow the same rules in the cafeteria as the other students:
   a. No loud talking.
   b. Stay seated
   c. Clean the table where he/she ate and empty their tray in the trash can
   d. Go to class when the other students are dismissed.
Secondary
Parents are welcome to visit our secondary campuses. However, all visitors are required to check-in at the office upon arrival to school. Parents and visitors must always enter through the office and are not allowed in the hallways during school hours (7:30 am – 3:25 pm) without permission. When checking out a student, the parent/guardian must remain in the office until the student arrives for checkout. These rules are for the safety and protection of our students.

Visitors at lunch are welcome but limited to parents/guardians and/or immediate family members of current students. Additional guests must be accompanied by a parent/guardian while on campus. Outside food may be brought for your child only.

High School
Lunch drop-offs will be from 12:00-12:10 daily at the south side of the student union with a high school staff member.

Reminder: 5.02.1 Parents Rights - This policy does not restrict what parents may provide for their own child’s lunch or snacks. Parents may provide lunch items for their own child’s consumption, but they may not provide items to other children at school.

Discipline
Elementary – Lavaca Elementary discipline policies are based off of a system called Positive Behavior Interventions and Supports. The system is a school wide framework that provides tools and strategies for defining, teaching, and acknowledging appropriate behavior, and correcting inappropriate behaviors. PBIS is a preventative measure that changes the focus from negative behaviors to positive expectations and interactions. Students will be taught the appropriate behaviors for every area that they will experience at Lavaca Elementary. LES will use Class Dojo as a means to provide the PBIS experience.

Class Dojo is an online system that allows teachers to communicate with parents. This system is an online system that can be used through an app, however, teachers will also communicate through a Monthly Reflection Sheet that will require a parent’s signature daily. Teachers will communicate appropriate behaviors with ‘positive points’ and inappropriate behaviors with ‘negative points’. Students will be rewarded in their classroom or school wide store by spending their positive points. The goal of Class Dojo is to keep the focus on positive interactions throughout the day. Students that demonstrate severe behaviors will be reported the Principal’s office for further discipline as needed.

Secondary -- At the onset of a pattern of misbehavior, the child’s teacher will immediately notify parents. This conference will establish communication between the teacher and the parent regarding the child’s behavior, and will give the teacher further opportunity to explain the discipline procedures, and to develop joint behavior management goals with the parent.
Consequences for minor misbehaviors may include lunch detention or other consequences as deemed appropriate for misbehavior. Parents will be notified when a student’s behavior requires consequences such as lunch detention. Repeated offenses or habitual misbehavior will result in a conference including the parent, the teacher, counselor and/or the principal. Continued offenses may also result in the use of corporal punishment, extended detention time, in-school suspension, or in severe cases, suspension from school.
It is recognized that not all students will be able to adhere to the rules and consequences of a regular discipline plan. In situations where the student requires an alternate plan of discipline, the principal, teacher, counselor, parents, and student, if appropriate, will meet to discuss steps to improve the child’s behavior and an individualized behavior contract will be developed.
In instances of sporadic misconduct, the principal will reserve the right to waive the order and use of the consequences, either to recognize significantly improved behavior or to insert additional steps or disciplinary procedures which may be justified.
Severely disruptive behavior, such as destruction of school property, the act or threat of committing physical harm to another student or adult, and contemptuous or insubordinate behavior will result in immediate parent contact by the principal.
Should a student’s conduct warrant additional punishment, measures which will be considered include corporal punishment, in-school suspension, and exclusion or suspension from school. Detention will be either in the classroom under the supervision of an adult, or in a specified area of the school or campus under adult direction. Minimum punishment would be a verbal reprimand with the maximum punishment being expulsion from school. Corporal punishment will be administered within the limits defined in that section of this handbook. Parents will be notified in advance.
In-school suspension will be observed in a quiet area, away from regular activities of the class, with assignments to be worked on and completed during the prescribed time. Out of school suspension may be used in most severe cases. Students who are under in-house suspension or who are suspended from school will not be allowed to participate in school sponsored extracurricular activities on the day(s) that the suspension occurs.

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.

**Discipline Objective**
Faculty and staff of Lavaca Public School will stress the development of self-discipline in all school activities. All students are expected to develop a respect for themselves, fellow students, teachers and school rules and regulations. Notice of the rules and regulations for Lavaca High School shall be disseminated to students and parents in a variety of ways (student handbooks, etc.). Receipt of handbooks shall be documented and kept by an administrator or designee.

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. Students with unfinished discipline may be assigned to discipline during the summer that must be completed to receive credit for the spring semester.

Application of disciplinary measures shall reflect a fair and reasonable exercise of authority, being neither arbitrary, capricious, discriminatory nor otherwise unreasonable. Procedural due process, to the extent of its applicability in any particular situation, shall be afforded to all students prior to imposition of punishment. The minimum penalty for any disciplinary action will be a verbal reprimand and the maximum penalty will be expulsion from school.

**Prevention, Intervention, and Conflict Resolution**
To create a positive learning environment the school will implement the following procedures:

1. Students will be informed of general expectations and rules through issuance of the student handbook and by teacher explanation.
2. Actions that do not comply with school rules and expectations will result in corrective action. Students who observe such actions should report them to a staff member. Staff members who observe such actions are expected to take appropriate action.
3. Students that are experiencing conflict with other students are encouraged to report that to their counselor, teacher, or principal or designee. Efforts will be made to resolve the conflict amicably.

**Detention**
**Middle School**
Lunch Detention is an alternate means of discipline to fit certain types of inappropriate behavior. A lunch detention may be given to a student by a teacher and/or administrator. When a student receives notification of a lunch detention they will:

1. Students will not talk during lunch detention.
2. Students who exceed five lunch detentions in a nine week grading period may be assigned a more severe consequence.

Any student who fails to serve a detention on the assigned day without prior permission from an administrator and/or detention supervisor will be assigned an additional detention. Any student who has an excessive number of detentions will be dealt with accordingly. Parents will receive a copy of the detention notice by mail after detention has been served.
Morning Detention is an alternate means of discipline for disorderly conduct and/or insubordination as stated on the "Lavaca Middle School Discipline Referral Form". A morning detention may be given to a student by an administrator or designee. Detention begins at 7:15. Students must serve 30 minutes to be counted. If a student arrives after 7:20, they will be assigned an additional day of detention and must serve the remaining time that day. No students will be permitted to enter after 7:35. If a student does not arrive by 7:35 or fails to serve a detention on the assigned day without permission from an administrator or designee, they will be assigned another day.

High School
Detention is an alternate means of discipline to fit certain types of inappropriate behavior. A detention may be given to a student by a teacher and/or administrator or designee. Detention begins at 7:05. Students must serve 40 minutes to be counted. If a student arrives after 7:10 they will be assigned an additional day of detention and must serve the remaining time that day. No students will be permitted to enter after 7:25. If a student does not arrive by 7:25, they will be assigned a Saturday School.

Any student, who fails to serve a detention on the assigned day without prior permission from an administrator or designee, will be assigned Saturday school. If a student is absent on the day he/she has assigned detention, the student should serve the detention on the next day back at school. Any student who has an excessive number of detentions will be dealt with accordingly.

In-School Suspension
In-School Suspension is an alternate means of discipline to fit some cases of inappropriate behavior. This form of discipline may be for up to a maximum of ten days per offense.

Students assigned to In-School Suspension may have one day's notice of this assignment and will report directly to the I.S.S. room on the day or days assigned. Any student assigned to I.S.S. more than two times in any one semester may be recommended for a three-day suspension. Any student assigned to I.S.S. who fails to report without permission of an administrator or designee will be suspended for three days. Students may be offered corporal punishment in lieu of I.S.S. at the discretion of an administrator or designee. No student will be assigned I.S.S. without the permission of an administrator or designee. Students that are serving ISS or OSS for an offense other than tardies will not be allowed to participate or attend any school-sponsored activity for that day assigned. When ISS or OSS occurs on a Friday for any offense other than tardies, the student cannot attend activities for the following weekend (Saturday and Sunday).

Saturday School
Saturday School is alternate means of discipline. A student may be placed in Saturday School by an administrator or designee. If a student is assigned Saturday School, he/she must report to school at the designated room no later than 8:00 a.m. The student must bring proper school materials to work on until Saturday school is over at 12 noon.

Students will not be allowed to attend after 8:00 or check out before 12:00. Saturday School is an opportunity for students to improve their conduct before suspension occurs. Misbehavior or breaking Saturday School rules will not be tolerated and will be dealt with accordingly. Students who do not attend their assigned Saturday School and cannot provide sufficient written documentation concerning their reason for missing will receive two (2) days of ISS.

Out of School Suspension
Out of School Suspension (OSS) is an alternate means of discipline to fit some cases of inappropriate behavior. This form of discipline may be for up to a maximum of ten days per offense. The days assigned as OSS will be unexcused absences. Students will be given the opportunity to make-up any and all assignments during the suspension. The assignments during the suspension is due upon the date the student returns to school or the grade assigned will be a zero. Students assigned to Out of School Suspension may be required to leave campus at the time discipline is assigned. Any student assigned to OSS more than two times in any one semester may be reported to the court authorities. No student will be assigned OSS without the permission of an administrator or designee. Parents may be contacted to discuss the problem. Students that are serving OSS will not be allowed to participate or attend any school-sponsored activity during the days assigned. When OSS occurs on a Friday the student cannot attend activities for the following weekend (Saturday and Sunday). Any student placed in I.S.S. or O.S.S. may be required to complete and pass a behavior modification program.

Behavior Not Covered Above
The school district reserves the right to punish behavior which is not conducive to good order and discipline in the school, even though such behavior is not specified in the preceding written rules.
**District Discipline Policies**

Students are expected to abide by the guidelines outlined in the Lavaca Schools Student Handbook. All students enjoy the rights of citizenship, but must accept the responsibility of citizenship. Faculty and staff at Lavaca Schools will stress the development of self-discipline in all school activities. Notice of the rules and regulations shall be disseminated to students and parents by way of this student handbook before or during the first week of school each year and to new students upon their enrollment. Each student's parent or legal guardian shall sign and return to the school an acknowledgement form documenting that they have received the policies. Receipt of handbooks shall be documented and kept in the Principal’s office.

Students are expected to conduct themselves at all times (at school, at school activities and programs, traveling to and from school, on school related trips, and at any Lavaca Public School activity) in a manner that will promote the best interest of the school system and will not infringe on the rights of others. Students are expected to show respect for other students and staff. Language used shall be positive and should not be offensive or profane. Students are expected to follow reasonable instructions given by the faculty and staff.

Application of disciplinary measures shall reflect a fair and reasonable exercise of authority, being neither arbitrary, capricious, discriminatory nor otherwise unreasonable. Procedural due process, to the extent of its applicability in any particular situation, shall be afforded to all students prior to imposition of punishment. The minimum penalty for any disciplinary action will be a verbal reprimand and the maximum penalty will be expulsion from school. All corporal punishment shall be administered privately, shall not be excessive, administered with malice and shall be administered in the presence of another school administrator or designee who shall be a licensed staff member currently employed by the District. The following rules, regulations and procedures are designed to protect all students and staff at Lavaca Schools and to promote an exemplary learning environment:

**Immorality**

A student shall abstain from indecent and immoral acts. The student shall not engage in the use of cursing, obscene, vulgar, or abusive language in the classroom, building, playgrounds, on the school bus, or at school activities. Such language and/or actions shall be considered as disrespectful and irreverent of an ideal school situation. Students must also refrain from printing or distributing anything which might contain obscene language or libelous statements.

**Gambling**

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

**Theft**

A student shall not steal or attempt to steal property belonging to another while under jurisdiction of the school. Any property stolen shall be returned or compensated for by the student who stole the property. Students shall make restitution of any property stolen by them, and shall be subject to other disciplinary measures ranging from reprimand to suspension or expulsion, and notification of police.

**Responsibility for Items Brought From Home**

The Lavaca Public Schools cannot be responsible for any item that a child has brought from home. This includes jewelry, toys, balls, electronic devices, sports cards, etc. All toys, clothing, electronics or otherwise, should not be brought to school.

**Forgery (Notes, Checks, Report Cards, Book Cards, etc.)**

At times, notes, homework, report cards, progress reports, permission slips, and other forms of communication are sent home to the parents for their signature. Any student, who knowingly signs or has someone other than an appropriate person to sign, will be sent to the office where the student will contact the parents to report the improper signature. The principal will then speak with the parents. Consequences to the student will be agreed upon mutually by the parents and school authorities.

**Damage or Destruction of School Property**

Students shall not willfully or intentionally damage, destroy, or steal school property. This includes marking or destruction of books, furniture, walls, bus seats, etc. In such instances, the school district will attempt to recover damages from the student or his/her parents. Disciplinary actions will be taken depending upon the value of the property damaged, destroyed, or stolen and upon record of previous incidents of vandalism by the student.
These disciplinary actions may include, but are not limited to the restitution of damages, suspension from school, and notification of police.

**Gum Chewing**
Gum chewing will not be allowed. Any students caught with gum in their mouths will be disciplined using the regular consequences of misbehavior posted in each classroom.

**Dangerous or Habitual Poor Conduct**
Any student who displays habitual poor conduct will be referred to the proper authorities, which may include, but are not limited to psychologists, guidance counselors, physicians, etc.

**Threats**
All threats made toward or concerning any student, staff, or other person on campus will be taken with the utmost seriousness. The following actions may be taken by the school district if any such threats occur:

A. Parents of involved parties will be contacted.
B. An incident report will be filled out and sent to the superintendent.
C. **Police may be contacted.**

Other consequences may include but are not limited to:

A. Suspension or expulsion
B. In school suspension
C. Visit with school counselor
D. Conference with student, parents, police and school administration

**Bus Regulations**
The district will make every effort to provide our children with the safest environment possible when riding a school bus. Rules must be established and followed so a safe environment can be maintained. Riding the bus is a privilege. All students will be expected to adhere to general rules of student’s conduct while riding the school bus. When a student’s conduct requires this privilege be denied, it will be the responsibility of the student and parents/guardians to find alternate means of transportation. Students are subject to the same rules of conduct while traveling to and from school, on extra-curricular trips, or any other school related activity as they are while on the school grounds. Students are expected to follow these guidelines for safe and orderly bus conduct.

1. Students should wait at their designated bus stop. They should remain out of the roadway, and at least ten (10) feet from the bus until it has come to a complete stop and the door is opened.
2. Students need to remain in a safe place, away from traffic, while waiting for the bus. In the event that the bus is late, students should continue to wait at their designated stop until the bus arrives. If the bus then arrives late to school, students must go to the principal's office for permission to enter class.
3. While loading and unloading, enter or leave the bus orderly and quickly.
4. Only students who are enrolled in Lavaca School will be allowed to ride the bus
5. After bus routes have been designated, students may not ride a bus other than their assigned bus, except with permission from the principal.
6. While on the bus, obey the driver at all times. Conduct yourself in a manner that will not distract the attention of the driver or disturb other riders.
7. The driver of the bus shall make seating assignments. Students are to remain seated at all times that the bus is moving. They are not to tamper with any safety devices such as door latches, fire extinguishers, etc. Students are not allowed to yell, spit, hold, or throw anything out the bus window.
8. Students are not to deface the bus by writing on the seats or windows, cutting the seats, etc… (See “Damage or Destruction of School Property”)
9. Eating food or drinking beverages on the bus is prohibited.
10. The aisle of the bus should be kept clear.
11. The driver of the bus will let students off the bus at designated stops only. Prior arrangements must be made through the principal's office if the afternoon stop differs from the morning stop. Parents must notify the school, preferably in writing, when/if a student is to be picked up or ride another bus home. Our regular procedure will be to have the student follow their usual plan unless we have been notified otherwise.
12. Due to safety concerns, balloons or other large objects which may impede the bus driver’s vision are prohibited on the bus.
WHILE RIDING THE BUS, THE STUDENTS ARE UNDER THE DRIVER’S SUPERVISION AND MUST OBEY THE DRIVER AT ALL TIMES.

Improper conduct on the bus will not be tolerated. The buses are used to transport students safely to and from school. Student conduct that is distracting to the bus driver endangers the safety of all students on the bus. It is fair to the parents and to the child to be informed as to what steps will be taken to correct any violations of the rules set forth in these policies. Acts of deliberate vandalism will result in restitution of cost or suspension from the bus, or both beginning with the first offense. In extreme cases any of the following steps may be eliminated for a more appropriate action.

STEPS FOR VIOLATION OF PROCEDURES: Verbal warnings will be given by the driver. Thereafter, written warnings may be given by the driver and submitted to building principal or designee.

- FIRST OFFENSE: The student will be called to the office and disciplinary action will be taken by the principal as warranted. A copy of the report will be sent home and a parent conference will be held.
- SECOND OFFENSE: The student will be called to the office and disciplinary action will be taken by the principal as warranted. A copy of the report will be sent home. A parent conference will be held the student will be suspended from the bus for five (5) school days.
- THIRD OFFENSE: The student will be suspended from the bus for the remainder of the semester. Parents will be notified of action taken.
- FOURTH OFFENSE: The student will be suspended from the bus for the remainder of the school year. Parents will be notified of action taken.

For offenses determined severe in nature, the District has the right to surpass any offense number as determined by the Administration and immediately deny a student bus privileges due to the severity of the act.

RIDING THE BUS IS A PRIVILEGE NOT A RIGHT. When student contact requires this privilege be denied, it will be the responsibility of the student and the parents/guardians to find alternate means of transportation to and from school.

**Video Surveillance**

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

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

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

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

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

**Disruption or Interference with School**

No student shall:
A. Create unnecessary noise in the hallways during instructional time;
B. Block the doorway or corridor;
C. Prevent students from attending a class or school activity;
D. Block normal pedestrian or vehicular traffic;
E. Refuse to identify himself/herself upon request; or
F. Encourage other students to violate any rule or school board policy.

Removal of Student from Classroom
A teacher may request that a student be removed from class when the student's behavior has been documented to be repeatedly interfering with the teacher's ability to teach the students in the class or whose behavior is so unruly, disruptive or abusive that it interferes with the ability of the student's other classmates to learn. Students who have been removed from their classroom shall be sent to the principal or principal's designee's for appropriate discipline.

Administration or its designee may:
1. Place the student into another appropriate classroom;
2. Place the student into in-school suspension;
3. Place the student into the District's alternative learning environment (if available);
4. Return the student to the classroom; or take other appropriate action consistent with the District's student discipline policies and state and federal law

Assault/Battery
Elementary -- A student shall not use violence, force, noise, coercion, threat, intimidation, harassment, fear, or passive resistance. Any conduct to intentionally cause a disruption on school buses, playground, or in school buildings is prohibited. At no time shall the student settle his grievances, misunderstandings, or frustrations regarding his peers, instructors, administrators, or authorized personnel with fighting on school property. A student shall not cause or attempt to cause physical injury to a school employee, fellow student, or any other individual. All fighting will be strictly prohibited. Grievances will be dealt with cooperatively by students, parents, teachers, and administrative staff. In the event of fighting, disciplinary action will be taken.

Middle School -- Discipline for students fighting will consist of no less than two (2) days out-of-school suspension and two (2) days in-school suspension.

High School -- Discipline for students fighting will consist of no less than four (4) days suspension and four (4) days in-school suspension. The four (4) day suspension can be replaced if principal or designee so determines by four (4) days in-school suspension making the discipline eight (8) days in-school suspension.

Weapons Policy
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, in route to or from school or any school sponsored activity, off the school grounds at any school bus stop, or at any school sponsored activity or event. Military personnel, such as ROTC cadets, acting in the course of their official duties are exempted.

A weapon is defined as any firearm; knife; razor; ice pick; dirk; box cutter; nun chucks; pepper spray, mace, or other noxious spray; explosive; tasier or other instrument that uses electrical current to cause neuromuscular incapacitation; or any other instrument or substance capable of causing bodily harm. For the purposes of this policy, "firearm" means any device designed, made, or adapted to expel a projectile by the action of an explosive or any device readily convertible to that use.

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

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

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

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

Prohibited Items at School
The following items are prohibited at school and on the bus:

1. Tobacco Products (cigarettes, e-cigarettes, cigars, smokeless tobacco, chewing tobacco, etc.)
2. Weapons (firearms, guns, knives, BB guns, ice pick, box cutter, throwing stars, darts, nun-chucks, clubs, razorblades, mace, pepper spray, tasers, etc…)
3. Water pistols, cap guns, plastic guns, sling shots, paintballs, or look-alikes, etc…
4. Firecrackers, smoke bombs, rockets, firework of any kind
5. Horns and any other noisemakers
6. Cigarette lighter, or matches, or other incendiary devices
7. Drugs, drug paraphernalia and/or literature
8. Spray paints, indelible markers or any other items that may be used as inhalants
9. Laser pointers
10. Toys (yo-yo's, game cards, trading cards, tech decks, etc.)
11. NO skateboards or similar devices
12. Any other item (s) deemed disruptive to the educational process or a danger/hazard

Possession of prohibited items/objects at school will result in disciplinary action ranging from a verbal reprimand to expulsion. The severity of the disciplinary action will increase for repeat offenders. Items will be confiscated and may not be returned. The school is not responsible for prohibited items that are lost, stolen or broken.

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

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

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

A school official shall conduct personal searches with an adult witness.

Tobacco
Comprehensive Tobacco-Free School Policy
Definition: For the purpose of this policy “tobacco” is to include any product containing, made, or derived from tobacco that is intended for human consumption, whether chewed, smoked, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means or any component, part, or accessory of a tobacco product to include but not limited to: any lit or unlit cigarette, cigar, pipe, or any other smoking product, any spit tobacco, also known as smokeless, dip, chew, snuff, and snuff,
or any form of “e-cigarette” and other electronic nicotine devices (ENDS). Per Act 1099 of the 2013, 89th Arkansas General Assembly. “E-Cigarettes are defined in this statute broadly, specifically any ‘electronic oral device’ that provides a vapor of nicotine or another substance, used to simulate smoking...”

Intent: To provide tobacco prevention education in Kindergarten through 12th grade.

Exemption of nicotine use: Only FDA approved cessation products are allowed. This includes: nicotine gum, nicotine lozenge, nicotine patch, nicotine inhaler, and nicotine nasal spray.

**PROHIBITED at all times, including non-school hours:**

1. In or on any property owned or leased by the school district, including school buses or any school vehicles; or
2. On school grounds, athletic grounds, or parking lots; or
3. At any school-sponsored events on or off campus.

In addition, no student may leave the school campus during breaks in the school day to use a tobacco product. No student is permitted to possess any tobacco products or non-FDA approved nicotine cessation products. School authorities shall consult with local law enforcement agencies to enforce laws that prohibit the possession of tobacco by minors within the immediate proximity of school grounds

**Tobacco Promotion Prohibited:** Product advertising, sponsorships, giveaways, and promotional items are prohibited in all school-sponsored publications and at all school-sponsored events or at school functions whether on or off school property. Such items include but are not limited to clothing, bags, lighters, free tobacco samples, and other personal articles.

**Policy Enforcement for visitors:** Visitors using tobacco products while on school property shall be asked to cease their use of tobacco products. If visitors refuse to do so, he/she shall be asked to leave the school premises.

**Elementary --** Disciplinary action for violation of the District Tobacco policy may include the following:

1. Conference with the Principal.
2. Contact of the student’s parent or guardian explaining the infraction with the possibility of a student-parent-principal conference.
3. Suspension from school.
4. Exclusion from extracurricular activities.
5. Corporal punishment.

**Secondary --** The possession or use of tobacco (smoking tobacco, smokeless tobacco, and/or E-cigarettes) by students is not permitted on the Lavaca School District campus, on school buses or at school-sponsored activities. Please see District Section for complete District Tobacco Policy.

Students who violate this policy will be subjected to disciplinary measures.

**A.** 1st offense: Tobacco products must be confiscated; school shall contact parents, three (3) days of in-school suspension. While in ISS and upon completion of class work, student will also complete a tobacco education course.

**B.** 2nd offense: Tobacco products must be confiscated; school shall contact parents, in school suspension for three (3) days, and offer the cessation programs.

**C.** 3rd offense and/or after: Tobacco products must be confiscated; school shall contact parents, in school suspension for a minimum of five (5) days, school may notify police and refer to cessation programs. Student may be excluded from extracurricular activities for a period of time decided upon by administration.

**Alcohol/Drug Use**

Illegal drugs and/or alcohol are strictly prohibited at all times on the school property or at school-sponsored events at home or away. If students are found to be selling, in possession of, or under the influence of drugs and/or alcohol they will be suspended and may be recommended for expulsion. Prohibited substances shall include, but are not limited to, alcohol or any alcoholic beverage, inhalants or any ingestible matter that alter a student’s ability to act, think or respond, LSD or any other hallucinogen, marijuana, cocaine, heroin, or any other narcotic drug, PCP amphetamines, steroids, “designer drugs,” look-alike drugs or any controlled substance. Police will be notified.

Counseling may be obtained from but not limited to the following: Western Arkansas Counseling and Guidance, Comprehensive Juvenile Services, Department of Human Services, Harbor House, and Vista Health.

Toll-free numbers for assistance are:

Alcohol 24 Hour Help Line (1-800-252-6465)
**Dress Code**

**Elementary** – All students are expected to come to school neat, clean and dressed in good taste. All clothing must provide modesty and decency and be designed so as not to detract from the dignity of the student, school or community. When dress and grooming disrupts the learning process or the learning climate of the school, it becomes a matter subject to disciplinary action. Student dress, grooming and appearance should be the responsibility of the individual and his/her parents or guardians under the following guidelines:

- Dress and grooming should be clean and in keeping with health and sanitary practices and should not disrupt the educational process. Students shall not wear clothing containing written words or designs that are vulgar or suggestive. Clothing with slogans containing reference to alcoholic beverages or tobacco will not be permitted.
- Students should appear in modest dress that is non-distracting. Midriff shirts and/or dresses are not allowed and undergarments cannot be showing. No strapless tops or dresses will be allowed and/or tank-tops that reveal the torso under the armpit will not be allowed. Shorts, skirts, etc… should extend to the mid-thigh. Form-fitting clothing must be covered by a top that extends below the pelvic region and holes in pants must begin below the pelvic region.
- Students may not wear clothing, piercings, and/or hairstyles that can be hazardous to them in their educational activities such as shop, lab work, physical education, art, or on-the-job training.

Certain school events and activities may require or allow dress that varies from the regular dress code. Appropriate dress will be determined by the staff and administration. Students who do not adhere to the dress code will be asked to telephone for someone to bring a change of clothes to school before being admitted into the classroom.

**Middle School** – When dress and grooming disrupts the learning process or the learning climate of the school as determined by the principal or designee, it becomes a matter subject to disciplinary action. Student dress, grooming, and appearance should be the responsibility of the individual and his or her parents under the following guidelines:

- Dress and grooming should be clean and in keeping with health and sanitary practices and should not disrupt the educational process. Students shall not wear clothing containing written words or designs that are vulgar or suggestive. Clothing with slogans containing reference to alcoholic beverages or tobacco will not be permitted.
- Students should appear in modest dress that is non-distracting. Midriff shirts and/or dresses are not allowed and undergarments cannot be showing. No strapless tops or dresses will be allowed and/or tank-tops that reveal the torso under the armpit will not be allowed. Shorts, skirts, etc… should extend to the mid-thigh. Form-fitting clothing must be covered by a top that extends below the pelvic region and holes in pants must begin below the pelvic region.
- Shoulder width must be 2 inches wide (width of dollar bill). No low-cut attire, spaghetti straps, tank tops, and halter-tops.
- Hats, visors, beanies, bandanas, etc. and sunglasses are not allowed at school. Hoodies cannot be worn with the hoods up during the school day. Clothing resembling sleep wear, such as pajamas, house shoes, slippers, etc. is prohibited.
- Students may not wear clothing, piercings, and/or hairstyles that can be hazardous to them in their educational activities such as shop, lab work, physical education, art, or on-the-job training.

Certain school events and activities may require or allow dress that varies from the regular dress code. Appropriate dress will be determined by the staff and administration.

Failure to adhere to the dress code may result in punishment that ranges from a verbal warning to expulsion. Students not in proper dress code may be placed in I.S.S. until they are back into compliance.

**High School** – When dress and grooming disrupts the learning process or the learning climate of the school as determined by the principal or designee, it becomes a matter subject to disciplinary action. Student dress, grooming, and appearance should be the responsibility of the individual and his or her parents under the following guidelines:
• Dress and grooming should be clean and in keeping with health and sanitary practices and should not disrupt the educational process. Students shall not wear clothing containing written words or designs that are vulgar or suggestive. Clothing with slogans containing reference to alcoholic beverages or tobacco will not be permitted.
• Students should appear in modest dress that is non-distracting. Midriff shirts and/or dresses are not allowed and undergarments cannot be showing. No strapless tops or dresses will be allowed and/or tank-tops that reveal the torso under the armpit will not be allowed. Shorts, skirts, etc… should extend to the mid-thigh. Form-fitting clothing must be covered by a top that extends below the pelvic region and holes in pants must begin below the pelvic region.
• Students may not wear clothing, piercings, and/or hairstyles that can be hazardous to them in their educational activities such as shop, lab work, physical education, art, or on-the-job training.

Failure to adhere to the dress code may result in punishment that ranges from a verbal warning to expulsion. Students not in proper dress code may be placed in I.S.S. until they are back into compliance.

**Formal Event Dress Code**

**High School**

With modesty and safety in mind, the following dress code guidelines will be enforced for entry to Prom:

**Girls:**
Dresses may not be cut below the bust line. The bust line is considered to be the arbitrary line above the point where cleavage would begin. This also includes a deep V below that plunges below the bust line. Dresses may be backless as long as it is not cut below the natural waist and bust line continues around your side directly under the armpit. With your arms down by your side, if flesh touches flesh below the bust line, the dress is inappropriate. In other words, the bust is covered on the side. Midriffs may not be exposed greater than 2 inches. Dresses and/or rompers should extend to mid-thigh. No see through fabrics such as but not limited to: tulle, netting or illusion.

**Boys:**
Slacks, a full button down shirt and tie is required. Jeans, even colored jeans and three buttoned collared shirts will not be allowed. Pants should fit properly on the hip and not sag below the waistline.

A Dress Code Check will be set up for students and guests to pass through prior to entering Prom. Any student or guest inappropriately dressed will be denied entry.

**Student Use of Computers**

Student use of computers shall be governed by a set of regulations. Students who fail to abide by the regulations are subject to disciplinary action that may range from a verbal reprimand to expulsion and prosecution. The district also reserves the right to deny a student access to the computers as a result of misuse or abuse. Students may also be held responsible for repairs and or programming fees necessitated by misuse or abuse. Parents who do not wish their student to have access to our computer system need to contact the principal or designee.

**Lavaca Public School /Internet/ Acceptable Use Policy**

**Introduction**
It is the policy of Lavaca Public Schools to: (a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children's Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)].

**Definitions**
Key terms are as defined in the Children's Internet Protection Act

**Access to Inappropriate Material**
To the extent practical, technology protection measures (or "Internet filters") shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information. Specifically, as required by the Children's Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors. Subject to staff supervision, technology protection measures may be disabled or, in the case of minors, minimized only for bona fide research or other lawful purposes.
Inappropriate Network Usage
To the extent practical, steps shall be taken to promote the safety and security of users of the Lavaca Public Schools online computer network when using electronic mail, chat rooms, social networking, instant messaging, and other forms of direct electronic communications. Specifically, as required by the Children’s Internet Protection Act, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called ‘hacking,’ and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

Supervision and Monitoring
It shall be the responsibility of all members of the Lavaca Public School District staff to supervise and monitor usage of the online computer network and access to the Internet in accordance with this policy and the Children’s Internet Protection Act. Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of Superintendent or designated representatives.

Adoption
The Board of Lavaca Public Schools adopted this Internet Safety Policy at a public meeting, following normal public notice, on October 24, 2006.

Sexual Act; Sexual Contact.
The terms “sexual act” and “sexual contact” have the meanings given such terms in section 2246 of title 18, United States Code.

Definitions of other terms are available in the central office.

Lavaca Public School Internet and Electronic Device Policy
For the purpose of this policy, “electronic device” means anything that can be used to transmit or capture images, sound, or data.

A. Access to Use
   The District Network will be accessible to the administration, faculty, students and associates of the district after they have signed and returned a contract prepared by the Lavaca School District which confirms both their willingness to employ the network in accordance with the acceptable use guidelines and their understanding of the consequences of inappropriate conduct while using the network. Students must also have their parent co-sign the contract, acknowledging their acceptance of the Lavaca Public School Contract for Computer Use, their understanding of acceptable use of the network, and the consequences of inappropriate use of the network.

B. Acceptable Use
   The District Network exists for the primary purpose of transmitting and sharing information between academic and research organizations. Network use must be consistent with the goals of facilitating and disseminating knowledge, debating issues, encouraging collaborative projects and resource sharing, aiding technology transfer, fostering innovation, and building broader infrastructure in support of education and research. Networked computers may be used as a laboratory for research and experimentation in computer communications and curriculum development, where such use does not interfere with normal network operations.

C. Unacceptable Use
   The use of the network is a privilege, and not a right, which may be revoked at any time for inappropriate conduct as determined by the Lavaca School District. Such conduct would include, but not be limited to, the placing or viewing of unauthorized or unlawful information (data or graphics) on a system, the use of abusive or otherwise objectionable language in either public or private messages/data, the sending of messages/data that are likely to result in the loss of a recipient’s work or systems, and the sending of “chain letters” or “broadcast” messages to list or individuals. District computing resources cannot be used to intimidate or create an atmosphere of harassment based upon gender, race, religion, ethnic origin, creed, or sexual orientation.

It is essential for each user on the network to recognize his/her responsibility in having access to vast services, sites, systems, and people. The user is ultimately responsible for his/her actions in accessing network services. Be sure to observe the acceptable use policy of other networks. What is acceptable use on the district network may not be acceptable on outside networks.

It is not acceptable to use the network so as to interfere with or disrupt network users, services, or equipment. Disruptions include, but are not limited to, distribution of unsolicited advertising, propagation of computer worms or viruses and using the network to make unauthorized entry to any other machine/service accessible via the network. No one should deliberately attempt to degrade the performance of a computer system (including
network resources) or to deprive authorized users of resource or access. Use of the network for recreational games is not acceptable.

The opportunity to use District 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.

Misuse of the Internet includes but is not limited to:

- 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 texts or graphics
- Using electronic devices to violate any other policy or is contrary to the Internet safety and electronic device use agreement.
- Using devices for the purpose of cyberbullying.

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

To protect the security of statewide assessments, no electronic device, as defined in this policy, shall be accessible by a student at any time during assessment administration unless specifically permitted by a student’s individualized education program (IEP) or individual health plan; this means that when a student is taking an AESAA assessment, the student shall not have his/her electronic device in his/her possession. Any student violating this provision shall be subject to this policy’s disciplinary provisions.

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

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

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

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

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

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

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

**Electronic Device Policy - Middle School**

Cell phones are not allowed to be used except before school, at lunch, or after school. Cell phones are not allowed to be used in the hallways between classes.

Violation of policies regarding cell phones and other electronic devices may result in the following consequences:

- **1st Offense**: Student may pick up phone at the end of the school day. Student will receive a reprimand.
- **2nd Offense**: Parents notified, student may pick up phone at the end of the school day, and student will receive consequences ranging from lunch detention to In-School Suspension.
- **3rd Offense**: Parents notified, parent may pick up phone at the end of the school day, and student will receive consequences for insubordination, ranging from ISS to OSS.

**Student Suspensions**

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

Students are responsible for their conduct that occurs:

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

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

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

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

a. Poses a physical risk to himself or herself or to others;

b. Causes a serious disruption that cannot be addressed through other means; or

c. Is the act of bringing a firearm on school campus.

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

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

- 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.

When possible, notice of the suspension, its duration, and any stipulations for the student’s re-admittance to class will be given to the parent(s), legal guardian(s), or to the student if age 18 or older prior to the suspension. Such notice shall be handed to the parent(s), legal guardian(s), or to the student if age 18 or older or mailed to the last address reflected in the records of the school district.

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

It is the parents’ or legal guardians’ responsibility to provide current contact information to the district which the school shall use to immediately notify the parent or legal guardian upon the suspension of a student. The notification shall be by one of the following means, listed in order of priority:
1. A primary call number;
2. The contact may be by voice, voice mail, or text message.
3. An email address;
4. A regular first class letter to the last known mailing address.

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

During the period of their suspension, students serving OSS are not permitted on campus except to attend a student/parent/administrator conference.

During the period of their suspension, students serving in-school suspension shall not attend or participate in any school-sponsored activities during the imposed suspension.

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

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

**Expulsion**

The Board of Education may expel a student for a period longer than ten (10) school days for violation of the District’s written discipline policies. The Superintendent may make a recommendation of expulsion to the Board of Education for student conduct:
- Deemed to be of such gravity that suspension would be inappropriate;
- Where the student’s continued attendance at school would disrupt the orderly learning environment; or
- Would pose an unreasonable danger to the welfare of other students or staff.

Expulsion shall not be used to discipline a student in kindergarten through fifth (5th) grade unless the student’s behavior:
1. Poses a physical risk to himself or herself or to others;
2. Causes a serious disruption that cannot be addressed through other means; or
3. Is the act of bringing a firearm on school campus.

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 1 following the date of the notice, except that representatives of the Board and student may agree in writing to a date not conforming to this limitation.

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

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

Except as permitted by policy, the Superintendent shall recommend the expulsion of any student for a period of not less than one (1) year for possession of any firearm prohibited on school campus by law. The Superintendent shall, however, have the discretion to modify the expulsion recommendation for a student on a case-by-case basis. Parents or legal guardians of a student enrolling from another school after the expiration of an expulsion period for a weapons policy violation shall be given a copy of the current laws regarding the possibility of parental responsibility for allowing a child to possess a weapon on school property. The parents or legal guardians shall sign a statement acknowledging that they have read and understand said laws prior to the student being enrolled in school.

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

Due process
Every student is entitled to due process in every instance of disciplinary action for which the student may be subjected to penalties of suspension or expulsion.

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

1. Prior to any suspension, the school principal or his/her designee, shall advise the pupil in question of the particular misconduct of which he or she is accused, as well as the basis for such accusation.
2. The pupil shall be given an opportunity at the time to explain his/her version of the facts to the school principal or his/her designee.
3. Written notice of suspension and the reason(s) for the suspension shall be given to the parent(s) of the pupil.
4. Any parent(s), or legal guardian of a pupil suspended shall have the right to appeal to the superintendent of schools.

Corporal Punishment
Reasonable discipline may include the administration of corporal punishment to a student by a certified employee. The corporal punishment shall not be excessive or unduly severe, and shall be administered for just cause following warnings that the misbehavior will not be tolerated.

The following procedures will be followed:

A. All corporal punishment shall be administered in an administrator’s office in the presence of licensed school personnel.
B. Only certified personnel may administer corporal punishment, and then only in the presence of a school administrator or his designee.
C. A maximum of three (3) swats shall be administered.
D. Corporal punishment will not be administered in the presence of other students or with malice or anger.
E. The parent will be notified when corporal punishment is administered.
F. A disciplinary report shall be filed in the principal or designee’s office.

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

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

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

Bullying means the intentional 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:

1. Physical harm to a public school employee or student or damage to the public school employee's or student's property;
2. Substantial interference with a student's education or with a public school employee's role in education;
3. 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
4. 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 constitutional or statutorily protected status that causes, or reasonably should be expected to cause, substantial interference with the other's performance in the school environment; and

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

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

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

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

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

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

Students are encouraged to report behavior they consider to be bullying; including a single action which if allowed
to continue would constitute bullying, to their teacher or the building principal. The report may be made
anonymously. Teachers and other school employees who have witnessed, or are reliably informed that, a student
has been a victim of behavior they consider to be bullying, including a single action which if allowed to continue
would constitute bullying, shall report the incident(s) to the principal. Parents or legal guardians may submit
written reports of incidents they feel constitute bullying, or if allowed to continue would constitute bullying, to the
principal. The principal shall be responsible for investigating the incident(s) to determine if disciplinary action is
warranted. The person or persons reporting behavior they consider to be bullying shall not be subject to retaliation
or reprisal in any form. Students found to be in violation of this policy shall be subject to disciplinary action up to
and including expulsion. In determining the appropriate disciplinary action, consideration may be given to other
violations of the student handbook which may have simultaneously occurred. 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,

Copies of this policy shall be available upon request.

Health Program
Communicable Disease Policy
A chart prepared by the Arkansas Department of health and approved by the Arkansas Department of Education
titled “School Procedures in Communicable Disease Control” will be used as a guide for disease control in our
school. Specific examples of communicable diseases include, but are not limited to: chicken pox, measles,
scabies, conjunctivitis (Pink Eye), impetigo/MRSA (Methicillin-resistant Staphylococcus aureus)
streptococcal/staphylococcal infections, ringworm, mononucleosis, Hepatitis A, B or C, mumps, vomiting, diarrhea
and fever.

Parents (or designees) may be notified to pick up students from school if during the school day any of these
conditions exist:
1. Development of unexplained rash.
2. Injury or sudden illness requiring a doctor’s care.
3. Temperature of 100.5 degrees or greater.
4. Vomiting at school.
5. Lice or nits found in hair.
6. Any condition preventing student from functioning in class.

Head Lice or Human Host Parasites (Pediculosis)
We ask you, as parents, to frequently examine your child’s hair for signs of human host parasite infestation. If
head lice are found and treated at home the unavoidable harassment of being sent home from school is resolved.
Classes may be screened throughout the school year for head lice.

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 immediately. The parents/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.

The school nurse will do weekly checks following a child’s re-admittance to school.

Only with your assistance and continued support can we control the spread of head lice in our families, school
and community.
Scabies (Itch)
Students suspected of having scabies will be excluded from school until treated. Many skin conditions resemble scabies. A doctor should see the rash to determine if it is caused by scabies mites or another condition. To be readmitted to school, students must have been treated according to the doctor's instructions, and present a note from their doctor to the school nurse.

Student Accident Insurance
The Lavaca School Board carries a basic insurance policy which covers every student enrolled in the Lavaca Schools. All students are covered during school hours and during any school function. The policy also covers the high school athletic program, but does not cover the elementary football, basketball, and baseball or softball program.

Student Medications
Medications are given at school as a courtesy to parents. Medications not necessary for attendance may be refused. Medications may be administered by Unlicensed Assistive Personnel under the supervision or direction of a school nurse.
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 will be maintained by the school nurse.
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 an Individualized Health Plan which provides for the administration of Glucagon in emergency situations and a current, valid consent form on file from their parent or guardian.

Unless authorized to self-administer, students are not allowed to carry any medications while at school. The parent or legal guardian shall bring the student's medication to the nurse, or in the absence of the nurse, to the principal's office. The student may bring the medication if accompanied by a written authorization from the parent or legal guardian along with a note stating the number of pills in the bottle. Medications, including those for self-medication, must be in the original container and be properly labeled with the student's name, the ordering provider's name, the name of the medication, the dosage, frequency, and instructions for the administration of the medication (including times). A pharmacy label will act as a physician's order. 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. No medication will be given unless it is specifically ordered by the child's physician to be given during school hours. Medication ordered to be given 1, 2, or 3 times a day will be given at home unless specifically ordered by a physician to be given during the school day.

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

Nonprescription medications may be given to students upon the decision of the nurse or their designee(s). Such medications must be in the original container, clearly labeled and accompanied by a written authorization form signed by the parents or legal guardians that includes the student's name, the name of the medication, the dosage, and instructions for the administration of the medication (including times). Non-prescription medication will not be stored at school for more than a week without a written doctor's order. Doctor's order needs to specify the reason for the need of the non-prescription medication. Failure to provide a doctor's order may result in the student not being given the non-prescription medication at school.

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 destroyed by the nurse with a witness present.
If morning medication, usually given at home, is forgotten, there must be verbal consent from the parent before given at school.

Students with an Individualized Health Plan (IHP) may be given over-the-counter medications to the extent giving such medications are included in the student’s IHP.

The school system is not responsible for reactions caused by medications which are properly administered. If questions concerning a medication arise, school personnel have the right to call the doctor/pharmacist regarding medications.

Due to the possibility of choking hazards, no cough drops, throat lozenges or medicated suckers will be given at school. Narcotic medications such as cough syrups with codeine and pain medication will not be given at school. Therefore, non-aspirin over the counter products will be the only pain medications given at school.

The only Schedule II medications that shall be allowed to be brought to the school are methylphenidate (Ritalin) and amphetamine sulfate (Adderall). For student safety, no student will be allowed to attend school if the student is currently taking any other Schedule II medication than permitted by this policy.

Aspirin and products containing aspirin such as Pepto Bismol will not be given at school due to the possibility of Reye’s syndrome.

Due to side effects from chronic use of Ibuprofen and Tylenol. Headaches will be treated without the use of medication first, such as: a snack, hydration, and rest. If the need for medication arises, you will be contacted by the nurse.

Students may carry and self-administer a rescue inhaler and/or auto-injectable epinephrine, at school and school sponsored activities if they have a signed parental consent form and a physician’s order on file.

Medications not collected by the parent on the last day of school will be destroyed.

Screenings
The school nurse will conduct routine screenings for vision and hearing in grades Pre-K (4 year olds), K, 1, 2, 4, 6, & 8, scoliosis 6 & 8 grade girls and 8th grade boys, BMI—K, 2, 4, 6, 8, 10.

Procedure for Emergency Care of Known Medical Problems
When children who may be subject to unusual health hazards such as allergy to bee stings, etc. attend school, it is the parent/guardian’s responsibility to assure that the school administration is aware of the situation and prepared to employ the emergency measures indicated. A specific emergency plan needs to be developed.

For example:
A. If the child is stung, he/she must report this to his/her teacher immediately. Response is dependent on what is negotiated between the child’s parent/guardian, personal physician, or health care source and the school.
B. A medication may be given to allay reactions until the child can be transported to the physician’s office, the emergency room, etc.
C. First Aid measures may be instituted.

The emergency plan for the individual student must be written and approved by a physician. It should include medical directions for the immediate care of the child. The aftercare of the child will be determined by the attending physician who sees the child either in the office or in the emergency room. It is the parent/guardian’s responsibility to assure that a School Emergency Plan is developed for their child, and that written permission is given by the parent to institute emergency measures. An allergic reaction to a bee sting could be a life-threatening situation. It is imperative that a student's conditions such as diabetes, grand and petit mal seizures, etc. be made a part of permanent student information.

Other Health Information
It is the parent/guardian’s responsibility to notify the nursing staff or school personnel in writing of any serious medical condition (including allergies) his/her child may have. Notification should be made in a timely manner.

Parents should not send a student to school who has a fever of 100.5 degrees or greater. Students who have a fever of 100.5 degrees or greater will be sent home. The student should remain at home until he/she has been free of fever, without the use of fever reducing medications, for 24 hours.

Parents should not send a student to school who is vomiting or has diarrhea in the morning or previous evening due to the contagious nature of these conditions. Student must be symptom free for at least 24 hours.
Emergency Drills
All schools in the District shall conduct fire drills at least monthly. Tornado drills shall also be conducted not fewer than three (3) times per year with at least one each in the months of September, January, and February. Students who ride school buses shall also participate in emergency evacuation drills at least twice each year.

The District shall annually conduct an active shooter drill and school safety assessment for all District schools in collaboration with local law enforcement and emergency management personnel. Students will be included in the drills to the extent that is appropriate to the age of both the student and grade configuration of the school. Drills may be conducted during the instructional day or during non-instructional time periods.

Other types of emergency drills may also be conducted to test the implementation of the District’s emergency plans in the event of an earthquake, terrorist attack that might include the use of biological or chemical agents. Students shall be included in the drills to the extent practicable.

In the case of an actual emergency, the District Crisis Response Team will follow planned procedures for the safety and well-being of our students. Parents are encouraged NOT to come to the school or to tie up the phone lines by phoning in emergency situations. Rather, we would ask you to wait by your phone, listen to the radio, check our school Facebook pages, etc. for school-closing information, and allow the Crisis Response Team to contact you if the emergency has involved your child.

SMART CORE CURRICULUM AND GRADUATION REQUIREMENTS FOR THE CLASSES OF 2018, 2019, AND 2020
All students are required to participate in the Smart Core curriculum unless their parents or guardians, or the students if they are eighteen (18) years of age or older, sign a Smart Core Waiver Form to not participate. While Smart Core is the default option, both a Smart Core Informed Consent Form and a Smart Core Waiver Form will be sent home with students prior to their enrolling in seventh (7th) grade, or when a seventh (7th) through twelfth (12th) grade student enrolls in the district for the first time and there is not a signed form in the student’s permanent record. Parents must sign one of the forms and return it to the school so it can be placed in the students’ permanent record. This policy is to be included in student handbooks for grades six (6) through twelve (12) years of age or older, sign a Smart Core Waiver Form and both students and parents must sign an acknowledgement they have received the policy. Those students not participating in the Smart Core curriculum will be required to fulfill the Core curriculum or the requirements of their IEP (when applicable) to be eligible for graduation. Counseling by trained personnel shall be available to students and their parents or legal guardians prior to the time they are required to sign the consent forms.

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

This policy, the Smart Core curriculum, and the courses necessary for graduation shall be reviewed by staff, students, and parents at least 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:

a. Inclusion in the student handbook of the Smart Core curriculum and graduation requirements;
b. 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;
c. Discussions held by the school’s counselors with students and their parents; and/or
d. Distribution of a newsletter(s) to parents or guardians of the district’s students.

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

To the best of its ability, the District shall follow the requirements covering the transfer of course credit and graduation set forth in the Interstate Compact on Educational Opportunity for Military Children for all students who meet the definition of “eligible child.”
GRADUATION REQUIREMENTS
The number of units students must earn to be eligible for high school graduation is to be earned from the categories listed below. A minimum of twenty-two (22) units is required for graduation for a student participating in either the Smart Core or Core curriculum. In addition to the twenty-two (22) units required for graduation by the Arkansas Department of Education, the district requires an additional 2 units to graduate for a total of 24 units. Units are defined as the following to meet the district diploma requirements: eight (8) consecutive semesters of English, eight (8) consecutive semesters of Mathematics, six (6) semesters of Science, and six (6) semesters of Social Studies. The additional required units may be taken from any electives offered by the district. There are some distinctions made between Smart Core units and Graduation units. Not all units earned toward graduation necessarily apply to Smart Core requirements.

All seniors must complete the Senior Seminar during senior year. Students will participate in career readiness, financial planning, and CPR training - professional dress is required.

Students are required to complete a total of 75 community service hours to earn a Community Service Learning Credit while in grades 9-12 from a local and state approved organization.

Beginning in the 2018-2019 school year, all students must pass the test approved by ADE that is similar to the civics portion of the naturalization test used by the United States Citizenship and Immigration Services in order to graduate.

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

SMART CORE: Sixteen (16) units

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

Oral Communications: one-half (½) unit

Mathematics: four (4) units (all students under Smart Core must take a mathematics course in grade 11 or 12 and complete Algebra II.)
1. Algebra I or Algebra A & B* which may be taken in grades 7-8 or 8-9;
2. Geometry or Investigating Geometry or Geometry A & B* which may be taken in grades 8-9 or 9-10;
   *A two-year algebra equivalent or a two-year geometry equivalent may each be counted as two units of the four-unit requirement for the purpose of meeting the graduation requirement, but only serve as one unit each toward fulfilling the Smart Core requirement.
3. Algebra II; and
4. The fourth unit may be either:
   1. A math unit beyond Algebra II: this can include Pre-Calculus, Calculus, AP Statistics, Algebra III, Advanced Topic and Modeling in Mathematics, Mathematical Applications and Algorithms, Linear Systems and Statistics, or any of several IB or Advanced Placement math courses (Comparable concurrent credit college courses may be substituted where applicable); or
   2. A computer science flex credit may be taken in the place of a fourth math credit.

Natural Science: a total of three (3) units with lab experience chosen from
One unit of Biology; and either:
Two units chosen from the following three categories (there are acceptable options listed by the ADE for each):
   o Physical Science;
   o Chemistry;
   o Physics or Principles of Technology I & II or PIC Physics;
One unit from the three categories above and a computer science flex credit may be taken in the place of a third science credit.

Social Studies: three (3) units
   ▪ Civics one-half (½) unit
   ▪ World History - one unit
• American History - one unit

Physical Education: one-half (½) unit

**Note:** While one-half (½) 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 (½) 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 (½) unit

**CAREER FOCUS:** - Six (6) units

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

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

**CORE: Sixteen (16) units**

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

Oral Communications: one-half (½) unit

Mathematics: four (4) units
1. Algebra or its equivalent* - 1 unit
2. Geometry or its equivalent* - 1 unit
3. All math units must build on the base of algebra and geometry knowledge and skills.
4. (Comparable concurrent credit college courses may be substituted where applicable)
5. A computer science flex credit may be taken in the place of a math credit beyond Algebra I and Geometry

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

Science: three (3) units
• at least one (1) unit of biology or its equivalent; and
Two units chosen from the following three categories:
• Physical Science;
• Chemistry;
• Physics; or
One unit from the three categories above and a computer science flex credit may be taken in the place of a third science credit.

Social Studies: three (3) units
a. Civics one-half (½) unit
b. World history, one (1) unit
c. American History, one (1) unit

Physical Education: one-half (½) unit

**Note:** While one-half (½) 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 (½) 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 (½) unit

**CAREER FOCUS: - Six (6) units**

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

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

**SMART CORE CURRICULUM AND GRADUATION REQUIREMENTS FOR THE CLASSES OF 2021 AND THEREAFTER**

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

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

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 or guardians of the district’s students.

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

To the best of its ability, the District shall follow the requirements covering the transfer of course credit and graduation set forth in the Interstate Compact on Educational Opportunity for Military Children for all students who meet the definition of “eligible child.”
GRADUATION REQUIREMENTS
The number of units students must earn to be eligible for high school graduation is to be earned from the categories listed below. A minimum of twenty-two (22) units is required for graduation for a student participating in either the Smart Core or Core curriculum. In addition to the twenty-two (22) units required for graduation by the Arkansas Department of Education, the district requires an additional 2 units to graduate for a total of 24 units. Units are defined as the following to meet the district diploma requirements: eight (8) consecutive semesters of English, eight (8) consecutive semesters of Mathematics, six (6) semesters of Science, and six (6) semesters of Social Studies. The additional required units may be taken from any electives offered by the district. There are some distinctions made between Smart Core units and Graduation units. Not all units earned toward graduation necessarily apply to Smart Core requirements.

All seniors must complete the Senior Seminar during senior year. Students will participate in career readiness, financial planning, and CPR training - professional dress is required.

Students are required to complete a total of 75 community service hours to earn a Community Service Learning Credit while in grades 9-12 from a local and state approved organization.

Beginning in the 2018-2019 school year, all students must pass the test approved by ADE that is similar to the civics portion of the naturalization test used by the United States Citizenship and Immigration Services in order to graduate.

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

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

SMART CORE: Sixteen (16) units

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

Oral Communications: one-half (½) unit

Mathematics: four (4) units (all students under Smart Core must take a mathematics course in grade 11 or 12 and complete Algebra II.)
5. Algebra I or Algebra A & B* which may be taken in grades 7-8 or 8-9;
6. 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.
7. Algebra II; and
8. The fourth unit may be either:
   o A math unit beyond Algebra II: this can include Pre-Calculus, Calculus, AP Statistics, Algebra III, Advanced Topic and Modeling in Mathematics, Mathematical Applications and Algorithms, Linear Systems and Statistics, or any of several IB or Advanced Placement math courses (Comparable concurrent credit college courses may be substituted where applicable); or
   o A computer science flex credit may be taken in the place of a fourth math credit.

Natural Science: a total of three (3) units with lab experience chosen from
One unit of Biology; and either:
Two units chosen from the following three categories (there are acceptable options listed by the ADE for each):
 o Physical Science;
 o Chemistry;
 o Physics or Principles of Technology I & II or PIC Physics; or
1. One unit from the three categories above and a computer science flex credit may be taken in the place of a third science credit.
Social Studies: three (3) units
- Civics one-half (½) unit
- World History - one unit
- American History - one unit

Physical Education: one-half (½) unit

Note: While one-half (½) 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 (½) 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 (½) unit

CAREER FOCUS: - Six (6) units
All career focus unit requirements shall be established through guidance and counseling based on the student’s contemplated work aspirations. Career focus courses shall conform to the curriculum policy of the district and reflect state curriculum frameworks through course sequencing and career course concentrations where appropriate.

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

CORE: Sixteen (16) units

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

Oral Communications: one-half (½) unit

Mathematics: four (4) units
6. Algebra or its equivalent* - 1 unit
7. Geometry or its equivalent* - 1 unit
8. All math units must build on the base of algebra and geometry knowledge and skills.
9. (Comparable concurrent credit college courses may be substituted where applicable)
10. A computer science flex credit may be taken in the place of a math credit beyond Algebra I and Geometry
*A two-year algebra equivalent or a two-year geometry equivalent may each be counted as two units of the four (4) unit requirement.

Science: three (3) units
- at least one (1) unit of biology or its equivalent; and
Two units chosen from the following three categories:
- Physical Science;
- Chemistry;
- Physics; or
One unit from the three categories above and a computer science flex credit may be taken in the place of a third science credit.

Social Studies: three (3) units
- Civics one-half (½) unit
- World History, one (1) unit
- American History, one (1) unit

Physical Education: one-half (½) unit
Note: While one-half (½) 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 (½) 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 (½) unit

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

**Food Services/Cafeteria**
Lavaca Schools participate in the National School Lunch Program. This program provides free and reduced price lunches for those students who are eligible under federal guidelines. Applications are available daily in the office or cafeteria. Breakfast serving time is 7:30. The cost is $1.75 for breakfast. Reduced price for breakfast is $.30 per day. The cost of lunch is $2.65 per day in Elementary and Middle School and $2.70 per day in the High School. Reduced price for lunch is $.40. A regular lunch consists of meat, vegetables, fruit, bread and milk. There will be an additional cost for extra items. Students will be issued an ID number and have their own accounts established in the cafeteria. Parents and students need to memorize the ID number. Adult lunch is $3.60. Adult breakfast is $2.35.

Students are expected to be orderly and keep noise to a minimum. All students are expected to clean up after themselves by clearing their table of all trash and returning their dirty trays to the dish room window. Punishment for students not following the above rules will range from a verbal reprimand to cafeteria clean-up to suspension.

**Student Meal Charging**
Provision and Management Guidelines
Recognizing the occasional need for students to charge meals, the following guidelines are set in place as an equitable framework for collection procedures of negative balances in lunch accounts.

**K-12**
Student may charge up to $25.00 to his/her meal account. A la carte items may not be charged. Once the $25.00 charge limit has been reached, and alternate meal may be provided to the student. When a student’s lunch account has accrued a negative balance a reminder to the parent and/or guardian will be sent home with student weekly. If the account balance remains in negative, notices will continue to be sent at least once per week. A phone call should be made to the parent and/or guardian by the Food Service Manager, Food Service Director, or School Principal (or his/her designee) to attempt to make arrangement to bring account current. Unpaid meal charges may be carried over at the end of the school year as delinquent debt so efforts to collect may continue. After the end of the subsequent school year the debt will be reclassified as “bad debt”. The bad debt will be written off as an operating loss and will be restored using non-federal funds.

**Cafeteria Payment Options**
Option 1
EZSchoolpay.com is an online payment source to help parents/guardians manage your child’s school meal account. Payment can be made using a debit or credit card. There is a $3.00 fee per deposit. If a parent deposits money into two or more children’s accounts using the same credit card transaction, there will only be one $3.00 fee. The funds deposited through EZSchoolPay.com will be deposited into your student’s account by the following working day. Visit www.EZSchoolPay.com and click on the Register button on the EZSchoolPay homepage. You will need your child’s student ID number. Once registered, you can link all school-aged children under one account. If you choose not to use EZSchoolPay.com to make payments for school lunches, you can still establish
an account for free to track purchase history and receive an e-mail notice when your account is low. Parents are responsible for setting a low balance amount to receive an e-mail notice. Cash sales cannot be tracked.

Option 2
K-4 students – Put check or cash in an envelope, turn into homeroom teacher. The Food Service Cashier will credit your children’s account.
5-12 students – Can pay the building secretary or can pay in the serving line, check or cash.

Option 3
Local benevolence groups and individuals may pay for students who have a zero or negative balance on their account.

**Student Promotion and Retention**
A disservice is done to students through social promotion and is prohibited by state law. The District shall, at a minimum, evaluate each student annually in an effort to help each student who is not performing at grade level. Parents/guardians shall be kept informed concerning the progress of their student(s). Notice of a student’s possible retention or required re-taking 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.

At least once each semester, the parents and teacher(s) of a student in kindergarten through eighth (8th) grade shall be notified in writing of the student’s independent grade-level-equivalency in reading.

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

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

1. The building principal or designee;
2. The student’s teacher(s);
3. School counselor;
4. A 504/special education representative (if applicable); and
5. The student’s parents.

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.

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

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

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

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

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

- The student’s SSP will be updated in order to assist the student with college and career readiness skills, course selection in high school, and improved academic achievement; and
- Provide a basis for counseling concerning postsecondary preparatory programs.
An SSP shall be created:
1. By no later than the end of the school year for a student in grade eight (8) or below who enrolls in the District during the school year; or
2. As soon as reasonably possible for a student in grade nine (9) or above who enrolls in the District at the beginning or during the school year.

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

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

**Summer School**
High School students wanting to attend summer school must adhere to the following criteria. The student can only enroll in courses:
- Previously failed at the high school
- Not offered at Lavaca High School

Students must gain approval from the high school principal or designee prior to enrolling in the course or courses for approval toward graduation credit.

**Homework**
Work that is discussed or begun in class but assigned to be completed at the student's home is known as homework. Homework is assigned for the purpose of reinforcing learning and achieving mastery in the skill or concept. Parents should provide a quiet place and time for the student to work, and the necessary supplies with which to work.

**Grading Scale**
Teachers in the Lavaca Schools will use the following grading scale to determine letter grades.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>90-100</td>
</tr>
<tr>
<td>B</td>
<td>80-89</td>
</tr>
<tr>
<td>C</td>
<td>70-79</td>
</tr>
<tr>
<td>D</td>
<td>60-69</td>
</tr>
<tr>
<td>F</td>
<td>59 and below</td>
</tr>
</tbody>
</table>

**Grading and Examination – Middle School**
1. Each semester test will count 10% of the student’s semester grade.
2. Semester tests will administered to 7th and 8th grade students only in both fall and spring semester (see exemption policy for more information).

**Grading and Examinations – High School**
1. Each semester test will count 10% of the student’s semester grade (see exemption policy for more information).
2. Students must take the AP final in order to receive 5 point credit. 5 point credit is only available in AP, IB, or ADE approved honor classes with appropriate teacher training.
3. All students will be graded on academic requirements only.

**4 Point Classes**
A = 4 points

**5 Point Classes**
A = 5 points
B = 3 points  B = 4 points
C = 2 points  C = 3 points
D = 1 point  D = 2 points
F = 0 points  F = 0 points

<table>
<thead>
<tr>
<th>4 Point Classes</th>
<th>5 Point Classes</th>
<th>Percentile</th>
</tr>
</thead>
<tbody>
<tr>
<td>A ' 4 points</td>
<td>A ' 5 points</td>
<td>90-100%</td>
</tr>
<tr>
<td>B ' 3 points</td>
<td>B ' 4 points</td>
<td>80-89%</td>
</tr>
<tr>
<td>C ' 2 points</td>
<td>C ' 3 points</td>
<td>70-79%</td>
</tr>
<tr>
<td>D ' 1 point</td>
<td>D ' 2 points</td>
<td>60-69%</td>
</tr>
<tr>
<td>F ' 0 points</td>
<td>F ' 0 points</td>
<td>59% and Below</td>
</tr>
</tbody>
</table>

All grades are for educational objectives only.

**Elementary Report Cards**
K-4 report cards at Lavaca Elementary School are standards-based. They are designed to provide information to parents about student progress in:
1. Meeting the Arkansas State Standards in English Language Arts, Math, Science, and Social Studies.
2. Developing Lifelong Learning Skills, which include various study skills and behaviors.
A list of sub-skills is included under Reading, Writing and Language Skills, Mathematics, and Science. Teachers will rate each child’s level of proficiency for every skill listed and provide parents with suggestions for ways they can help their child at home.

**RATING SCALE**
E- Student exceeds grade level expectations
3-Student has mastered the skill and can demonstrate the skill independently. The student meets grade level expectations for this standard.
2-Student is progressing toward grade level expectations and can demonstrate the skill with support.
1-Student is not able to demonstrate this skill and this skill should be considered a concern

**Report Cards**
Reports pertaining to pupil progress in scholarship and general classroom attitudes/behaviors will be sent to parents at the end of each nine-week quarter or as needed. If there are any questions, teachers will always be available for a parent-teacher conference. There will be two parent-teacher conferences scheduled for all students each school year. One conference will be held each semester. First contact about student progress should always be with the teacher.
In addition to the quarterly report, parents of students not working up to their capabilities or failing will be notified at the midterm of each quarter by progress reports. Notices of Concern may also be mailed by the teacher if a student’s behavior or academics need attention.

**Test Exemption**
During the spring semester students who meet the following criteria will have the choice of taking their semester test or being exempt: *Note—students are not exempt from the fall semester tests.
- Students in the 7th and 8th grades at Middle School must have an A or B and no more than five (5) absences to be exempt from spring semester tests.
- Students in the 12th grade in High School must have a 3.50 cumulative grade point average and have no more than five absences to exempt from spring semester tests.
- Additionally, Seniors or Middle School students cannot have been placed in ISS, OSS, Saturday School, and/or have unexcused absences and receive an exemption.
- Semester Tests will be worth 10% of the semester grade.

Students in the 9th through 11th grades in High School must take the Semester Tests in both the fall and spring semesters. No exemptions.

Concurrent, WATC, Virtual Arkansas Courses, and Project Based Assessments may not be eligible for exemptions based on the instructor’s policies.
Honor Roll
Each nine-week grading period, an Honor Roll will be announced. This listing will include the names of those students who have made all A’s or all A’s and B’s. For concurrent courses and WATC courses, the midterm grade assigned by the teacher will count when determining honor roll.

Honors Graduate Requirements
- Student must have a 3.50 grade point average through their eighth semester.
- Student must complete at least seven units of study selected from the Honor Diploma Courses.
- Student must successfully complete the minimum core of high school courses recommended for preparation for post-secondary education or a more rigorous program of vocational study.

Regular-See Graduation Requirements

Honor Graduate Courses
The following list of high school classes will fulfill the required units necessary for a student to graduate with honors from Lavaca High School:
- Chemistry II
- Spanish II
- Pre Cal/Trig
- Calculus
- Physics
- Anatomy/Physiology

Concurrent College Classes Taught at Lavaca High School through UAFS and ATU Russellville
Any AP class offered at Lavaca High School
Any Pre-AP class offered at Lavaca High School

The following W.A.T.C. classes:
- Architectural Materials
- Digital Layout I-Foundation
- Child Development
- Engineering Graphics II
- Digital Communications
- Digital Illustration
- Fundamentals of Computers
- Introduction to Typography
- Network Fundamentals
- Introduction to Mechanical
- Engineering
- Solid State
- IT Project Tools
- Introduction to Mechanical Engineering II
- Digital Design II-Advanced
- Foundations of Early Childhood Education

Student Organizations/Equal Access
Non-curriculum-related secondary school student organizations wishing to conduct meetings on school premises during non-instructional time shall not be denied equal access on the basis of the religious, political, philosophical, or other content of the speech at such meetings. Such meetings must meet the following criteria.
1. The meeting is to be voluntary and student initiated;
2. There is no sponsorship of the meeting by the school, the government, or its agents or employees;
3. The meeting must occur during non-instructional time;
4. Employees or agents of the school are present at religious meetings only in a non-participatory capacity;
5. The meeting does not materially and substantially interfere with the orderly conduct of educational activities within the school; and
6. Non-school persons may not direct, conduct, control, or regularly attend activities of student groups.
All meetings held on school premises must be scheduled and approved by the principal. The school, its agents, and employees retain the authority to maintain order and discipline, to protect the well-being of students and faculty, and to assure that attendance of students at meetings is voluntary.

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

**Youth Organizations**

Students have the right to join youth organizations such as, but not limited to, 4-H, Girl Scouts, Brownies and Boy Scouts, Webelos, and Cub Scouts. These organizations shall not restrict membership on the basis of race, national origin, or other arbitrary reasons. They may restrict membership on the basis of sex if the organization is entitled to Title IX exemption under the Bayh Amendment, which includes: (a) voluntary youth service organizations, (b) religious and charitable organizations, (c) single sex by tradition organizations or (d) organizations principally composed of members under the age of 19. Instructional time will not be interrupted for activities or promotions of youth organizations such as those above, or for other extracurricular activities. School fraternities and secret societies are banned in Arkansas public schools.

**Extracurricular Activities - ELEMENTARY**

**Definitions**

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

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

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

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

**Extracurricular Eligibility**

The Board believes in providing opportunities for students to participate in extracurricular activities that can help enrich the student’s educational experience. At the same time, the Board believes that a student’s participation in extracurricular activities cannot come at the expense of his/her classroom academic achievement. Interruptions of instructional time in the classroom are to be minimal and absences from class to participate in extracurricular activities shall not exceed one per week per extracurricular activity to the extent that such activity is not a part of the academic program.

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

Any student who refuses to sit for a Statewide assessment or attempts to boycott a Statewide assessment by failing to put forth a good faith effort on the assessment as determined by the assessment administrator/proctor, or whose parents do not send their 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 statewide assessment, as applicable. The superintendent or designee may waive this paragraph’s provisions when the student’s failure was due to exceptional or extraordinary circumstances. Students falling under the provisions of this paragraph shall be permitted to attend curriculum related field trips occurring during the school day.
A student who enrolls in the district and meets the definition of “eligible child” in ENTRANCE REQUIREMENTS shall be eligible to try out for an extracurricular activity regardless of the date the student enrolls in the District so long as the student meets all other eligibility requirements and the extracurricular activity is still ongoing.

Beginning in 2018-2019
A student and the parent or legal guardian of the student shall sign and return an acknowledgement of receipt and review of an information sheet regarding signs and symptoms of sudden cardiac arrest before the student may participate in an athletic activity and before each school year the student participates in an athletic activity.

**Extracurricular Activities – SECONDARY SCHOOLS**

**Definitions:**

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

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

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

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

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

“Supplemental Improvement Program (SIP)” is an additional instructional opportunity for identified students outside of their regular classroom and meets the criteria outlined in the current Arkansas Activities Association (AAA) Handbook.

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

Any student who refuses to sit for a Statewide assessment or attempts to boycott a Statewide assessment by failing to put forth a good faith effort on the assessment as determined by the assessment administrator/proctor, or whose parents do not send their 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 statewide assessment, as applicable. The superintendent or designee may waive this paragraph’s provisions when the student’s failure was due to exceptional or extraordinary circumstances. Students falling under the provisions of this paragraph shall be permitted to attend curriculum related field trips occurring during the school day.
A student who enrolls in the district and meets the definition of “eligible child” in ENTRANCE REQUIREMENTS shall be eligible to try out for an extracurricular activity regardless of the date the student enrolls in the District so long as the student meets all other eligibility requirements and the extracurricular activity is still ongoing.

Beginning in 2018-2019
A student and the parent or legal guardian of the student shall sign and return an acknowledgement of receipt and review of an information sheet regarding signs and symptoms of sudden cardiac arrest before the student may participate in an athletic activity and before each school year the student participates in an athletic activity.

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

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

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

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

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

Academic Requirements: Senior High
In order to remain eligible for competitive interscholastic activity, a student must have passed (4) academic courses the previous semester and either:
1. Have earned a minimum Grade Point Average (GPA) of 2.0 from all academic courses the previous semester; or
2. If the student has passed four (4) academic courses the previous semester but does not have a 2.0 GPA the student must be enrolled and successfully participating in an SIP to maintain their competitive interscholastic extracurricular eligibility.

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

Arkansas Activities Association
In addition to the foregoing rules, the district shall abide by the rules and regulations of AAA governing interscholastic activities. AAA provides catastrophic insurance coverage for students participating in AAA governed extracurricular activities who are enrolled in school. As a matter of District policy, no student may participate in 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.

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).

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

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

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

Home-schooled students whose parents or guardians are legal residents of the school district will be permitted to pursue participation in an interscholastic activity in the student's resident school zone as permitted by this policy.

Home-schooled students whose parent or legal guardian are not residents of the school district will be permitted to pursue participation in an interscholastic activity in the District if the superintendent of the student's resident district and the superintendent of the District both agree in writing to allow the student to participate in interscholastic activities at the District.

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. The District shall provide a reasonable alternative to any prerequisite for eligibility to participate in an interscholastic activity that the home-schooled student is unable to meet because of his or her enrollment in a home school.

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 course in the District's school where the student is intending to participate in an interscholastic activity.

The student shall regularly attend the class in which the student is 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.

Beginning in 2018-2019
A student and the parent or legal guardian of the student shall sign and return an acknowledgement of receipt and review of an information sheet regarding signs and symptoms of sudden cardiac arrest before the student may participate in an athletic activity and before each school year the student participates in an athletic activity.

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.

A home-schooled student who is not a resident of the District may begin participating in interscholastic activities:
a. Immediately upon being approved for participation for all interscholastic activities other than athletic activities;
and
b. One (1) calendar year after being approved to participate in interscholastic activities that are athletic activities
unless the approval is prior to July 1 of the school year the student would have been enrolled in seventh (7th)
grade if the student were enrolled in public school.

A home-schooled student who is not a resident of the District and is prohibited under this policy from participating
in an interscholastic activity that is an athletic activity for one (1) calendar year may immediately participate in
rehearsals, tryouts, practices, auditions, classes, or other endeavors associated with the interscholastic activity.

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.

**Academic Course Attendance by Private School And Home School Students**
The District allows private school and home school students whose parents, legal guardians, or other responsible
adult with whom the student resides are residents of the District to attend academic courses offered in grades 7-
12. The District will place a list of courses that a private school or home school student may request to attend on
its website (see course catalog) by:
- June 1 for courses to be offered during the Fall semester; and
- November 1 for courses to be offered during the spring semester.

A private school or home school student who desires to attend one or more of the available academic
courses shall submit a written request to attend the academic course(s) to the superintendent, or designee, no later than:
- August 1 for Fall semester courses; or
- December 1 for spring semester courses.

The District may reject a private school or home school student’s request for attendance if the District’s
acceptance would:
- Require the addition of staff or classrooms;
- Exceed the capacity of a program, class, grade level, or school building;
- Cause the District to provide educational services the District does not currently provide; or
- Cause the District to be out of compliance with applicable laws and regulations regarding desegregation.

Requests to attend an academic course will be granted in the order the requests are received. Upon the receipt of
a private or home school student’s request to attend academic course(s), the District will date and time stamp the
request for attendance. If a private school or home school student is denied attendance based on a lack of
capacity and an opening in the requested course occurs prior to the start of the course, the District will use the
date and time stamp on the request for attendance to determine the private school or home school student who
will be notified of an opening in the requested course.

As part of the request to attend academic courses in the District, a private school or home school student shall:
1. Indicate the course(s) the private school or home school student is interested in attending;
2. If the course(s) the private school or home school student is interested in attending is being offered by the
   District in both a physical and a digital format, whether the private school or home school student intends to
   attend the physical course or the digital course;
3. Agree to follow the District’s discipline policies; and
4. Submit immunization documentation required. In addition to the documentation methods provided, a home
   school student may submit a letter to the superintendent, or designee, stating an objection to immunizations
   and listing the immunizations the student has received, if any.

A private school or home school student who fails to attend an academic course by the eleventh (11) day of class
shall be dropped from the course.

The responsibility for transportation of any private school or home school student attending academic courses in
the District shall be borne by the student or the student’s parents.
The opportunity provided to home school students under this policy is in addition to the opportunity provided in Extracurricular Activity Eligibility for Home Schooled Students.

**Chemical Screen Test Policy**
Beginning at the time of preschool physicals and throughout the year, all students competing in athletic activities and cheerleaders in grades 7-12 will be subject to being picked at random for drug testing. On a monthly basis, between 5% and 90% of the students involved in covered activities shall be selected at random by a health service provider selected by the District. Parents may obtain full details of this policy through the High School Office.

**Student Eligibility**
Students who wish to participate in extracurricular activities shall meet all eligibility requirements of the Arkansas Activities Association and Arkansas Department of Education.

**Transportation for Extracurricular Activities**
All students who participate in extracurricular activities must travel to and from those activities by the means provided by the school. Exceptions may be made by the sponsor when the parents and/or spouse of the student wish to have the student return with a responsible adult as determined by the teacher/sponsor. A note from the parent/guardian must be approved by the principal or designee. This note should be turned in to the office prior to leaving for any event. The parents or spouse shall contact the teacher/sponsor to secure release of their child or spouse. Any exception to this policy will be determined by the principal or designee.

**Student Council**
To run for LHS Student Council officer, a student must have been a student council member the previous school year, maintained at least a 2.5 cumulative GPA, and not have been in ISS or OSS. The candidates are voted on by the student body. Officers consist of President (grade 12), Vice-President (grade 11 or 12), Secretary (grade 10 or 11), and Reporter (grade 10). There will be representatives per grade (9-12). To run for Class Representative, a student must have been a student at Lavaca for the entire previous school year, maintained at least a 2.5 cumulative GPA, and not have been in ISS or OSS. The candidates are voted on by their respective grades.

**Beta Club**
Membership in the Beta club is open to all students from grades 10-12. Sophomores are required to achieve a 3.5 GPA in order to qualify for membership. Juniors and seniors are required to achieve a 3.25 GPA in order to join Beta Club. If the GPA drops for any semester below these levels, the students will have one semester probation to return their grades to the acceptable level. If a student fails to do so, that student will be dropped from membership. Beta Club seniors can be awarded cords to wear at graduation if the following requirements are met: serve as an active member and have documented a minimum of 10 community service project hours per year of membership.

**Class Organization**
Each class will elect a president, vice president, and secretary to represent their class.

**Qualifications of Class Officers**
1. Must be able to conduct class meetings.
2. Must observe the qualities of a good citizen (to be verified by the class sponsor).
3. Must have been enrolled in Lavaca School for a period of one semester.
4. Must have a 2.00 grade point average.

**Athletic Program**
Lavaca Public Schools offers to its students the following sports beginning in the 7th grade: volleyball, basketball, football, cheerleading and track. High School students may also compete in golf and softball. All students that wish to participate in these sports will be required to meet the eligibility standards set by the Arkansas Activities Association. Prior to participation in any athletic practice or event, a student must have on file a physical exam form completed by a licensed medical doctor. The district also requires participation in a random drug testing program. Students and parents must sign a form agreeing to abide by the district policy before being allowed to participate.

**Band and Choir**
We encourage students to participate in band and choir. Students may sign-up for these activities each fall and spring.
**Cheerleading**
Students participating as cheerleaders must meet the eligibility standards as specified by the Arkansas Activities Association. Students not meeting these eligibility standards will not be able to participate as a cheerleader. The district also requires participation in a random drug testing program. Students and parents must sign a form agreeing to abide by the district policy before being allowed to participate.

**Sportsmanship Policy**
**INTRODUCTION:** The effective secondary school must support both an academic program and an activities program. We believe that these programs must do more than merely exist - they must be integrated and support each other in "different" arenas. The concept of "sportsmanship" must be taught, modeled, expected, and reinforced in the classroom and in all competitive activities.

**PHILOSOPHY:** Activities are an important aspect of the total education process in our schools. They provide the arena for participants to grow, to excel, to understand, and to value the concepts of SPORTSMANSHIP and teamwork. They are an opportunity for coaches and school staff to teach and model SPORTSMANSHIP, to build school pride, and to increase student/community involvement - this ultimately translates into improved academic performance. Activities are also an opportunity for the community to demonstrate its support for the participants and the school, and to model the concepts of SPORTSMANSHIP for our youth as respected representative of society. SPORTSMANSHIP IS GOOD CITIZENSHIP IN ACTION!

**Awards and Lettering**

**Athletic Awards**
The Athletic Department shall award letters and trophies. These shall be in accord with the policy in recognition for play and sportsmanship, and in accordance with the policies of the Arkansas Activities Association.

**Awards for Lettering**

**JUNIOR HIGH** - An athlete will receive a certificate his or her first year to letter (if first year to participate).
An athlete that participates two years, with one year lettering, will receive a letter at the end of his or her 8th grade year.

**SENIOR HIGH** - An athlete will receive a certificate his or her first year to letter (if first year to participate).

**Band Lettering Policy**
In order to earn a letter award a band member must earn 500 points in the lettering system and have no unexcused absences from any performance. A member of the band, in good standing, will receive the following awards for lettering:

- Middle School - Certificate
- Freshman - Certificate
- Sophomore or second year high school letterman - Letter
- Subsequent letter awards - A gold bar each year

**Cheerleader Lettering Policy**
It is felt that the criteria set forth in Article VI, Section F, Item 1,2,3 and 4 of the constitution are reasonable expectations for cheerleaders. Therefore, any cheerleader who honors the above provisions during the school year may expect to receive a certificate their first year to letter, a letter the second year, and an additional letter the third year.

In the event a cheerleader does not honor the above provisions due to a violation of the constitution, there will be no letter awarded.

**Choir Lettering Policy**
Any Lavaca Vocal Music Student who wishes to letter must meet the following criteria:

1. Student must maintain at least a "B" in Vocal Music for the entire year.
2. Student must audition for All-Region or participate in Solo and Ensemble and receive a I or II division rating.
3. Students must have no unexcused absences from rehearsals or performances according to the guidelines set forth in the Student Handbook.
4. Student must have no absence from contest performance (i.e. Fall Festival, Region Choir Festival, etc.)
5. Student must have no more than two (2) discipline referrals in the Principal or designee’s office.
Students in grades seven (7) through nine (9) will receive a certificate of letter for each year they qualify.

Students in tenth grade who have lettered twice will receive a letter.

After receiving a letter, a student who letters will receive a gold bar for each subsequent letter award.

**Advanced Placement Courses**

Any student who enrolls in an Advanced Placement (AP) course will be required to complete the AP exam for the course. The AP exam is provided to the student at no charge. In the event a student fails to complete the exam, the student and/or parent will be financially responsible for the cost of the exam.

**Concurrent Credit Policy**

Students of Lavaca High School may attend college part-time (at any accredited college or university) while attending LHS.

A ninth through twelfth grade student who successfully completes a college course(s) from an institution approved by the Arkansas Department of Education shall be given credit toward high school grades and graduation at the rate of one (1) high school credit for each three (3) semester hours of college credit. Unless approved by the school’s principal, prior to enrolling for the course, the concurrent credit shall be applied toward the student’s graduation requirements as an elective.

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). The transcripts are to be received by the school within 30 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 credit may be delayed if the transcripts are not received in time, or at all. This may jeopardize students’ eligibility for extracurricular activities or graduation.

Students will retain credit applied toward a course required for high school graduation from a previously attended, accredited, public school.

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

The following conditions are required for a student to be considered a full-time student while obtaining concurrent credit.

- The student must attend four consecutive periods of the school day on the LHS campus.
- The student must take at least three (3) academic courses on the high school campus. Academic courses will be defined as courses receiving graduation credit.
- Courses taken at the college level for concurrent credit will not be weighted.
- Students wanting to gain concurrent credit will meet with the high school principal prior to enrollment of college courses.
- Students wishing to receive credit other than career focus for their college class must have prior approval from the Principal.

**Concurrent Enrollment at W.A.T.C.**

LHS students are eligible to enroll in technology programs (not offered on the LHS campus) at the Western Arkansas Technical Center. The Technical Center on the UAFS campus will offer afternoon classes for 11th and 12th grade students in the following programs: Health Occupations, Computer-Aided Drafting and Design, Machine Tool Technology, Computer Repair Technology, Electronics Technology, and Automotive Technology. Visit the counselor for more information. Students who are placed on a behavior, discipline, academic, or attendance plan through W.A.T.C. may not be eligible for future enrollment in W.A.T.C.

**Concurrent Enrollment on LHS Campus**

LHS seniors are eligible to enroll in concurrent credit through UAFS and/or ATU and Lavaca High. For these courses, students will receive college credit and graduation credit towards their high school diploma. Students must qualify through the college(s) by scoring a 19 or above on the appropriate relevant academic areas and meet all class pre-requisites. Students must gain administrative approval to be in the concurrent enrollment program. If students qualify in both of these areas, the tuition will be paid by LHS. Textbooks or other course materials must be purchased by the student.

Students enrolled in college concurrent classes on campus must receive a “B” or better during the first semester to enroll in a similar class for the second semester. Students who have no disciplinary infractions for that first semester class can request an appeal to the principal. If any student fails or withdraws from a concurrent course
offered through LHS, that student will be charged the cost of their tuition for that particular course. Juniors may also take concurrent credit through UAFS and/or ATU if approved by the principal or designee.

**Correspondence and/or Online Courses**

Students who wish to enroll in correspondence courses offered by institutions of higher education will be allowed to earn a maximum of two (2) credits toward graduation if:

1. They are taking the course or courses to make up for a course previously failed in that department.
2. They must meet with the high school principal or designee prior to enrolling in the course or courses for approval toward graduation credit. (Correspondence and/or online courses may not be smart core).

Correspondence courses that do not meet the requirements above will be placed on the transcript but will not be counted toward graduation requirements nor be used in GPA calculations.

**Student Conduct**

Students are expected to abide by the guidelines outlined in the Lavaca Student Handbook. All students enjoy the rights of citizenship, but must accept the responsibility of citizenship. Faculty and staff at Lavaca Public Schools will stress the development of self-discipline in all school activities. Notice of the rules and regulations shall be disseminated to students and parents by way of this student handbook. Receipt of handbooks shall be documented and kept in the Principal’s office.

Students are expected to conduct themselves at all times (at school, at school activities and programs, traveling to and from school, on school related trips, and at any Lavaca Public School activity) in a manner that will promote the best interest of the school system and will not infringe on the rights of others. Students are expected to show respect for other students and staff. Language used shall be positive and should not be offensive or profane. Students are expected to follow reasonable instructions given by the faculty and staff.

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.

Application of disciplinary measures shall reflect a fair and reasonable exercise of authority, being neither arbitrary, capricious, discriminatory nor otherwise unreasonable. Procedural due process, to the extent of its applicability in any particular situation, shall be afforded to all students prior to imposition of punishment. The minimum penalty for any disciplinary action will be a verbal reprimand and the maximum penalty will be expulsion from school. The following rules, regulations and procedures are designed to protect all students and staff at Lavaca Public School and to promote an exemplary learning environment:

**Assemblies**

Assemblies will be held from time to time throughout the year. All students are required to attend assemblies unless excused by an administrator or designee. Assemblies are a scheduled part of the curriculum and as such, are designed to be educational as well as entertaining experiences. They provide one of the few opportunities in school to learn formal audience behavior. Regardless of the type of program, courtesy demands that the student body be respectful and appreciative. In live entertainment, the performers are very conscious of student behavior. Yelling is appropriate only at pep rallies. Students should not leave the assembly until dismissed.

Your conduct at many of these programs will determine to a large extent the opinion that your visitors have of our school and community as a whole. Just as importantly, your conduct reflects upon you as an individual and upon your parents.

**Dangerous or Habitual Poor Conduct**

Any student who displays dangerous or habitual poor conduct will be referred to the proper authorities, which may include, but not limited to psychologists, guidance counselors, physicians, etc. Students with disciplinary, socially dysfunctional, or behavior problems not associated with a handicapping condition will be considered for placement in an alternative learning environment provided by the district.

**Display of Affection**

Kissing, caressing, holding hands, etc., is not appropriate conduct at school and should not take place in the school environment. Students who have problems in this area will have a conference with an administrator, counselor, or designee. Repeated offenders will be punished. Punishments may range from a verbal reprimand to expulsion.
Drinks, Food and Candy
Food and drinks are not to be consumed by students on the bus, in the classrooms or hallways during school hours unless approved by an administrator. Students are allowed to drink water if it is in a clear bottle. No colored liquids are allowed. Water is not allowed in the library, around computers, or where harm may be done due to a spill. Students who bring their lunches need to keep them in their possession and not open them until lunchtime. Parents who desire to bring their child a lunch may do so by bringing it to the office or drop-off (high school only). Parents are not allowed to bring food or drink for other students. We encourage parents to have lunch with their child. You must check in at the office, obtain a visitors pass and meet your child in the cafeteria (designated area).

If parents or guardians arrive to eat lunch with their student, they may bring food from outside sources. However, due to Arkansas Department of Education rule, they may bring food for their child only.

- ADE Rule 8.02.1 Parents’ Rights - This policy does not restrict what parents may provide for their own child’s lunch or snacks. Parents may provide competitive foods and/or beverages or candy items for their own child’s consumption, but they may not provide restricted items to other children at school. (Example: a parent of a student cannot bring a pizza, cake, etc. to be shared with their student’s friends and particularly not homemade items.)

Backpacks
Backpacks, book bags, and gym bags may be used for carrying items between school and home. For space, safety, and security reasons, these bags may be placed in a designated area outside each classroom throughout the school day. Rolling backpacks are not allowed, unless required for a medical condition.

Vandalism
Students are expected to show respect for the property of others. Students who vandalize school property or personal property of others will be expected to pay for such damage. Disciplinary action may range from a verbal reprimand to expulsion. Prosecution may result in vandalism cases. When suspension occurs, a student will not be reinstated in school until restitution has been made. When suspension is not warranted, arrangements are to be made for restitution. If damages are not paid as scheduled, a student may be suspended.

Hall Passes
Students are expected to stay in class unless there is an emergency. If a student is permitted to leave class, they must have a hall pass with the following information: Students name, date, time, and destination.

Initiations/Hazing
Students are expected to show respect to other students at all times. Initiations or hazing of any kind is considered a negative behavior which could damage a student’s self esteem, pride and confidence. All students shall not advocate or participate in any type of initiation or hazing. Punishments may range from a verbal reprimand to expulsion.

Proper Conduct
Students are expected to show respect for other students and staff members. Language used shall be positive and should not be offensive or profane. Students are expected to follow reasonable instructions given by the staff at Lavaca High School. Punishments may range from a verbal reprimand to expulsion.

School Functions
School functions are considered an important part of school life. Lavaca High School students are expected to be on their best behavior at all times. This includes those times when they may be at ball games, band concerts, dances, etc.

Appropriate rules of conduct and dress as determined by the school staff will also apply at these events.

School Sponsored Trips
The sponsor in charge of a school trip has the right and authority to determine appropriate dress and conduct for a student to be eligible to go on a trip. LHS encourages school trips and we want to leave a positive impression upon people when we are visiting. All handbook rules apply to students while on trips.
School Enrollment Forms
Students who do not have their handbook, emergency, and enrollment forms turned in within 2 weeks after receiving them will receive a morning detention. Students may turn in the completed forms prior to the detention to avoid serving it. Students will receive a detention weekly until all forms are turned in.

Academic Information
Changing of Schedule
Students will have the first day of the fall semester to submit a schedule change form unless approved by the building principal. To change for the spring semester all signed schedule request forms must be turned in before release for Christmas Break. Students who desire to change their schedule should follow these steps:
- Get a schedule request form from the Counselor’s office. Have it signed by the student and parent, and turned in before the deadline.
- If the counselor approves the change, a new schedule will be presented to the student from the counselor’s office.

Personally Raising Educational Performance (PREP)
The PREP program (ALE) at Lavaca High School is designed to provide an opportunity for at risk students to succeed socially and academically. Placement in the program will be for a minimum of twenty (20) days based on the recommendation of the screening committee. The screening committee is comprised of the principal or designee, counselor, PREP teacher, and the referred student’s classroom teacher. Students in the PREP program will be eligible to receive counseling services, tutorial help, and other self-paced activities.

Student Classification
Students will be placed in the appropriate grade based upon the number of years they have attended high school.

Valedictorian and Salutatorian
Beginning with the graduating class of 2017, students must meet the following requirements to be eligible as Valedictorian or Salutatorian:

A student who has successfully completed a minimum core of high school courses recommended for preparation for post-secondary education as recommended by the State Board of Higher Education, State Board of Education, and Local Board of Education shall be eligible for the honor of serving as Valedictorian or Salutatorian of his or her graduating class if the following conditions are met:

1. Earned a minimum cumulative weighted grade point average of 3.50 to be calculated after the 8th and final semester of high school
2. Be distinguished as an honor graduate
3. Attend Lavaca High School their entire junior and senior years
4. Take a minimum of four courses for academic credit each semester of their senior year
5. Have one of the highest two cumulative weighted grade point averages

Grade point averages will be figured using a weighted scale of 5.0 points for AP courses, and 4.0 points for non-AP courses.

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

Awards
Academic awards are presented at the awards assembly held in the spring semester. Awards will be presented to students named to the honor roll, new high school Beta Club members and officers will be inducted, honor graduates will be recognized, and other awards will be presented by the faculty.

Cheating Policy
If a student is caught cheating on an assignment, they will receive a “0” for that assignment. If the student is caught cheating a second time in the same class, their final grade for the course will be lowered by 10 points. If a student is caught cheating 3 times in the same class, they will receive a “0” as a final grade for the course.
**Incomplete Grades**
Incomplete grades will be given for individuals who, for reasons which were excused, have not completed their course work. Incomplete grades will not be given for a student who has failed to complete his/her work as a result of his own negligence. All incomplete grades which are not completed within a reasonable time, set by the teacher, will be changed to failure.

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

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

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.

**Withdrawal from School**
Parents of students withdrawing from school must notify the principal's office of the intended withdrawal and clear all accounts. These accounts pertain to the lunch program, textbooks, library books, fines, and any miscellaneous fees.

**Deliveries**
No deliveries for students will be accepted at LPS other than items needed for school that day. **Floral deliveries will be accepted only** if the student’s name and last hour class teacher’s name are printed clearly on the outside of the card. Balloons will not be allowed on buses for safety reasons. If you send your child an arrangement that contains balloons, please make plans to pick them up.

**Academic Progress**
As part of Lavaca Middle School's parent involvement plan, 5th grade students will bring home a “Take Home Folder” once a week with school notes, parent-teacher communication as well as grades papers. Parents are asked to review their student's work, and return the folder to school the next day. Students in the 6th grade will bring home folders every other week. Parents are asked to review their student’s work, and return the folder to school the next day. Students in the 7th and 8th grade will have work returned to them for parent review once it is graded.

**Parental Contact**
Parents should contact the school by 11:00 a.m. any day that a student will be absent. In addition to assisting the school with the attendance record, parent notification to the school is a security measure to verify the location of all students. A note must be provided by the parent explaining the absence upon return to school and physician verification for all medical/dental appointments.

**Parent and Volunteer Activities**
Parents are encouraged to support the Lavaca Middle School by becoming active participants in their child’s education. The LMS Booster Club organization meets regularly. The date, time, and location of the meetings are publicized in advance.

Other opportunities include serving on committees, literacy volunteer (reading buddies, reading to classes), resource volunteer (Science demonstrations, Engineering projects, Historical storytelling,), and/or volunteering to assist school staff.

**Leaving Campus**
Once students arrive on campus (by bus or car) they cannot leave the campus for any reason without parent/guardian permission and appropriate check out through the office. The student must be signed out in the office. Unexpected or emergency requirements to leave school early can be arranged through the Principal. Students will not be allowed to leave with anyone who is not listed on their registration card. Student absence will be documented depending on the amount of time out of school. Leaving campus without following procedures will be considered an absence.
Telephone Calls/Message Delivery to Students
The office telephone is a business phone and not for student use. Parents should not call the school for their children except in an emergency. Students are not allowed to use the phone during class time, except in extreme emergencies. Parents need to call the school by 1:30pm to get messages to their children. There is no guarantee that your child will get the message if it is received after 1:30pm. PARENTS, please give your child after school instructions before they arrive at school.

Textbooks
Textbooks are furnished at no cost to the students. Students will be liable for the loss of textbooks or damage in excess of normal wear. In the event of a lost textbook, the student will be required to pay the total replacement cost of the book before being issued another book.

Enrollment Policy
This school is authorized under Federal law to enroll nonimmigrant students.

Foreign Exchange/International Student Policy
Lavaca High School welcomes foreign exchange/international students to our school. Exposure to cultures and customs outside of the norm is an essential part of an education. The following rules will govern foreign exchange/international students.

A. All foreign exchange/International students must be accepted through the approval of the Principal or designee and Superintendent.

B. The school district reserves the right to limit the number of foreign exchange/International students enrolled.

C. Students with the appropriate background will be enrolled in Senior English and will be included in Senior Class activities.

D. Students must not miss more than 10 days in any 1 semester to be able to walk in the graduation ceremony.

E. Students must be enrolled in 2 consecutive semesters to walk in the graduation ceremony.

F. Students at the ceremony may receive a certificate of attendance.

G. Students will not be included in class rankings.

H. Students will not be eligible for Val/Sal.

Fire Marshals
Each year two students from grades nine through twelve are selected to serve as fire marshals. These students are selected by their classmates.

Fund Raisers
All fund raising activities shall be submitted to the school principal or designee for approval. All fund raising events shall have a significant purpose.

Homecoming
Homecoming activities for football and basketball include: a special assembly, a pre-game ceremony with the crowning of the Queen, and Queen’s Court made up of representatives from grades 10-12. Students who are participating in the ceremony must adhere to the formal event dress code and/or as approved by the homecoming sponsor.

Media Center
The media center provides several thousand books, numerous newspaper and magazine subscriptions and Internet services for both research and recreational reading. The media center is open throughout the school day for student and faculty use. Every effort is made to keep the media center and its print and non-print holdings current. The following represents a list of policies/procedures that are to be followed by students at LHS.

- Books taken from the media center should be checked out at the circulation desk.
- Reference books must remain in the media center so they will be available at all times. Some reference books may be treated as reserve books.
- Reserve books may be borrowed for a period of time with the librarian’s approval.
- All media center materials are the responsibility of the student who checks them out. (Calculators, textbooks, and any other materials checked out through the media center).
- A fine of five cents per school day will be charged on overdue books.
The school reserves the right to withhold media center privileges to any student who fails to follow the rules. Students may not check out more than three books at a time. Any lost, stolen, or damaged materials will be replaced by the student on record at the material’s original cost.

**Military Recruiters**
In order not to violate student policy, Lavaca High School has had a policy not to release student names and contact information to any individual or group. However, Arkansas public schools are legally required to provide U.S. military recruiters with students’ names, addresses, and phone numbers. Students and parents have a right not to have their contact information released to recruiters. If you choose not to have this information released, contact the principal, designee, or the counselor.

**Motor Vehicles**
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. Any student parking a vehicle on campus is granting permission for school or law enforcement authorities to search that vehicle.

Students who fail to park in the designated parking lots, abide by the rules, or have not met LHS requirements, will have their driving privileges revoked or suspended. 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. Cars that are not parked in accordance with these rules will be subject to being reported to the local law enforcement office for illegal parking and may be towed at the owner’s expense.

**Office Telephone and Messages**
The office telephones are to be used for school purposes during the school day. Students will be allowed to make calls only after receiving permission from office staff for emergency situations only. Messages or deliveries of a non-emergency nature will not be delivered to students while they are in class. Deliveries to students will be held in the office for students to pick up during their free-time or will be delivered during the last period of the day.

**School Sponsored Dances**
Lavaca Middle School students will not be allowed to bring guests from other school districts. Lavaca High School students will be allowed to bring guests (under 21) who qualify if they register the guest in the high school office prior to the dance. Proof of age is required and all guests must be approved by the principal or designee in advance.

**Soliciting**
Under no circumstances will there be soliciting on the Lavaca School’s campus for purposes not related to Lavaca school activities.
Elementary Additional Information

OBJECTIVES
The objectives of Lavaca Elementary School are:
To provide an education that enables each student in the school district to reach his/her highest potential.
To promote an understanding of the principles of democracy and the respect for the rights of others.
To aid students in acquiring a sense of personal worth.
To provide activities and classroom atmosphere that reinforce positive moral values and acceptable social behavior.
To promote effective work habits and self-discipline.
To encourage all students to use their mistakes as positive learning experiences.
To encourage all parents to have an active role in their child's education.

STUDENT RIGHTS AND RESPONSIBILITIES
The Constitution of the United States, through the Bill of Rights and subsequent amendments, gives all persons certain rights, and the United States Supreme Court has declared that students do not shed those constitutional rights by walking through the school door. Students are protected by the Constitution, and that responsibility for protection applies to boards of education as it does to other rule-making authorities regarding the student behavior, but such authority is balanced by the Constitution and the courts.
Responsibilities, on the other hand, are not so clearly spelled out by law. While an individual does have a right to pursue his or her own self-fulfillment, those rights terminate at the point where they infringe upon the rights of others. Here are examples of selected student rights and responsibilities.

Students have a right to:
A. Pursue, through study and self-application a quality education at public expense and to attain personal goals through participation in the entire school program.
B. Participate in school activities without being subject to unlawful discrimination on any basis. Their access to participation in school programs or activities is on a competitive basis, each student has the right to compete on an equal basis.
C. Practice freedom of speech, freedom of expression of ideas and freedom of the press.
D. Express views or protest symbolically so long as the manner of expression does not interfere with the orderly operation of the school or the rights of others.
E. Participate in patriotic exercise or refrain from participation.
F. Be secure in their persons, papers, and effects against unreasonable searches and seizures; have privacy in regard to their personal possessions, unless there is a reasonable suspicion that the student is concealing material prohibited by law.
G. Determine their own dress, except where such dress is unsafe, unclean or is so distractive as to clearly interfere with the learning and teaching process.

Students have the responsibility to:
- Attend classes daily, be on time to all classes and obey school rules.
- Foster good human relations within the school, practice courtesy and tolerance in their dealing with each other and members of the school staff, and respect the dignity and worth of other individuals.
- Refrain from libel, slanderous, remarks, and obscenity in written expression.
- Develop tolerance of the viewpoints and opinions of others; recognize the rights of other individuals to form different points of view and to dissent in an orderly and respectful manner.
- Respect the rights of classmates who do or do not wish to participate in patriotic exercises.
- Respect the rights, property and privacy of other students and school personnel, carry only those materials which are acceptable under the law and which are not hazardous to any person or property, and accept the consequences for the articles stored in their lockers or cubbies.
- Observe the basic standards of cleanliness, modesty and good grooming and wear clothing which contributes to their own health and safety, as well as that of others.

Early Dismissal
Any check out prior to the end of the official school day will be considered an early dismissal. For attendance purposes, an early dismissal is considered the same as a tardy.
When a student has been checked out early in excess of 10 days per semester, the principal will notify the parent by telephone or letter that a referral may be made to the appropriate authorities.

Withdrawal from School
Parents of students withdrawing from school must notify the principal's office of the intended withdrawal and clear all accounts. These accounts pertain to the lunch program, textbooks, library books, fines, and any miscellaneous fees.

**Elementary Arrival/Dismissal**
Parents are responsible for their child being at school on time. All students should plan to arrive on campus by 7:45, when the first bell rings. **The bell for class to begin rings at 7:55 A.M.** A child is considered tardy if they arrive after this bell. The cafeteria opens at 7:30 for students who wish to eat breakfast at school. Students who arrive at school at 7:50 or later will not have time to eat breakfast before the tardy bell rings. The only exception where students may eat breakfast later than 7:50 will be in the case of a late bus arrival. Students arriving between 7:30 and 7:45 will be directed to the hallway, or cafeteria, where a supervising teacher will be on duty. Lavaca Elementary School shall not be responsible for students who arrive on campus before 7:30 a.m. or stay later than 3:25 p.m.

K-4 students are to be dropped off at the front awning at the north end of the building. Pre-K students are to be dropped off at the back of the building. If they have a sibling in K-4, the sibling may be dropped off at the back of the building as well.

K-4 car pick up line starts at the double doors of the building. Parents are to remain in their vehicles. This is a safety precaution for our students.

**General Guidelines for Parents and Students**
Education is a cooperative effort of both parents and teachers, a project of both the home and the school. This section of the handbook will enable the parents and students to become acquainted with some of the policies and regulations of the school along with helpful information and suggestions.

**Parent Responsibility**
Parents can do much in helping their child in school through having a positive attitude regarding education and in providing experiences which will enrich the child's life. It is at home at an early age that a child forms his/her attitude about learning. A genuine interest in the child's learning activities is important in attitude development. By being receptive to new ideas, the parent aids the child in learning new things. The parent, as an interest party in education, should welcome the opportunity to visit the school and to confer with teachers. Participation in school parent groups such as PTO can be satisfying to both the parent and the child. Teamwork between the parent and the school is essential to the child’s foremost progress and happiness in school.

**Use of Telephone**
The office telephone is a business phone and not for student use. Students will not be allowed to use the phone except in extreme emergencies. All permits to use the phone must come from a teacher who will send the student to the office for final approval. It is the parent/guardian responsibility to give their children after school instruction before they arrive at school. In case of emergencies that constitute a change in after school plans, parents should call the office by 1:30 p.m.

**Textbooks and Workbooks**
Textbooks and certain workbooks will be furnished to the students. These books belong to the State of Arkansas and must last for a five year period. Special care must be taken of the books. A book number is assigned to each student so that responsibility can be placed on the student to whom the book is issued. Therefore, if a student loses, writes in, or damages the book beyond normal wear, he shall pay the full price for the book at the end of the year. All report cards and credits will be held until the damage has been paid.

**Weekly Take Home Folders**
Each student will be bringing home a folder every day. This folder may contain daily work, classwork, homework, study guides, yellow cards, and other school information. The parents are asked to look over his/her child’s work. The parents will then sign the yellow card daily and return it to school the following day. It is important that the parents take the time to review the student's work to see in which areas he/she is doing well and in which areas he/she needs to concentrate to improve.

**Mid-Quarter Reports**
Parents of each student will receive an informational progress report midway through each quarter. Passing, low-passing, and failing grades will be noted. For those students with low-passing and failing grades, encouragement
is needed to raise the grade before the end of the grading period. For those students with passing grades, encouragement is needed to continue good work.

**Awards**
Academic awards are presented at the awards assembly held at the end of the school year. Other awards presented are good citizenship, most improved student, and perfect attendance. To be considered for the yearly superintendent's honor roll trophy, a student must maintain A's in all his/her academic subjects throughout the four quarters. To be considered for the principal's honor roll certificate, a student must maintain grades of A or B in all his/her academic subjects throughout the four quarters. To qualify for perfect attendance, a student must be in attendance at all times, and must not be tardy or be dismissed early.

**Activities**
The number of activities that a school has must be scheduled carefully so that no misunderstanding or conflicts in dates will occur. Therefore, the calendar of events and activities will be maintained by the superintendent and principal. Classes or organizations must present to the superintendent or principal, well in advance, the dates of their events or activities. Once a date has been set on the calendar, it is expected to be kept. A maximum of two field trips may be offered in accordance with the curriculum for each grade level. Parent permission and field trip money will be secured in advance. Students must travel to and from the field trip activity by the means provided by the school. Students may be checked out from the group to return home with their parents, provided the parents secure the release through the principal.

**School Counseling Program**
The counseling program at Lavaca Elementary School is available to help students, parents, and teachers encounter positive learning experiences. The program consists of a variety of services and activities, including individual and group counseling, parent and teacher consultation, information services, referral assistance to other programs and services in the school and community, and student testing. The school counselor is responsible for developing, scheduling, and evaluating services of the program, and is assisted by the Counseling Advisory Committee and the school principal. Primary services of the school counselor are to provide direct assistance to students in the school. Parent and teacher consultations can be scheduled at most anytime including after-school hours. The counselor is a certified professional with training in learning theory, counseling, consulting, tests and measurements, career development, research, and other areas appropriate to the practice of school counseling.

**Media Center Program**
The Elementary Media Center is an important part of our school. It provides recreational reading as well as books and computers for research work. Students are urged to use the media center freely. The books are used by many students and the expense of replacing them is great. Books may be checked out for a period of two weeks. Students who keep books out after they are due must pay a fine of 5 cents each calendar day (weekends and holidays are excluded). The fine method is used to encourage students to return books when they are due. If a book is lost or damaged beyond repair, the student will be responsible for reimbursing the media center the amount of the cost of the book. The student will also be responsible for paying all fines accrued from the date that the book was due until the time that the reimbursement for the book was paid. All report cards, grades, and transcripts are subject to being withheld until all media center fines have been paid. A parent advisory committee provides input toward the selection of library books and media. The media specialist welcomes public involvement in all phases of media acquisition and implementation.

**RULES**
The general rules for the Lavaca Elementary School have been developed to ensure the safety, well-being, and positive educational experience of each of our students. In keeping with the rights and responsibilities of our students, it is expected that they adhere to the following.

1. **CLASSROOM RULES:**
   a. The students will be in their assigned seats ready to work when the 7:55 bell rings.
   b. The students will have and bring to class, paper, pencils, books and daily assignments.
   c. The student will keep hands, feet, books, and objects to themselves.
   d. The students will talk without swearing, rude gestures, cruel teasing or put downs.
   e. The students will follow directions.

2. **PLAYGROUND RULES:**
a. Students will follow set game rules.
b. The students will talk without swearing, rude gestures, cruel teasing, or put downs.
c. The students will use equipment properly, as taught or shown by teachers.
d. The students will not bother other students that are playing a game.
e. The students will follow the directions of the adults in charge.

3. LUNCHROOM RULES:
   (refer to School Lunch Program: for additional information)
   a. The students will keep their hands, feet and objects to themselves.
   b. The students will stand silently in line.
   c. The students will keep tables and floors clean.
   d. The students will refrain from sharing food.
   e. The students will follow directions of duty teachers/staff and cafeteria personnel.

4. ROUTINE RULES:
   a. Walk quietly and in line
   b. Use good manners
   3) Respect people and property
   4) Students are not to sit on tables or desktops
   5) Be responsible for personal items
   6) All personal items should be labeled with the student’s name
   7) Students will not bring personal items such as radios, remote control toys, electronic games, tapes, CD’s, sports cards, game cards, or tape recorders (unless requested by a teacher)